

Adviser Charges Form

(For James Hay Partnership SIPP, IPS SIPP, IPS (2008) SIPP, IPS Family SIPP and IPS Pension Builder only)



Application guide

Please only complete this form if you have appointed a regulated financial adviser who is going to receive adviser charges from your product.

This form enables you to authorise the payment of adviser charges for which your financial adviser will invoice us.

Please do not edit this form. If a request cannot be accommodated using the options available, please use Section 5 for individual charges, to avoid the instruction being rejected.

Please complete this form in BLOCK CAPITALS and return it to:



James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF



If you need any help with completing this form, please speak to your financial adviser, or call your Customer Support Team or our general enquiry number 03455 212 414.

Notes to financial adviser

If we are currently paying adviser charges to your firm, we will already hold your bank details on file. To set up bank details or amend those held, please send us a signed and dated instruction on company headed paper, providing the sort code, account number and account name.

This agreement will replace any existing agreements in place for this client.

INVOICES

Any invoice submitted must be on your company headed paper and addressed to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF. It must provide details of the work carried out, confirm a monetary amount, and include a VAT number (if applicable). VAT can only be accommodated on invoiced charges.

Invoiced payments will not appear on any adviser charges statements. Confirmation of the payment will appear as a debit transaction on the relevant product bank account. If your firm is part of a network, please check with your payment department if they require a copy of any invoice submitted, as we do not issue payment confirmation.

SETTLEMENT

The payment terms are 28 days from receipt of the invoice, all related documentation and sufficient money being available for settlement.

1 Personal details

Applicant to complete

Product name Member number **2 Financial adviser's details**

Applicant to complete

Company name Contact name (if applicable) FCA firm reference number Address

 PostcodeTelephone Email

PLEASE NOTE: Your financial adviser will need to sign up to our Financial Adviser Terms of Business. This form is available from our website at www.jameshay.co.uk.

3 Initial charges

Applicant to complete

PLEASE NOTE: The maximum adviser charge we will facilitate from the SIPP is 5% (including VAT).

CONTRIBUTIONSPercentage % of each contribution received

OR

Fixed amount £ of each contribution received

The above applies to single and regular payments, and will be calculated on the amount before any tax reclaim. If you wish for the charge to be calculated from the total amount after tax reclaim, please tick here

TRANSFERS INPercentage % of each transfer received

OR

Fixed amount £ of each transfer received

Please note: Any adviser charges for investments should be stated on the trade instruction.

PLEASE NOTE: The maximum adviser charge to be facilitated from the SIPP is 5% (including VAT).

Percentage % of the value of investments in the SIPP each year, as set out in the annual valuation statement

OR

Fixed amount £ per annum

4 Ongoing charges - to be paid from your SIPP

Applicant to complete

PLEASE NOTE: The maximum adviser charge to be facilitated from the SIPP is 5% (including VAT).

Percentage % of the value of investments in the SIPP each year, as set out in the annual valuation statement

OR

Fixed amount £ per annum

5 One-off charge

Applicant to complete

If you wish for a one-off charge to be paid to your financial adviser, please confirm the amount below. An invoice from them will need to be included with this form.

One-off amount (to be invoiced) £

6 Declaration

Applicant to complete

I authorise James Hay Partnership to pay charges to my financial adviser as detailed in this form.

I confirm that my financial adviser has provided me with a key features illustration in respect of these adviser charges.

I agree that it is my responsibility to inform you in writing if I wish for these payments to stop, or if I change or remove my financial adviser.

I confirm that this agreement replaces any existing agreements that have been set up previously.

Applicant's name

Applicant's signature

Date

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of Nucleus Group Services Limited (NGSL) (registered in England number 02538532); James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371). JHS has its registered office at Aztec Group House, 11-15 Seaton Place, St Helier, Jersey, JE4 0QH. NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPS Plc, and UPT have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. (2/23)