

# 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, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB



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, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB. 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

  
  
  

Postcode

Telephone

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](http://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).

**CONTRIBUTIONS**Percentage  % 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 IN**Percentage  % 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 02601833); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); PAL Trustees Limited (PAL) (registered in England, number 01666419); Sarum Trustees Limited (SarumTL) (registered in England, number 01003681); The IPS Partnership Limited (IPSP) (registered in England, number 01458445); Union Pension Trustees Limited (UPT) (registered in England, number 02634371). NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPSP, UPT have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM, IPS, IPSP, are authorised and regulated by the Financial Conduct Authority. NGSL, IPS, IPSP, PAL, UPT, JHWM, JHPT, JHAC, SarumTL and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at [nucleusfinancial.com](http://nucleusfinancial.com) (12/24)