JAMES HAY PARTNERSHIP

Adviser Charges Form

(For Wrap Only)

JHAY0244A

Application guide

Please only complete this form if you have appointed a Financial Conduct Authority (FCA) regulated financial adviser who is going to receive adviser charges from your Wrap product. Important information for your financial adviser can be found below.

Please do not edit this form. If a request cannot be accommodated using the options available, please use Section 6 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 require any assistance, please 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, which is viewable through our online service James Hay Online. 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.

Initial charges on transfers, contributions, subscriptions, payments in and investments outside of the Investment Centre will be paid on receipt of an invoice. We will check to ensure the amount requested does not exceed the amounts detailed below and/or overleaf.

Initial charges on trades within the Investment Centre are paid via our automated system, and must be requested on the trade instruction.

Any ongoing charges will be paid via our automated system.

SETTLEMENT

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

Ongoing charges are paid around the 14th of the month in respect of the previous month. For example, charges for January will be paid around the 14th February.

Any payments that are missed due to insufficient available cash will be paid in the period following receipt of funds.

If an adviser charge on a client's product is not paid within 90 days of the payment due date, in instances where there is insufficient cash available in the client's product bank account, the payment will be cancelled as will any future adviser charges set up on the client's product. Should this happen, we will require a new Adviser Charges Form to be signed by the client before we can facilitate any further adviser charges payments on that product.

1 Personal details

Applicant to complete

Full name	
Wrap number	

2 Financial adviser 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 Wrap Financial Adviser Terms of Business. This form is available from our website www.jameshay.co.uk or by calling 03455 212 414.

3 Product selection

Applicant to complete

We will apply this agreement to all of your Wrap products. If you would prefer to apply it to specific products only, please specify below:

- ☐ Wrap Investment Portfolio
- ☐ Wrap SIPP
- ☐ Wrap ISA
- ☐ Wrap Offshore Bond

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Any ongoing charges will be paid via our automated system.

4 Initial charges

Applicant to complete

Please note: The maximum initial adviser charge we will facilitate from the product is 5% (including VAT).

CONTRIBUTIONS/SUBSCRIPTIONS/PAYMENTS IN

Percentage % of each contribution/subscription/payment in received

OR

Fixed amount £ of each contribution/subscription/payment in received

The above applies to single and regular payments, and will be calculated on the amount before any tax reclaim (for SIPPs). 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

INVESTMENTS

Percentage up to % of each new investment into Investment Centre funds

Percentage up to % of each new investment into assets held directly, or Specialist Investment top ups

OR

Fixed amount up to £ of each new investment into assets held directly, or Specialist Investment top ups

Please note: Any initial adviser charges for investments into Investment Centre funds should be stated on the trade instruction. All other initial adviser charges will be paid on receipt of an invoice.

5a Ongoing charges - to be paid from your James Hay product

Applicant to complete

Please note: The maximum ongoing adviser charge to be facilitated must not exceed 7% (including VAT).

Percentage [%] of the value of your product, per annum

OR

Fixed amount per annum [£] per annum

OR

Tiered percentage

From	£0.00	to	£	take	%
From	£	to	£	take	%
From	£	to	£	take	%
From	£	to	£	take	%
Over	£	take	%		

Any ongoing adviser charges for your Wrap products will be automatically paid on a monthly basis.

If you wish to **exclude** any asset groups from the calculations above, please specify below. Please note that we are unable to exclude individual investments or investment manager/stockbroker accounts.

- ☐ All Investment Centre funds (including Managed Portfolio Panel)
- ☐ All discretionary investment manager/stockbroker accounts
- ☐ All non-discretionary investment manager/stockbroker accounts
- ☐ Stocktrade/EQi
- ☐ All commercial property
- ☐ All other assets held directly within the product
- ☐ Cash held in the product bank account
- ☐ Cash held in the property bank account
- ☐ Cash held with cash panel providers

5b Ongoing charges - to be paid by investment managers

Applicant to complete

Percentage [%] per annum

OR

Fixed amount [£] per annum

The frequency will be determined by the investment manager.

If you would like an investment manager to deduct charges to pay directly to your financial adviser, please specify which parties below:

All ☐

OR

Specific investment managers named below:

Please note: The maximum ongoing adviser charge to be facilitated must not exceed 7% (including VAT).

6 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 and product below. An invoice from them will need to be included with this form.

One-off amount (to be invoiced) £

- [ ] Wrap Investment Portfolio
- [ ] Wrap SIPP
- [ ] Wrap ISA
- [ ] Wrap Offshore Bond

If no option is selected, the charge will be paid from the product named on the invoice.

Please note: Only SIPP related charges can be paid from the SIPP.

7 Declaration

Applicant to complete

I authorise James Hay Partnership and (where applicable) any relevant Investment Managers appointed to my SIPP 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 D D M M Y Y Y Y

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).