

Adviser Charges Form

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



JHAY0884A

Application guide

Please only complete this form if you have appointed an FCA regulated financial adviser who is going to receive adviser charges from your product. Important information for your financial adviser can be found on page 3.

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 black ink and return it to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

If you require any assistance, please call your Service Executive Team or our general enquiry number on 03455 212 414.

1 Personal details

Applicant to complete

Full name

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

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.

4 Ongoing charges - to be paid from your SIPP

Applicant to complete

PLEASE NOTE: The maximum adviser charge to be facilitated must not exceed 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

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, related documentation and sufficient money required for settlement.

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

James Hay Partnership is the trading name of 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); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL 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. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)

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