

# Adviser Charges Form

(For iSIPP only)



JHAY1059

## 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 SIPP. Important information for your financial adviser can be found on page 3.

This form enables you to authorise the payment of automated initial and ongoing adviser charges, or a one-off adviser charge 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](http://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

**3 Initial charges (continued)**

Applicant to complete

**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 fundsPercentage  up to  % of each new investment into an Investment Manager Account

OR

Fixed amount  £ of each new investment into an Investment Manager Account**Please note: Any adviser charges for Investment Centre trades should be entered on James Hay Online when submitting the trade instruction.****4a Ongoing charges - to be paid from your SIPP**

Applicant to complete

**Please note: The maximum adviser charge we will facilitate from the SIPP is 5% (including VAT).**Percentage  % of the value of your SIPP, per annum

OR

Fixed amount  £ per annum

OR

Tiered percentage

From £0.00 to  £ take  %From  £ to  £ take  %From  £ to  £ take  %From  £ to  £ take  %Over  £ take  %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 individual investment manager/stockbroker accounts. All Investment Centre funds (including Managed Portfolio Panel) All assets held with an investment manager or stockbroker Cash held in the SIPP bank account Cash held with cash panel providersHow frequently would you like your ongoing adviser charges paid? Monthly  Quarterly  Half-yearly  Annually 

If no option is selected, we will default to paying the charges quarterly.

**4b Ongoing charges - to be paid by third parties**

Applicant to complete

Percentage  % per annum

OR

Fixed amount  £ per annum

The frequency will be determined by the third party.

For future investments, any ongoing charge that is to be paid by a third party should be requested when placing the trade.

If you would like a third party to charge at the above rate on any existing investments held, please specify which parties below:

All 

OR

Specific third parties named below:

**Please note: The maximum adviser charge to be facilitated must not exceed 5% (including VAT).**

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) £

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 SIPP 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.

### SETTLEMENT

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

Initial charges are paid on the Friday of the next week, following the completion of the related transaction.

Ongoing charges are paid on the second working day of the month, for the month prior to the previous one. For example, charges for January will be paid on the second working day of March.

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.

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 Typetalk service on 18001 03455 212 414).

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