

Adviser charging variation and additional payment form



Online process available

If you would like to request a one-off adviser charge, the quickest way to do this is online. Simply log into your account, head to the 'clients' section via the dropdown menu in V2.0, choose your client and then select the 'adviser charging' tab.

This form authorises AJ Bell Investcentre to:

1. deduct the amount of the additional payment (inclusive of VAT if applicable) from the SIPP, Retirement Investment Account, ISA or General Investment Account (GIA) and to pay the full amount to the adviser firm;
2. vary the level of initial and ongoing adviser charges paid to the adviser under an existing agreement; and
3. include or exclude any assets held within a Funds & Shares Service execution-only (F&SS XO) account.

Client's details

Name of client

AJ Bell Investcentre account number

Adviser's details

Name of adviser firm

Address of adviser firm

Postcode

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Alternatively, you can email a scanned copy of this completed form to adviserservicing@investcentre.co.uk, or send it to:

AJ Bell Investcentre, 4 Exchange Quay, Salford Quays, Manchester M5 3EE

Please use **BLOCK CAPITALS** only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this, or any other item of our literature, in large print, Braille or audio format, please contact us on 0345 83 99 060 or by email at enquiry@investcentre.co.uk.

Additional 'one-off' adviser payment

Please specify:

SIPP or Retirement Investment Account

Amount net of VAT VAT (if applicable) Total

ISA

Amount net of VAT VAT (if applicable) Total

GIA

Amount net of VAT VAT (if applicable) Total

Variation of initial and ongoing adviser charges

Initial adviser charge

Please note it is not possible to apply a payment-related adviser charge retrospectively to historic transactions. You must use the 'Additional 'one-off' payment' section to take payment-related charges in relation to historic transactions.

SIPP or Retirement Investment Account

Payment-related (applies to all future contributions/transfers)

Per single contribution %
Per regular contribution % **Per regular contribution end date (optional)**
Per pension transfer %

ISA

Payment-related (applies to all future subscriptions/transfers)

Per single subscription %
Per regular subscription % **Per regular subscription end date (optional)**
Per ISA transfer %

GIA

Payment-related (applies to all future payments/transfers)

Per single payment %
Per regular payment % **Per regular payment end date (optional)**
Per GIA transfer %

Notes:

- The 'per regular contribution/subscription/payment' end date must be within 30 months of the date of this form, and will only apply to initial adviser charges on regular contributions, subscriptions or payments made into the specified account. The date you provide is inclusive – for example, if you request an end date of January 2025, the final initial adviser charge will be paid on regular contributions, subscriptions or payments made in January 2025.
- Please note that all adviser charges taken from ISAs are taken from the ISA 1 account, so you must ensure sufficient cash is available in the ISA 1 account.

Ongoing adviser charges

SIPP or Retirement Investment Account

Either

Current fixed £ p.a. New fixed £ p.a. Is VAT payable? Yes No

Or

Current fund-related % p.a. New fund-related % p.a. Is VAT payable? Yes No

Please tick this box if adviser charging is to be applied on the assets held in the F&SS XO account. (If adviser charging is selected, then this can only be applied at the same rate across the SIPP.)

ISA

Either

Current fixed £ p.a. New fixed £ p.a. Is VAT payable? Yes No

Or

Current fund-related % p.a. New fund-related % p.a. Is VAT payable? Yes No

Please tick this box if adviser charging is to be applied on the assets held in the F&SS XO account. (If adviser charging is selected, then this can only be applied at the same rate across the ISA.)

Note: all adviser charges are taken from the ISA 1 account, you must ensure sufficient cash is available in the ISA 1 account.

GIA

Either

Current fixed £ p.a. New fixed £ p.a. Is VAT payable? Yes No

Or

Current fund-related % p.a. New fund-related % p.a. Is VAT payable? Yes No

Please tick this box if adviser charging is to be applied on the assets held in the F&SS XO account. (If adviser charging is selected, then this can only be applied at the same rate across the GIA.)

Client authority and agreement

1. I request and authorise you to:
 - make the additional 'one-off' charge to my adviser; or
 - vary the level of initial and ongoing charges to be paid to my adviser as detailed above.
2. I have received sufficient information from my adviser for me to understand the effect of the variation in the charges payable to my adviser, and I understand the impact of this variation.

Signed by the client

Date

Full name of the client

Adviser confirmation

I confirm my agreement to the variation in adviser charges set out above.

I confirm that the client has been provided with sufficient information to enable them to understand the effect of the variation in adviser charges.

Where applicable, I confirm that the request for an adviser charge to be deducted from a SIPP or Retirement Investment Account is solely in relation to advice given regarding this SIPP or Retirement Investment Account.

I confirm any adviser charges which apply to F&SS XO accounts relate to ongoing chargeable services in relation to the product(s) indicated and understand that investment advice charges cannot be taken on F&SS XO transactions.

Signed on behalf of adviser's firm

Date

Full name of the adviser

Name of the adviser firm

Important notes

Notes to the client

1. This form must only be used if you wish to make a one-off payment to an adviser for advice regarding the product(s) indicated or if you wish to amend the initial and/or ongoing adviser charges terms for a particular product(s).
2. Additional payments can only be made to the adviser firm registered for the above product(s). If the above adviser firm is not currently the registered adviser for the above product(s), then a letter from you confirming the change of adviser is required. Please note that the new adviser must be registered with AJ Bell Investcentre.
3. All payments are made on the strict understanding that there will be no rebates, direct or indirect, of any form by the adviser firm or adviser to you or a party in any way connected with you. Failure to adhere to this requirement may result in additional tax charges.
4. VAT will be applied to initial and ongoing adviser charges on the basis notified to us by your adviser. Your adviser will inform you whether VAT will apply to these charges.
5. Ongoing adviser charges can only be fixed £value or fund-related %value.

Notes to the adviser

1. It is the adviser's responsibility to ensure that there is sufficient liquidity within the product(s) to meet the payments. Any work undertaken by AJ Bell Investcentre to deal with insufficient liquidity to meet payments will be charged at the prevailing hourly charge-out rate.
2. Additional payments are made weekly. Initial adviser charge payments will be paid weekly or monthly as per your existing arrangements. The form must be submitted in good time for us to arrange payments.
3. Ongoing adviser charges are paid monthly by default, unless other arrangements have been previously agreed with your client.
4. Any charges outlined above will only apply from the date we receive this from.
5. Your client **MUST** sign this form.