

Self-Invested Personal Pension

# Platinum SIPP

## **Adviser Agreement**

**Appointing a financial adviser to an existing SIPP  
and authorising payment of their fees**

## Please read this form and the notes carefully

If you have any questions about the completion of this form, please contact the Platinum SIPP team on 0345 25 05 609 or by email on [platinumsipp@investacc.co.uk](mailto:platinumsipp@investacc.co.uk)

### **Sending us your completed form**

The completed and signed form should be sent by email to [platinumsipp@investacc.co.uk](mailto:platinumsipp@investacc.co.uk) or to InvestAcc Platinum, 5th Floor, 4 Exchange Quay, Salford Quays, Manchester, M5 3EE or delivered in person during office hours.

Emailed forms must be high quality scans (not photographs).

### **Digital signatures or electronic signatures**

You may be able to complete this form and sign it without the need to print it out, if you have the free Adobe Acrobat Reader with the 'fill and sign' option, which allows you to add a signature. Note that this must clearly be your actual signature, not a handwriting font or similar. We reserve the right to refuse forms or to ask for evidence of signature, such as that on a driving license or passport, or to obtain a traditional wet signature.

We may also accept forms signed using DocuSign or Adobe Sign, but only where an FCA regulated financial advice firm has one of these systems and provides the completed documents, accompanied by the DocuSign Certificate of Completion or Adobe Final Audit Report.

## Adviser agreement

You should complete this form if you wish to appoint or replace a financial adviser. You can also use this form to confirm the level of fees you wish us to pay a new or existing financial adviser. If the adviser below is different to your previous adviser, then we will record this as a change of adviser.

### To be completed by the SIPP customer

The following financial advice firm provides me with advice relating to my SIPP and the investments within it:

(‘the advice firm’)

The section below should only be completed if you wish for us to pay your FCA regulated financial adviser a fee from your SIPP funds. Do not complete this section if you are paying your adviser directly, or if your adviser is being paid from the underlying investments e.g. from the investment managers.

Any fees detailed below will be deducted from the balance of your SIPP bank account.

#### One-off advice fee:

Either

£

or

%

of the initial investment

**A regular ongoing fee** (this will replace any existing instruction):

Either

£

paid each:      Month      Quarter      Year

Start date for regular fixed payments:

or

%

of the value of my SIPP each year

#### Should VAT be added to the amounts above?

Yes      No

You authorise InvestAcc to pay the above adviser fees from your SIPP deposit account on the following basis. (please tick **ONE** option):

##### BY INVOICE

Fees will be paid upon receipt of an invoice on your financial adviser’s headed paper stating a monetary amount. The invoice is to be addressed to your SIPP followed by the member(s) name(s). Any number of invoices can be submitted during a plan year, so long as the total yearly fee shown above for ongoing advice is not exceeded in any plan year.

##### AUTOMATIC FEE PAYMENT

InvestAcc will pay the above named adviser’s firm without the need for an invoice for any one-off fee above, and then in future ONCE PER YEAR (for ongoing fees which are either percentage based or fixed monetary amounts) on or around the plan anniversary date or MONTHLY/QUARTERLY/YEARLY (for ongoing fees which are fixed monetary amounts).

If there are insufficient funds in your SIPP bank account and you wish to sell investments to meet the payment, please send us a signed instruction confirming the amount to be sold and the investment provider from which the funds should be taken.

Where further investments or transfers are received after the SIPP has commenced, the same terms will apply.

**I confirm my agreement** to these adviser fees and hereby authorise and request that InvestAcc pays them on my behalf, from the funds held in my SIPP, until otherwise instructed.

These instructions amend and replace any existing remuneration arrangements, which would otherwise apply to my SIPP.

I understand InvestAcc will only pay these adviser fees if my financial adviser is authorised by the Financial Conduct Authority. If for any reason a payment is made to the financial adviser which it is not entitled to receive, the financial adviser must immediately return the payment to my SIPP.

Full name of member	SIPP member number
Member's signature	Date

## To be completed by your financial adviser

InvestAcc Pension Administration Limited payment terms are 10 working days from receipt of an invoice or payment instruction.

Company name	
FCA number (principal firm)	FCA number (appointed representative)
Individual adviser name	FCA individual authorisation number (if applicable)
Address	
	Postcode
Telephone number	Fax number
Email address	

By submitting this application form to us, the financial adviser firm above confirms acceptance of our intermediary terms of business, available on our website: [www.investaccplatinum.co.uk/terms-of-business-for-intermediaries](http://www.investaccplatinum.co.uk/terms-of-business-for-intermediaries)

## Financial adviser payment details (to be completed by your financial adviser)

Please make financial adviser fee payments by electronic bank transfer to the following account until further notice. In the case of appointed representative firms, this account must be for the principal firm unless we are given written confirmation that the principal firm authorises us to make payment direct to an appointed representative. If no details are given below, we will use account details previously advised to us, or we will issue fee payments by cheque.

Bank name	
Bank address	
	Postcode
Account name	
Account number	Sort code
Payment reference (e.g. your client or agency reference)	

Adviser's signature	Date

**Note:** Adviser fee payments cannot be made until the expiration of any applicable cancellation rights or 'cooling off' period. Payments of adviser fees will be made under the reference number you have chosen above, please choose a reference which allows your firm to identify receipt.

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Our SIPPs are offered without advice of any kind. A SIPP may not be suitable for all investors. If in doubt you should consult an authorised financial adviser. InvestAcc Pension Administration Limited is the operator and scheme administrator and is responsible for the maintenance and running of the scheme.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority. InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.



# InvestAcc Platinum

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