

RETIREMENT WEALTH ACCOUNT

INVESTMENT ADVICE MANAGER ADVISER CHARGES PAYMENT REQUEST FORM

Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ.

For payments through the Elevate General Investment Account

What is this form for?

You have discussed and agreed with your Investment Advice Manager how you will pay for the cost of their advice and any other services (adviser charges) in relation to your plan. Completing and returning this Adviser charges payment request form will set up an instruction to us to pay an ongoing adviser charge to your Investment Advice Manager through your investment in the Elevate General Investment Account (Elevate GIA) to the extent that there are sufficient assets and monies in the Elevate GIA to cover such payments. All other adviser charges (if any) must be paid outside of the Elevate GIA.

This instruction will authorise us to allow the provider of the Elevate GIA (who is Elevate Portfolio Services Limited "Elevate") to facilitate the payment of an ongoing adviser charge of up to 2% per annum of the value of your plan assets allocated to the Elevate GIA, to your Investment Advice Manager. Your Investment Advice Manager will be responsible for confirming to Elevate the amount of the adviser charge that they have agreed with you. You will need to contact your Investment Advice Manager if you do not agree with any adviser charges that have been applied to the Elevate GIA.

You must use this form if you wish to set up an ongoing adviser charge to be paid via the Elevate GIA.

All ongoing adviser charge payments to be deducted from the Elevate GIA must be for the regular advice and services you are to receive in relation to your plan.

You should speak to your Investment Advice Manager if you have any questions about this form.

Canceling this instruction

If you no longer wish to pay for adviser charges through the Elevate GIA, you can cancel this instruction by writing to us at any time. We will then instruct Elevate to cancel all outstanding and future adviser charges due to be taken from the Elevate GIA. Any instruction to cancel an ongoing adviser charge will be confirmed to you and your Investment Advice Manager. You will need to make other arrangements with your Investment Advice Manager to pay any future or outstanding charges.

Important notes

Any new payment instructions in this form will be deducted in addition to any existing adviser payments currently being taken from your plan unless you tell us otherwise. Only one ongoing adviser charge can be deducted from the Elevate GIA at a time so this instruction will override and replace an existing ongoing adviser charge.

Please note that all references to "us", "our", "we" and "Scheme Operator" means Phoenix Life Limited the Scheme Operator of the Retirement Wealth Account.

1. YOUR DETAILS

Illustration reference number

(the last seven digits of your Retirement Wealth Account reference number (highlighted in bold) on your illustration)

To avoid delays, please ensure the adviser charge payment details entered on this form match the information shown in your personal illustration.

Title (such as Mr, Mrs, Dr)	
Last name	
First name(s)	
Elevate account number	<input type="text" value="E"/> <input type="text" value="L"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. YOUR INVESTMENT ADVICE MANAGER'S DETAILS

Name	
Firm	
FCA number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact number	

3. YOUR INSTRUCTIONS

Ongoing adviser charge

Complete this section if you have agreed with your Investment Advice Manager to pay a regular payment via your investment in the Elevate GIA for ongoing advice or services you receive in relation to the plan.

Ongoing Adviser Charge (up to a maximum of 2% per annum of the value of the assets in the Elevate GIA)

Please select one of the following:

Fixed amount per year

OR

Percentage of account value per year

(The amount will be calculated daily, based on the total value of the Elevate GIA)

Frequency: Monthly Quarterly Half-yearly Annually

Ongoing adviser charges will begin at the end of the payment frequency selected, typically on the same day of each month from when your plan was set up. For example, if you tick 'Monthly' then the first payment will be the same day of the month your plan was set up, one month after we receive your instructions.

4. VARIATIONS OF THE RWA TERMS AND CONDITIONS

By instructing us to pay your adviser through the Elevate GIA, your **Retirement Wealth Account Terms & Conditions** will be varied as follows:

- Section 5.4: this section is varied to reflect that, in the event that you authorise some of the value of your plan to be managed and invested via the Elevate GIA, we may (in accordance with your instructions) authorise Elevate to facilitate the payment of an ongoing adviser charge to the Investment Advice Manager through the Elevate GIA.
- Section 7: this section is varied to reflect that, where you instruct us to pay adviser charges to your Investment Advice Manager via the Elevate GIA, these adviser charges will be taken from the Elevate GIA instead of the plan's cash account. If all plan assets allocated to the Elevate GIA are exhausted, no further payments will be paid to your Investment Advice Manager and you will have to settle any such adviser charges outside of the Elevate GIA.
- Section 9 "Ongoing Adviser Charge": this section will include that you can pay a regular payment for the ongoing services that the Investment Advice Manager has agreed to provide to you in relation to the plan. This can be a fixed amount or a percentage of the value of the assets held in the Elevate GIA, up to 2% per annum of the total assets held in your Elevate GIA. It can be paid monthly, quarterly, half-yearly or annually.
- Except to the extent varied by this form, all provisions in the Retirement Wealth Account Terms & Conditions relating to the payment of an ongoing adviser charge will apply in respect of a payment from the plan (via the Elevate GIA) to the Investment Advice Manager.

5. CLIENT DECLARATION

I confirm:

- My Investment Advice Manager has provided me with information on adviser charges and I have agreed with my Investment Advice Manager to pay the adviser charges.
- I have authorised the Scheme Operator to instruct Elevate to facilitate on my behalf the payment of an ongoing adviser charge to the Investment Advice Manager of up to 2% per annum of the value of the assets held in the Elevate GIA.
- I have authorised the Investment Advice Manager to act on my behalf, including notifying Elevate of the ongoing adviser charge that I have agreed with my Investment Advice Manager that is to be deducted from the Elevate GIA as set out in this form, and that Elevate is entitled to rely upon such instructions from the Investment Advice Manager.
- I have read and agreed to the Retirement Wealth Account Terms & Conditions in relation to adviser charges to be taken through the plan, as varied by section 4 above.

I understand:

- This instruction is subject to the Retirement Wealth Account Terms & Conditions as varied by section 4 above.
- It is my responsibility and the responsibility of my Investment Advice Manager to ensure that there are sufficient funds in the Elevate GIA to pay adviser charges as they fall due. Where there are insufficient funds, the Scheme Operator will follow the disinvestment strategy selected by me and my Investment Advice Manager when opening the Elevate GIA (this may be different to the disinvestment strategy set out in the Retirement Wealth Account Terms & Conditions, as explained to me by my Investment Advice Manager). If all plan assets allocated to the Elevate GIA are exhausted, no further payments will be paid to my Investment Advice Manager and I will have to settle any charges outside of the Elevate GIA.
- If HM Revenue & Customs (HMRC) advises that any ongoing adviser charges paid from the plan via my Elevate GIA are inappropriate, I may incur a tax liability for an 'unauthorised payment'.
- I should contact my Investment Advice Manager in the first instance to discuss any adviser charges that I disagree should have been applied to the plan via my Elevate GIA.
- I can cancel this instruction to pay adviser charges from the plan at any time by writing to you at the address shown on the front page of this form.
- Until the Scheme Operator receives written notification to cancel this instruction, Elevate will continue to make the payments set out in this form to the Investment Advice Manager named in section 2.
- If I change Investment Advice Manager, cancel payment of any adviser charges from the Elevate GIA, cancel my application for the plan within the cancellation period, close my Elevate GIA or in any situation where it is not reasonably possible for Elevate to facilitate a payment, it will be my responsibility to settle any outstanding or future adviser charges due with my Investment Advice Manager.
- I understand that, other than the ongoing adviser charge set out in this form, any other adviser charges that I have agreed with my Investment Advice Manager to pay in relation to their services will need to be settled with the Investment Advice Manager outside of the Elevate GIA.

- The Scheme Operator and I have a free choice about the law that can apply to this form. The Scheme Operator proposes to choose the law of England and Wales, and, by completing and submitting this form, I agree that the law of England and Wales applies.

Signature:

Date:

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6. SCHEME OPERATOR DECLARATION

The Scheme Operator confirms that:

- We acknowledge and agree to the instruction from the Member and the variation to the Retirement Wealth Account Terms & Conditions, pursuant to sections 3 and 4 above.
- We shall instruct and authorise Elevate to facilitate the payment of an ongoing adviser charge to the Investment Advice Manager of up to 2% per annum of the value of the assets held in the Elevate GIA.
- We authorise the Investment Advice Manager to notify Elevate of the ongoing adviser charge from the Elevate GIA, of up to 2% per annum of the value of the assets held in the Elevate GIA, provided that the Investment Advice Manager is acting on the instructions of the Member as set out in this form.
- We propose to choose the law of England and Wales to apply to this form, and, by completing and submitting this form, we agree that the law of England and Wales applies.

For and on behalf of

Signature(s) of duly authorised signatory of Phoenix Life Limited (acting as Scheme Operator)

Full Name	Authorised Signature	Date
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Full Name	Authorised Signature	Date
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7. INVESTMENT ADVICE MANAGER DECLARATION

I (the Investment Advice Manager) confirm to the Scheme Operator that:

- I have read and understood the terms contained in this form and agree to act in accordance with them.
- I have agreed with the Member the charges for the provision of my services in relation to the plan. I understand that the Scheme Operator shall only facilitate the payment of an ongoing adviser charge from the plan via the Elevate GIA as set out in this form.
- No payment will be made until the Elevate GIA is opened by the Scheme Operator in respect of the plan, and when there are sufficient cleared funds available.
- It is my responsibility to notify Elevate of the ongoing adviser charge that I have agreed with the Member. I undertake that all instructions to Elevate in respect of an ongoing adviser charge to be paid to us via the Elevate GIA must be in accordance with the Member's instructions, as set out in this form.
- I understand that Elevate (on the instruction of the Scheme Operator) shall stop facilitating the payment of an ongoing adviser charge without prior notice to me: (a) in accordance with the Member's instructions; (b) if I am no longer appointed as Investment Advice Manager in respect of the plan; (c) should HMRC deem that such payments should not be paid from the plan or withdraw tax relief on such payments; (d) if there is insufficient value in the Elevate GIA to facilitate the collection of the payment; or (e) in any other situation where it is not reasonably possible for Elevate to continue to facilitate the payment of the adviser charge.
- In the event that I request a payment of an ongoing adviser charge in breach of the terms of this form, I will indemnify the Scheme Operator for any losses or claims arising as a result of such breach.
- The Scheme Operator proposes to choose the law of England and Wales to apply to this form, and, by signing this form, I agree that the law of England and Wales applies.

Signature:

Date:

Company Stamp:



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Print full name	
For and on behalf of	
Telephone number	

Phoenix Life Limited, trading as Phoenix Wealth, is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Phoenix Life Limited is registered in England No. 1016269 and has its registered office at: 1 Wythall Green Way, Wythall, Birmingham, B47 6WG.

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