TRUSTEE INVESTMENT PLAN

ADVISER CHARGES PAYMENT REQUEST FORM

Phoenix Wealth, Unit Linked Life & Pensions, PO Box 1393, Peterborough, PE2 2TP.

What is this form for?

This form can be used by the pension scheme Trustees / Scheme Administrator or the Self Invested Personal Pension (SIPP) member the Trustee Investment Plan (TIP) relates to.

You have discussed and agreed with your financial adviser how you are to pay for the cost of their advice and any other services (adviser charges) in relation to the policy. Completing and returning this **Adviser charges payment request form** will provide us with an instruction to us to pay initial and/or ongoing adviser charges to your financial adviser from the policy.

All adviser charge payments must be for advice and services you or the member have received in relation to the policy.

You don't need to use this form if you wish to:

- change an existing adviser charge instruction – please contact us on 0345 129 9993. If you just want to change the frequency of your existing instructions, please complete the Changes to adviser charges form.
- pay a one-off ad hoc adviser charge through your policy – please send us your written instructions.

For full details of how adviser charges can be facilitated through the policy, please refer to the 'Adviser payments' section of your **Policy provisions**.

Who should complete this form?

This form can be completed by the Trustees/Scheme Administrator or the SIPP member, but unless authorisation has been given to us to accept instructions directly from the SIPP member, the Trustees/Scheme Administrator will need to sign the form.

Cancelling this instruction

If you or a member no longer wish to pay for adviser charges through the policy, you can cancel this instruction by writing to us at any time. We will then cancel all outstanding and future adviser charges due to be taken from the policy. Any instruction to cancel an adviser charge will be confirmed to you and your financial adviser. You or the member (as applicable) will need to make other arrangements with your financial adviser to pay any outstanding charges.

You should speak to your financial adviser if you have any questions about this form.

1. YOUR DETAILS

Illustration reference number* (If you have received an illustration)	
Name of Scheme	
Existing Phoenix Wealth TIP policy number	

SIPP member details (if applicable)

Surname	
Forename(s)	

***NOTE**: Please insert the last ten digits of the reference number (highlighted in bold) on the bottom right-hand corner of your illustration.

2. YOUR FINANCIAL ADVISER'S DETAILS

Name	
Firm	
Contact Number	

3. YOUR INSTRUCTIONS

Please complete the following sections as you have agreed with your financial adviser.

3.1 Initial adviser charge

You can pay an initial adviser charge when you are paying an additional contribution.

Please complete **one** of the following:

Single contribution	Fixed amount: £
Regular contribution	Fixed amount: £

NOTE: On regular contributions, we will defer the initial adviser charge payment until sufficient contributions have been received to cover the charge in full.

3.2 Ongoing adviser charge

Complete this section if you have agreed with your financial adviser to pay a regular payment for ongoing advice or services you or the member receive.

Please select **one** of the following:

Fixed amount per year	£	**Percentage of policy value per year**	%

Frequency	☐ Monthly	☐ Quarterly	☐ Half-yearly	☐ Yearly

For example: You agree to pay your adviser 1% of the policy value per year. If you choose for this to be paid quarterly then each payment amount will be 1/4 of the total amount or percentage stated. (1% ÷ 4 = 0.25% to be paid per quarter).

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

4. TRUSTEE/MEMBER DECLARATION

I/we confirm:

- My/our financial adviser has provided me/us with information on adviser charges and I/we have agreed with my/our financial adviser to pay the adviser charges set out in this form.
- I/we authorise Phoenix Life Limited to facilitate the charges through the policy as set out in this form.
- I/we have read and agreed to the Policy provisions of the Trustee Investment Plan in relation to adviser charges to be taken through the policy.

I/we understand:

- This instruction is subject to the Policy provisions of the Trustee Investment Plan.
- If HM Revenue & Customs advises that any adviser charges paid from the policy are inappropriate, I/we may incur a tax liability for an 'unauthorised payment'.
- I/we should contact my/our financial adviser in the first instance to discuss any adviser charges that I/we disagree should have been applied to the policy.
- I/we can cancel this instruction to pay adviser charges from the policy at any time by writing to the address on the first page of this form.

- Until Phoenix Life Limited receives written notification to cancel this instruction, Phoenix Life Limited will continue to make the payments set out in this form to the financial adviser named in section 2.
- If I/we change my/our financial adviser, cancel payment of any adviser charges from the policy, cancel my/our application for the policy within the cancellation period or in any situation where it is not reasonably possible for Phoenix Life Limited to facilitate a payment, it will be my/our responsibility to settle any outstanding, or future, adviser charges due, directly with my/our financial adviser.
- By signing and returning this form, this will create a legally binding agreement between me/us and Phoenix Life Limited in relation to the payment of adviser charges through the policy.

For self-invested personal pensions (SIPPS)

Member's signature:

✖

Date:

☐☐ / ☐☐ / ☐☐☐☐

For and on behalf of the SIPP Trustees/Scheme Administrator

Trustee signatures are required if authority has not previously been given to the member to request adviser charges.

Name of Trustee/Scheme Administrator	Signature ✖	Date ☐☐ / ☐☐ / ☐☐☐☐
Name of Trustee/Scheme Administrator	Signature ✖	Date ☐☐ / ☐☐ / ☐☐☐☐

NOTE: If you wish to authorise Phoenix Wealth to accept adviser charge payment requests directly from the member you can do this by sending us written instructions signed by the Trustees.

For occupational pension schemes

Name of Trustee	Signature ✖	Date ☐☐ / ☐☐ / ☐☐☐☐
Name of Trustee	Signature ✖	Date ☐☐ / ☐☐ / ☐☐☐☐

Once you have signed and dated this form, please keep a copy for your records.

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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