



## Group Personal Pension Plan

# Adviser charge instruction form

You'll need to complete this form if you've agreed your financial adviser will receive an adviser charge payment in return for the individual advice and service they provide to you in relation to your Retirement Solutions Group Personal Pension Plan.

## 1 Important information

Please read this section carefully before completing this form.

- You can add a new adviser charge payment to your Retirement Solutions Group Personal Pension Plan if;
  - it was set up on or after 31 December 2012 and no commission has been paid from it, or
  - you're applying for a new Retirement Solutions plan.
- If you're unsure whether you can add an adviser charge payment to your plan, you should speak to your financial adviser.
- We can only act on adviser charge instructions if you complete this form.
- You should keep a copy of this instruction form and any additional forms you send to us.
- Your financial adviser must provide you with an adviser charge illustration, or equivalent information, showing the impact of the adviser charge(s) on your plan before you sign this form.

## 2 Your details

Please complete this section with your plan details.

Forename(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
National Insurance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Plan number (if known)	<input type="text"/>

## 3 Financial adviser details

Your financial adviser should complete this section.

Name of adviser's firm	<input type="text"/>
Adviser's name	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>
FCA reference number	<input type="text"/>
Royal London agency number	<input type="text"/>

## 4 Adding an agreed adviser charge

**Please complete this section with your agreed adviser charge details.**

**Please read these notes carefully before completing the table.**

You'll need to complete the table with the adviser charge (AC) details you've agreed will be deducted from your plan. Please complete the table by circling your answers where appropriate or by writing in the details you've agreed. You'll need to tell us the initial and/or ongoing adviser charge details for new or increased regular contributions, for single contributions and for transfer payments separately.

If you're applying a new contribution to your Retirement Solutions plan, we'll only apply a new AC instruction to that new contribution.

**Note 1 – What percentage or monetary amount of AC is being paid?**

- You'll need to tell us the percentage or monetary amount of AC that you've agreed. **If the AC payment is to be made ASAP, please leave this blank and read note 4.**
- If the agreed initial and/or ongoing AC payments are being paid as a monetary amount, you'll need to tell us the amount and the frequency that amount is to be paid for. For example, if the total change to be paid is £1,200 and you've agreed you'll pay this over 12 months, you'll need to enter £100 and 12 into the appropriate boxes.
- If the agreed ongoing AC payments are being deducted;
  - as a percentage of the fund, you'll need to tell us the yearly percentage that we'll need to deduct from the plan
  - as a percentage of contribution or as a monetary amount, you'll need to tell us the percentage or the amount that we'll need to deduct from the plan.

**Note 2 – How frequently are the AC payments being made?**

- You'll need to circle how frequently the initial AC payments will be paid (monthly or yearly). We're not able to pay the AC payments less often than the frequency the contributions are made to the plan and they can't be more frequent than monthly. For example, if the regular contributions are being paid monthly, we'll only pay the AC payments monthly.
- You'll need to circle to let us know how often the ongoing AC payments are to be paid. If you've agreed the AC payments will be paid as a percentage of the fund, we'll only be able to pay these monthly or yearly.
- If the agreed AC payments are being paid as a percentage of the regular contributions, we'll automatically pay any AC payments at the same frequency the contributions are made to the plan.

**Note 3 – How long are the initial AC payments being made for?**

- If the agreed AC payments are made as a percentage of the regular contributions or as a monetary amount, you'll need to tell us how many payments are to be deducted from your plan.
- Please note, if contributions are being made:
  - monthly, we'll pay a maximum of 60 payments
  - yearly, we'll pay a maximum of 5 payments.

**Note 4 – How much AC is being paid as soon as possible (ASAP)?**

- You'll need to tell us the total amount of AC payments that we'll deduct from the plan ASAP. If you've agreed this option, there may be no fund value in the plan until we've deducted all of the AC payments.

**Note 5 – How long are the ongoing AC payments being made for?**

- Are the AC payments to be paid for the full term or for a set period? If they're being made for a set period, you'll need to tell us how many payments we'll need to deduct from the plan. We'll continue to pay the ongoing AC payments for as long as there is sufficient value in the plan.
- If the agreed ongoing AC payments are being paid as a percentage of fund, we'll pay these for the full term of the plan or until we're advised otherwise.

**Note 6 – After how many months are the ongoing AC payments to start from?**

- You'll need to tell us which month the ongoing AC payments should start being paid from. If they're to start from year 2, you'll need to enter 12 into the table. Alternatively, if they're to start being paid immediately, you'll need to tell us.

- If the agreed AC payments are being made as a percentage of fund, we'll pay the ongoing AC payments from the first month of the plan or the first month the contribution is applied to the plan.

**Note 7 – Are the AC payments increasing each year? If so, how are they increasing?**

- If the AC payments are not increasing you don't need to complete this column.
- If the agreed ongoing AC payments are being paid as a monetary amount which will increase, you'll need to tell us if they're to increase by RPI, AWE or a fixed percentage. The maximum fixed percentage is 5%.

**Note 8 – When are the AC payments increasing from?**

- If the AC payments are not increasing you don't need to complete this column.
- You'll need to tell us if the increase is to apply from the plan's yearly review date or a specific date. If it's a specific date, you'll need to tell us the date and the month the increase is to apply from choosing between the 1st – 28th of the month.

## 4 Adding an agreed adviser charge continued

Type of adviser charge	Contribution type	Adviser charge (AC) details			Ongoing adviser charge (AC) details			Increased adviser charge (AC) details		
		What percentage or monetary amount of AC is being paid? (see note 1)	How frequently are the AC payments being made? (see note 2)	How long are the initial AC payments being made for? (see note 3)	How much AC is being paid ASAP? (see note 4)	How long are the ongoing AC payments being made for? (see note 5)	After how many months are the ongoing AC payments to start from? (see note 6)	Are the AC payments increasing each year? If so, how are they increasing? (see note 7)	When are the AC payments increasing from? (see note 8)	
<b>Initial adviser charge details – Percentage of contribution or monetary amount</b>										
Initial	Regular contribution	% or £	M/Y		N/A	N/A	N/A	N/A	N/A	
Initial ASAP	Regular contribution	N/A	N/A	N/A	£	N/A	N/A	N/A	N/A	
Initial	Single contribution	% or £	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<b>Ongoing adviser charge details – Percentage of fund</b>										
Ongoing	Regular contribution	%	M/Y	N/A	N/A	N/A	N/A	N/A	N/A	
Ongoing	Single contribution	%	M/Y	N/A	N/A	N/A	N/A	N/A	N/A	
Ongoing	Transfer payment	%	M/Y	N/A	N/A	N/A	N/A	N/A	N/A	
<b>Ongoing adviser charge details – Percentage of contribution or monetary amount</b>										
Ongoing	Regular contribution	% or £	M / Q H - Y / Y	➤	➤	➤	Full term or No. of payments	Y / N	RPI AWE Fixed	Y / N Y / N %
Ongoing	Single contribution	£	M / Q H - Y / Y	➤	➤	➤	Full term or No. of payments	Y / N	RPI AWE Fixed	Y / N Y / N %
Ongoing	Transfer payment	£	M / Q H - Y / Y	➤	➤	➤	Full term or No. of payments	Y / N	RPI AWE Fixed	Y / N Y / N %

## 5 Declaration

Please read this section carefully and then sign and date it. If there is anything that you do not understand, you should speak to your financial adviser or Royal London.

- I understand that I do not need to receive advice or pay an adviser charge in order to join my employer's group pension plan. I also understand that the adviser charges are in addition to my plan charges and are not subject to any cap on product charges.
- I confirm that I've agreed with my financial adviser, that an adviser charge will be deducted from my plan in return for the advice and services they've provided to me. These charges, including the frequency they'll be deducted and the duration for which they'll be paid, are detailed within this form. I instruct Royal London to deduct the adviser charges from my plan over the agreed period of time and pay them to my financial adviser as detailed within this form: and
  - my financial adviser has discussed these agreed adviser charges with me and has explained the impact they'll have on my plan;
  - if I want to find out how these adviser charges will be deducted from my plan, this is detailed within my **Group Personal Pension Plan booklet**;
  - if I've agreed my financial adviser will receive an adviser charge either as a percentage of the contributions or as a percentage of the fund, this adviser charge instruction will also apply to any future contribution increases or new contributions of the same type that I make to my plan, unless I tell Royal London otherwise. However (i) if I choose to make a single contribution to my plan and more than 24 months has passed since I made my last single contribution, I understand Royal London will require a new adviser charge instruction, and (ii) if I wish to make a transfer payment to my plan, I understand that Royal London will require a separate instruction to confirm the amount of adviser charge that should be deducted from my plan each time;
  - if I want to stop any agreed adviser charges being deducted from my plan in the future, I'll need to inform Royal London;
  - if I want to change an agreed adviser charge instruction I'll need to provide Royal London with a new instruction;
  - if I change my financial adviser I should let Royal London know as soon as possible. In such circumstances, Royal London will continue to pay any outstanding initial adviser charge to my previous adviser. I also understand that if I want to pay an adviser charge to a new financial adviser I will need to provide Royal London with a new adviser charge instruction;
  - Royal London will only refund adviser charge payments that have already been paid where these are in respect of regular contributions which I cancel within my cancellation period.

I confirm that the information and every answer I've provided in this application form is correct and complete to the best of my knowledge and belief, including any those answers not filled in by me. I also confirm that I've read and accept the declaration.

Signature

Date

## 6 Financial adviser declaration

Your financial adviser will need to read and sign this declaration.

I confirm that as the financial adviser, the services I have provided to my client were optional and specific to my client's circumstances. I have previously discussed these adviser charges with my client and the impact they will have on my client's plan.

Adviser's signature

Date

Adviser's name

Company name





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