

SIPP

Adviser charging variation and additional payment form

This form authorises AJ Bell Management Limited to:

1. deduct the amount of the additional payment (inclusive of VAT if applicable) from the SIPP and to pay the full amount to the adviser firm;
2. vary the level of ongoing adviser charges paid to the adviser under an existing agreement.

1. Client details

Name of SIPP client

SIPP reference (if known)

Address of SIPP client

Postcode

Contact telephone number

2. Adviser's details

Adviser name

Adviser's firm

Address

Postcode

Contact telephone number

Mobile number

Email address

3. Additional one-off payment to adviser

Amount net of VAT	£ <input type="text"/>
VAT (if applicable)	£ <input type="text"/>
Total	£ <input type="text"/>

4. Variation of ongoing charges to be paid to your adviser

Current fixed	£ <input type="text"/> p.a.	Current fund-related	<input type="text"/> % p.a.
Is VAT payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
New fixed	£ <input type="text"/> p.a.	New fund-related	<input type="text"/> % p.a.
Is VAT payable?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

5. Client authority and agreement

- 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
- 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.

Signature	Date
<input type="text"/>	<input type="text"/>

Full name of client

6. Adviser confirmation

I confirm my agreement to the 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 adviser charges.

I confirm that the request for an adviser charge to be deducted is solely in relation to advice given regarding the SIPP.

Signature (on behalf of adviser's firm)	Date
<input type="text"/>	<input type="text"/>

Full name of the adviser

Name of adviser's firm

7. 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 SIPP indicated or if you wish to amend the ongoing adviser charges terms for the SIPP. The payment of fees from the SIPP for wider financial advice provided to you would be an unauthorised payment and result in tax charges.
2. If the above adviser firm is not currently the registered adviser for your SIPP, then a letter from you confirming the change of adviser is required.
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. Adviser charges will only be paid upon receipt of an invoice, addressed to the Trustees of the SIPP.
5. Adviser charges will normally be paid within 10 working days of receiving an invoice from the adviser.
6. For ease of administration, adviser charges will be paid by standing order, BACS or such other method of payment as AJ Bell Management Limited ('AJ Bell') shall determine. This form provides AJ Bell with authority to pay adviser charges, upon presentation of an invoice from the adviser in accordance with this form, on the signatures of two authorised officials of AJ Bell (PP) Trustees Limited, this being in accordance with the mandate for the trustees' SIPP bank account.

Notes to the adviser

1. Your client **MUST** sign this form.
2. It is your responsibility as the adviser to:
 - a. ensure that there is sufficient liquidity within the trustees' SIPP bank account to meet the adviser charges and AJ Bell Management Limited ('AJ Bell') fees. Failure to maintain sufficient liquidity in the trustees' SIPP bank account may lead to delays and additional charges being incurred;
 - b. determine the amount of adviser charges due in accordance with this form and to determine whether VAT is payable on such adviser charges. AJ Bell can accept no responsibility for this;
 - c. disclose to the SIPP client any commission and charges generated from SIPP investments payable outside this Agreement.
3. If ongoing adviser charges are being paid monthly by standing order, AJ Bell will require an invoice for the first 12 months' adviser charges and invoices annually thereafter.
4. AJ Bell prepares and issues an annual SIPP valuation shortly after the anniversary of the commencement of each SIPP. Quoted assets are typically shown at surrender value. Non-quoted assets (e.g. commercial property) are typically shown at cost or at the most recent valuation if different. This valuation must be used for the purposes of calculating ongoing adviser charges and submitting an invoice for ongoing adviser charges, unless otherwise agreed by the SIPP client/trustee.
5. Ongoing adviser charges, expressed as a percentage of the SIPP value, are payable annually in arrears to coincide with the SIPP anniversary. If the SIPP anniversary changes, for whatever reason, then ongoing adviser charges payments will be adjusted accordingly.
6. This Agreement can be terminated, or amended, at any time in writing by the SIPP client/trustee.