Adviser Charging Form

Form reference H108

Complete this form if you want to pay a fee to your financial adviser from your Hornbuckle SIPP plan, or if you want to amend an existing payment instruction.

You must complete sections 1 to 5.

If you are completing this form as a supplement to H101 SIPP Application Form (Core) you do not have to complete sections 1 or 2 or sign section 5.

I am completing this form as a supplement to H101 SIPP Application Form (Core)

Your financial adviser must complete section 6.

Quick actions:

1. Your details

Forename(s)

Hornbuckle plan number

Surname

Email

Date of birth

D D M M Y Y

Is this a new instruction, or an amendment to an instruction you have already given to us?

New

Amendment

2. Adviser details

Adviser name

Firm name

Firm FCA Number

Is this a new Financial Adviser relationship?

Yes

No

If "yes" please also complete the 'H115 Account information update form'.

Are you an Appointed Representative?

Yes

No

Network Name (if applicable):

If you are an Appointed Representative, who should we pay the adviser fee to?

Network

IFA

Please provide the Bank account details that these fees should be paid to:

Account name

Account number

Sort code

3. Fees

Please confirm the adviser fee details using the table below:

Please complete cash or percentage as appropriate and provide relevant detail. Please also confirm if your adviser will be charging VAT on the fees to be paid*

	Cash amount	Scheme value-based percentage	Individual value-based percentage	VAT to be added?
Initial fee	£	%		
One-off fee	£	%	%	
Ongoing fee	£	%		

*Note: your Adviser will need to submit invoices where VAT is to be paid on their fees.

For one-off fees payable on an individual value-based percentage only, please supply details in the box below of how you wish this to be calculated

How should the ongoing fees be paid? Annual payments Quarterly payments

What period of advice will the first payment cover?

D D M M Y Y to D D M M Y Y

*Note: Where a fee schedule already exists, any additional ongoing fees will be aligned to that schedule with the first payment being prorated up to the next payment date and then paid in line with the schedule going forward. The last annual net scheme valuation will be used to calculate any scheme-related fee amounts. The first payment of any fee will be made in arrears at the end of the advice period stated above.

4. Direct fees

Will your adviser be receiving any fees directly from an Investment Fund? Yes No

If yes, please provide details in the comments box below.

5. Member declaration

I authorise Embark Services Limited to pay my adviser, whose details have been provided in section 2 of this form, an adviser fee from my plan.

I understand that the value of my plan will be reduced according to the amount of the payment or payments made by Embark Services Limited in relation to any adviser fee and any related tax.

Member signature Print name Date

D D M M Y Y

6. Adviser declaration

I declare that the fee or fees payable pursuant to this form:

- Relate only to advice or other services I have provided to the plan member in relation to their benefits under the plan.
- Relate only to a genuinely commercial arrangement agreed with the plan member.
- Will not be paid in whole or in part to the plan member or anyone connected to the plan member.

Adviser signature

Print name

Date

D D M M Y Y

Checklist

Before submitting this form please make sure:

You have completed all of the relevant sections of the form.

You have read and understood the guidance on completing the form contained in H108G Adviser Charging Form guidance.

Your financial adviser has completed section 6 of the form.

Where to send

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