

SSAS Adviser election form

Authority to pay adviser charges/Appointing a new financial adviser/ Delegating investment authority

This form is for the Curtis Banks SSAS only.

Please complete and return to the above address. If you have any queries please contact the SSAS team on 0117 332 4051 or email ssas.admin@curtisbanks.co.uk.

1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your express consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website www.curtisbanks.co.uk or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0117 332 4051 or ssas.admin@curtisbanks.co.uk.

2 SSAS details

Scheme name

Scheme number

Please tick any of the below 3 options below as appropriate:

This form is to be used as authority to pay adviser charges upon receipt of a valid invoice/fee note.

This form is to be used to appoint a new adviser.

This form is to be used to authorise Curtis Banks to accept investment and all other instructions from our appointed adviser.

3 Adviser's details

Name of authorised individual

Full name of regulated organisation

If this form is being used to appoint a new financial adviser please complete the rest of this section, otherwise please go onto section 4.

All required non-regulatory correspondence will be sent to this address. Copies can also be sent to the client at their request.

Contact address

Telephone

Fax

Contact numbers

Email address

Name of regulator

Financial Services Register reference number for organisation

Financial Services Register reference number for individual

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network

Financial Services Register reference number for principal or network

4 Adviser's declaration

- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed in section 3.
- I agree to receive details of my client's SSAS by post, fax, email and/or via the Curtis Banks secure portal.
- I understand that you will hold my title, full name, business email address, contact details and Financial Services Register reference number and all communications to and from me on your systems for your legitimate interest in the effective administration of my client's SSAS (you should also read our Privacy Information Notice (for advisers). This can be found on our website www.curtisbanks.co.uk).
- The organisation detailed in section 3 accepts responsibility to ensure that instructions they or any of their employees or agents give to any appointed investment manager to purchase investments will be in accordance with the latest available Schedule of Allowable Investments. This includes the requirement not to purchase investments that would give rise to a tax charge or liability as taxable property as defined under Part 2 Schedule 29A of the Finance Act 2004. If a non-allowable investment is purchased the organisation agrees to indemnify Curtis Banks for any loss or liability, including any tax charge or penalty levied by HM Revenue & Customs on Curtis Banks, as a direct result of the SSAS holding such an investment.

Name

Position in organisation

Signed

Date

5 Member Trustees' declaration

- I/We accept that Curtis Banks will correspond with our adviser shown in section 3 unless we give written notice to the contrary.
- Where selected in section 2, I/We authorise Curtis Banks to accept investment and all other instructions in relation to any of the plans within our SSAS at Curtis Banks from the adviser shown in section 3, unless and until I/We inform Curtis Banks in writing to the contrary.
- I/We agree that any invoice received by Curtis Banks from our previous adviser, up to the date that this form is received by Curtis Banks, may be paid unless instructed otherwise. I/We understand that any invoice received by Curtis Banks from our previous adviser, after the date that this form is received by Curtis Banks, will not be paid unless I/we provide separate authority to Curtis Banks in writing.

5 Member Trustees' declaration (continued)

Adviser's charges

- I understand that an adviser charge will be paid from my SSAS bank account on receipt of an invoice addressed to the full name of the Scheme and with a brief description of the fee incurred.
- I confirm that any adviser charges are genuinely commercial arrangements between myself and my adviser and only relate to pensions advice and services provided.

An invoice is enclosed with this form

Curtis Banks will pay agreed charges from the SSAS upon production of a correct invoice and sufficient funds being available.

Signed by the Member Trustees

1	Name Signed	Date
2	Name Signed	Date
3	Name Signed	Date
4	Name Signed	Date

Curtis Banks Limited,
3 Temple Quay,
Bristol, BS1 6DZ

T 0117 910 7910
F 0117 929 2514
curtisbanks.co.uk

Call charges will vary. We may record and monitor calls.

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Limited is a company registered in England & Wales (registered number 06758825) and is authorised and regulated by the Financial Conduct Authority (number 492502) with its registered address at 3 Temple Quay, Bristol BS1 6DZ. SL265.202306 June 2023

