

## Adviser Charging form

Please use this form for adviser charges under an existing SIPP, which are not covered by existing adviser remuneration arrangements.

For any queries regarding the completion of this form, or Adviser Fees, please email [adviserremuneration@curtisbanks.co.uk](mailto:adviserremuneration@curtisbanks.co.uk).

NOTE: Completed forms will not be accepted via email and must be sent on our Secure Messaging portal.

### 1 Accessing our services

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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 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 Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information. This can be found at [www.nucleusfinancial.com/privacy-notice](https://www.nucleusfinancial.com/privacy-notice) 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 Client Management Team on 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk).

### 2 Client's details

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Client's name

Plan number

### 3 Adviser's details

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Name of authorised individual

Full name of regulated organisation

### 4 Adviser charging

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Please tell us if the adviser charges below:

- Are in addition to existing adviser remuneration arrangements (e.g. one-off advice not covered by existing arrangements)

or

- Replace all existing remuneration arrangements.

## 4 Adviser charging (continued)

Please confirm details of any adviser charges payable in respect of advice in relation to the SIPP (any boxes left blank will assumed to be zero):

Initial payment	£ <input type="text"/>	or	<input type="text"/> %	of initial contribution	transfer value
Ongoing payments	£ <input type="text"/>	or	<input type="text"/> %	of fund value	
Ongoing payments - frequency*	<input type="radio"/> Quarterly	<input type="radio"/> 6 monthly	<input type="radio"/> Annually		
Future transfer-in payments*	£ <input type="text"/>	or	<input type="text"/> %	of each transfer in	
Future contribution payments*	£ <input type="text"/>	or	<input type="text"/> %	p.a.	<input type="radio"/> regular <input type="radio"/> ad hoc <input type="radio"/> all contributions

\*Fees to be paid upon production of an invoice from the adviser

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Are payments subject to VAT? (If left blank we will assume no)

Initial payments	<input type="radio"/> Yes	<input type="radio"/> No
Ongoing payments	<input type="radio"/> Yes	<input type="radio"/> No

**Bank details (for the adviser charges to be paid into)** *Must be completed. If left blank, payments may be subject to delays.*

Bank or building society	
Sort code	
Account in the name(s) of	
Account number	Roll number
Payment reference (max. 18 characters)	

## 5 Adviser's declaration

*Must be completed.*

- I confirm that the above charges are in accordance with an adviser charging structure which has been disclosed and agreed with the client, and meets regulatory requirements.

Name

Signed

Position in organisation

Date

## 6 Client's declaration

- I am satisfied that the amounts of adviser charges above have been fully and correctly completed and I authorise payment of these charges from the SIPP.

Name

Signed

Date

### Notes

- Charges may also be payable to your adviser in respect of other advice related to the SIPP, for example advice on the investments made by the SIPP. Any such additional charges should be separately disclosed to you and validated by you.
- Payments can only be made to the adviser shown in our records as acting for the SIPP.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

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

T 0370 414 7000  
curtisbanks.co.uk

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

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