

Adviser Charge Instruction Form

How to fill out this form

Please use black ink and CAPITAL LETTERS or tick ☒ as necessary.

Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application.

Notes to help you

If you have any questions when completing this form please speak to your Financial Adviser.

If you want to stop or reduce Adviser Charges you can call us on 0345 640 1000 if you'd prefer.

This form should be completed by the plan owners.

Please give us the details of the adviser that future payments should be made to.

If you are changing adviser you will need to obtain your new Adviser's Individual Reference Number. See section 6.

About this form

This form can be used to:

- Amend an existing Adviser Charge instruction
- Request a new Ongoing Adviser Charge, please note you cannot select this option with the Natural Income capped at 5% regular withdrawal facility.
- Request an Ad hoc Adviser Charge
- Inform us of a change of Adviser.

Please return completed form to:
Freepost, Prudential, Lancing BN15 8GB.

How we use your personal information

For a copy of our latest Data Protection Notice, please visit pru.co.uk/mydata. This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a copy to be sent to you by writing to The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB.

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

Section 1 – Personal details

Plan Number

On the Life/Lives of

Plan Owner(s)

Your daytime telephone number

This is required in case we need to contact you regarding this request.

Section 2 – Adviser details

Your Adviser's name

Company name

Company Address

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

Postcode

If this is a new adviser, please complete section 3, otherwise please go to section 4.

Section 3 – Adviser instructions

Please complete this section if you have requested a change of adviser.

We will only pay Adviser Charges to one adviser so if you change adviser, all charges currently paid to your former adviser will stop. This applies even if your new adviser is not taking any Adviser Charges.

For trust business we will only accept Ongoing Adviser Charge instructions from trustees, we cannot accept Ongoing Adviser Charge instructions from the settlor.

If you are amending an existing Ongoing Adviser Charge Instruction, the change will take place on the next scheduled payment date, providing the instruction is received at least 10 days prior to this date.

For a new Ongoing Adviser Charge, the first payment will be made on the date specified, providing the instruction is received at least 10 days prior to this date. Please note that any new Ongoing Adviser Charge instruction must be more than 30 days from the Plan start date.

Where Adviser Charges are being paid and you have changed your adviser, please confirm if Adviser Charges to your new adviser should continue at the existing level, stop, or if existing instructions are to be amended. (Tick one box only.)

Continue ☐ Stop ☐ Amend ☐

If you want to amend Adviser Charges, please go to section 4.

Section 4 – Ongoing Adviser Charge

Ongoing Adviser Charges will be treated as withdrawals for tax purposes and will impact the level of regular withdrawals that can be taken. This will count towards the 5% tax-deferred allowance from the Bond. Similarly, any regular withdrawals you have selected will impact on the level of Ongoing Adviser Charges that can be paid from your plan.

If you have invested in our With-Profits funds, we may apply a Market Value Reduction (MVR) when Adviser Charges are deducted from these Funds. For more information on MVR's, please refer to your Key Features Document.

Please indicate how you would like the Adviser Charges agreed for ongoing advice to be made. Select **ONE** option only.

% p.a of your plan value

or

% p.a of your total premium invested

or

£ a fixed monetary amount each year

If Ongoing Adviser Charges are requested as a percentage of the full value of your plan or as a percentage of total Premium invested, the amount of Ongoing Adviser Charge will automatically increase if any additional premiums are paid to the Plan.

Ongoing Adviser Charges to be deducted once every (please tick **ONE** box)

Month ☐ 3 months ☐ 6 months ☐ 12 months ☐

Date you wish Ongoing Adviser Charges to start

Ongoing Adviser Charges will be calculated and deducted proportionately across all insured funds (excluding Distribution Cash Fund) including PruFund Protected Funds and With Profits Funds. If you invest in a PruFund Protected Fund this charge will reduce the Guaranteed Fund Value. For investments in a With-Profits Fund where the plan originally commenced on or after 11 November 2013, you may be subject to a MVR. You can choose to exclude PruFund Protected Funds (and/or With-Profits Funds where the plan originally commenced on or after 11 November 2013) from the deduction of these charges, if you are also invested in at least one other fund. If neither box is ticked for the 'exclude' options below, we will assume the last instruction received for this plan will apply.

Do you wish to exclude your PruFund Protected Fund from the deduction of Ongoing Adviser Charges? Yes ☐ No ☐

If you select **NO**, all Ongoing Adviser Charges will be taken proportionately from across all your funds (except *With-Profits Funds if excluded*) and your Guaranteed Fund Value within your PruFund Protected Fund will reduce proportionately.

For plans with an original commencement date on or after 11 November 2013

Do you wish to exclude your With-Profits Fund from the deduction of Ongoing Adviser Charges? Yes ☐ No ☐

If you select **NO**, all Ongoing Adviser Charges will be taken proportionately from across all your funds (except *PruFund Protected Funds if excluded*) and we may apply a MVR to deductions made from your With-Profits Fund.

Section 5 – Ad hoc Adviser Charge

Please complete this section if you wish to request an Ad hoc Adviser Charge.

We will process this payment as at the date the instruction is received.

For trust business we will only accept Ad hoc Adviser Charge instructions from trustees, we cannot accept Ad hoc Adviser Charge instructions from the settlor.

If you are changing adviser, please make sure your new adviser completes this section.

Ad hoc Adviser Charges are treated as withdrawals for tax purposes and will impact the level of regular withdrawals that can be taken. This will count towards the 5% tax-deferred allowance from the Bond.

If you have invested in our With-Profits funds, we may apply a Market Value Reduction (MVR) when Adviser Charges are deducted from these Funds. For more information on MVR's, please refer to your Key Features Document.

Please enter the amount of Ad hoc Adviser Charge you want us to deduct from your plan below. Select **ONE** option only

% of the full value of your plan

or

£ a fixed monetary amount

Ad hoc Adviser Charges are calculated and deducted proportionately across all insured funds (excluding Distribution Cash Fund) including PruFund Protected Funds and With Profits Funds. If you invest in a PruFund Protected Fund this charge will reduce the Guaranteed Fund Value. For investments in a With-Profits Fund you may be subject to a MVR. You can choose to exclude PruFund Protected Funds (and/or With-Profits Funds where the plan originally commenced on or after 11 November 2013) from the deduction of these charges, if you are also invested in at least one other fund.

Do you wish to exclude your PruFund Protected Fund from the deduction of the Ad hoc Adviser Charge?

Yes

☐

No

☐

(If you select **NO**, the Ad hoc Adviser Charge will be taken proportionately from across all your funds (except *With-Profits Funds if excluded*) and your Guaranteed Fund Value within your PruFund Protected Fund will reduce proportionately.)

For plans with an original commencement date on or after 11 November 2013

Do you wish to exclude your With-Profits Fund from the deduction of the Ad hoc Adviser Charge?

Yes

☐

No

☐

If you select **NO**, the Ad hoc Adviser Charge will be taken proportionately from across all your funds (except *PruFund Protected Funds if excluded*) and we may apply a MVR to deductions made from your With-Profits Fund.

Section 6 – Adviser Reference

Adviser's FCA Individual Reference Number (IRN)

Adviser's Prudential agency number

Agency stamp

If you have any other plans and they are to be transferred to your new Adviser, please detail which plan(s) the change should apply to? (If all plans please write "All my other plans").

Section 7 – Declaration

Please make sure you sign the Declaration as we won't be able to process your application without this.

For your own benefit and protection, you should read carefully the documentation provided before signing the form. You should also read carefully any further documentation provided to you in future. If there is anything you do not understand please ask us or your adviser for information.

- I/We authorise Prudential to act upon my/our instructions regarding the facilitation of Adviser Charges (the "Adviser Charge Instruction") whether specified here now or elsewhere at any time in future.
- I/we also understand that Prudential shall not be required to carry out such instructions (including any permitted by my/our adviser firm) where they conflict with any applicable law or regulation and/or where they are inconsistent with Prudential's Adviser Charge administration capability.
- I/We understand that where there is a difference between the Adviser Charge Instruction and the Adviser Charges agreed with my/our adviser firm, Prudential will only facilitate payment in accordance with my/our Adviser Charge Instruction.
- I/We confirm that the Adviser Charge specified in my/our Adviser Charge Instruction is inclusive of any VAT at the prevailing rate from time to time.
- I/We understand that if the level of VAT applicable within the Adviser Charge changes (including where previously VAT free Adviser Charges become subject to VAT) Prudential will only alter my/our Adviser Charge following a new Adviser Charge Instruction or instruction from my/our adviser firm which sets out the new level of charges to be deducted.
- I/We understand that, with the exception of changes in the level of VAT, the Adviser Charge may not be increased without my/our explicit authority.
- I/We agree that the Adviser Charge may be reduced or stopped by Prudential or my adviser firm without my/our explicit authority.
- I/We agree that where my/our adviser firm arranges for the services I/we have agreed with them to be provided by another adviser firm, I/we authorise Prudential to amend my/our Adviser Charge Instructions to pay the Adviser Charges at the existing agreed level to the new adviser firm, except where they conflict with any applicable law, regulation and/or HMRC practice and/or where they are inconsistent with Prudential's Adviser Charge administration capability.
- I/We confirm that I/we have discussed with my/our financial adviser the tax implications of my/our investment being net of any Set-up Adviser Charges, and also the tax implications of having my/our Ongoing or Ad hoc Adviser Charges deducted from the contract. I/We understand that deduction of any Ongoing or Ad hoc Adviser Charges will be treated as withdrawals from the Bond.

Signature of first owner or trustee

Date

D	D	M	M	Y	Y	Y	Y
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Signature of second owner or trustee

Date

D	D	M	M	Y	Y	Y	Y
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Signature of third owner or trustee

Date

D	D	M	M	Y	Y	Y	Y
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Signature of fourth owner or trustee

Date

D	D	M	M	Y	Y	Y	Y
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