

Adviser Charge Instruction Form

How to fill out this form

Please use black ink and write in CAPITAL LETTERS or tick ☒ as appropriate.

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

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 **0808 100 3429** if you'd prefer.

If the box is not ticked this request will apply to the above plan(s) only.

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

If you have changed your adviser, we will assume Ongoing Adviser Charges will stop unless you tell us otherwise in Section 3. If you are changing adviser you will need to obtain your new Adviser's Individual Reference Number. See section 5.

About this form

This form can be used to:

- Amend an existing Adviser Charge instruction
- Request a new Ongoing Adviser Charge
- Inform us of a change of Adviser

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

Section 1 – Investor Details

Trustee Investment Plan Number(s)

Name of Scheme

Trustee Contact Name

Your daytime telephone number

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

If this request is to apply to all the plans in this scheme please tick this box.

☐

Section 2 – Adviser Details

Your Adviser's name

Company name

Company Address

Postcode

If this is your existing Adviser and if you want to make a change to Adviser Charges please go to section 4.

If this is a new adviser, please complete section 3. Your new Adviser should complete section 5.

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.

Please complete this section if you wish to add an Ongoing Adviser Charge or change your existing Ongoing Adviser Charge instruction.

Ongoing Adviser Charges will continue to be deducted until the plan is cashed in, or we receive instructions to amend the charges.

The change will take place on the next scheduled payment date following the "effective change date".

The "effective change date" will be the 10th working day following the date we receive this instruction.

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

Where Adviser Charges are being paid and you have changed your Adviser, please confirm if Adviser Charges 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

Please tick one box below to confirm if you want to stop or amend existing instructions.

Stop ☐ Amend ☐

If you want to amend, please complete this section.

The Adviser charge agreed for ongoing advice is deducted from the plan as a percentage of the full value of your plan. Please enter the annual percentage of charge and the frequency deductions are to be made from the fund to meet the cost of ongoing advice.

Percentage of the full value of your Plan (to two decimal places) % p.a

Ongoing adviser charges to be deducted once every (please tick **ONE** box)

Month ☐ Quarter ☐

Ongoing Adviser Charges will be calculated and deducted proportionately across all funds including PruFund Protected Funds. If you invest in a PruFund Protected Fund this charge will reduce the Guaranteed Minimum Fund. You can choose to exclude PruFund Protected Funds 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 Ongoing Adviser Charges? Yes ☐ No ☐

If you select **NO**, all Ongoing Adviser Charges will be taken proportionately from across all your funds and your Guaranteed Minimum Fund within your PruFund Protected Fund will reduce.

If neither box is ticked, we will assume the last instruction received for each plan will apply.

Section 5 – Adviser Reference

Adviser's FCA Individual Reference Number (IRN)

Adviser's Prudential agency number

Agency stamp

Section 6 – Declaration

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

- We authorise Prudential to act upon our instructions regarding the facilitation of Adviser Charges (the "Adviser Charge Instruction") whether specified here now or elsewhere at any time in future. We also understand that Prudential shall not be required to carry out such instructions (including any permitted by 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.
- 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 our Adviser Charge Instruction.
- We confirm that the Adviser Charge specified in our Adviser Charge Instruction is inclusive of any VAT at the prevailing rate from time to time.
- 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 our Adviser Charge following a new Adviser Charge Instruction or instruction from our adviser firm which sets out the new level of charges to be deducted.
- We understand that, with the exception of changes in the level of VAT, the Adviser Charge may not be increased without our explicit authority.
- We agree that the Adviser Charge may be reduced or stopped by Prudential or our adviser firm without our explicit authority.
- We agree that where our adviser firm arranges for the services we have agreed with them to be provided by another adviser firm, we authorise Prudential to amend 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.
- We confirm that we have discussed with our financial adviser the tax implications of having our Adviser Charge deducted from the Plan.
- We understand that any Adviser Charge not paid in line with HMRC rules will result in unauthorised payments and tax charges for which we will be liable.
- We confirm that:
 - (i) our Adviser Charges arise from genuinely commercial remuneration arrangements between ourselves and our adviser which are appropriate to the advice and service our adviser provides us in relation to our registered pension scheme(s);
 - (ii) any Set-up Adviser Charges are solely in respect of the initial advice to set up this pension plan(s)/ these pension plan(s);
 - (iii) where we have selected Ongoing Adviser Charges we are receiving ongoing pensions advice and/or a service from our adviser in relation to our registered pension scheme(s).
- We understand that Ongoing Adviser Charges must stop if we cease to receive ongoing pension scheme advice and/or service(s) from our adviser in relation to our registered pension scheme(s) and that we must inform Prudential prior to the occurrence of such event.
- If any Adviser Charges are overpaid to our adviser we understand that we must ensure that the overpayment is returned to our pension scheme. In the event that an overpayment is not returned to our pension scheme we understand that we will be liable for any tax consequences that may arise from the breach of any UK tax legislation.
- We understand that Adviser Charges deducted from our pension plan(s) will have an impact on the benefits payable from such plan(s).

Two Trustees or other signatories authorised by the scheme documentation must sign. At least one of these signatories should be on behalf of the Managing Trustees.

Signature of Trustee 1

Print Name

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature of Trustee 2

Print Name

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

