

self-invested personal pension

## adviser fee agreement



Rowanmoor Pensions

## terms and conditions

Rowanmoor Pensions' adviser fee agreement is designed to shorten the process for settling adviser fees from a Rowanmoor Pensions Self-Invested Personal Pension (SIPP).

This feature is available to the financial adviser of the member of the Self-Invested Personal Pension. Only one agreement per SIPP can be made.

Once the initial agreement has been signed, Rowanmoor Pensions will deduct adviser fees from the SIPP bank account, within the terms outlined, upon receipt of an invoice from the financial adviser.

Members can amend, or instruct Rowanmoor Pensions to cease the agreement, at any time.

All fees will be settled from the SIPP bank account and will be paid within 30 days of receipt of an invoice from the financial adviser; provided cash funds are available within the SIPP bank account.

It is the financial adviser's responsibility to ensure that the bank account has sufficient funds to meet all fees, taking into account imminent investment transactions, benefit payments and SIPP charges. If there are insufficient funds held in the bank account to meet adviser fees and forthcoming pension payments, investment transactions or SIPP charges then those payments will take precedence over payment of adviser fees.

### arrangement fee

This is a one-off fee, payable in respect of the advice and involvement of the financial adviser in the establishment of the SIPP. This fee must be expressed as a monetary amount.

Payment is due once the SIPP has been established and there is sufficient cash in the SIPP bank account.

### transfer facilitation fee

This is a one-off fee, payable in respect of the advice and involvement of the financial adviser in the transfer of other pension funds in to the SIPP. This fee may be expressed as either a monetary amount or as a percentage of the transfer value received.

Payment is due following receipt of the transfer values from the specified pension arrangements and, if the option is selected, following receipt of any future transfer values.

### ongoing fees

This is a fee payable each year in respect of the advice and involvement of the financial adviser in the ongoing operation of the SIPP. This fee may be on a defined fee or percentage of fund value basis.

### defined fee basis

The fee is expressed as a monetary amount which can either be fixed or increase each year in line with the index of Average Weekly Earnings.

Payment of the first and subsequent ongoing adviser fees will be due in accordance with the options selected but can be on the plan anniversary or a specific date.

### percentage of fund

Fees are expressed as a percentage of the value of the plan on each plan anniversary.

Payment of any first fee due before the first anniversary of the SIPP must be expressed as a monetary amount, with an option for payment to be due either following the establishment of the SIPP or on a specified date. Payment of subsequent fees will be due on the plan anniversary.

Please note that the value of the SIPP used in the calculation of this fee will be as set out in the annual statement applicable at each plan anniversary.

Payments are made from the SIPP not Rowanmoor Pensions. Agencies will not be established, and no listing of payments made or due to an adviser can be provided by Rowanmoor Pensions.



TELEPHONE: 08445 440 440 • FAX: 08445 440 500  
enquiries@rowanmoor.co.uk • www.rowanmoor.co.uk

## Rowanmoor Pensions

Rowanmoor Pensions is a trading name of Rowanmoor Group plc (No. 5792242). Rowanmoor Trustees Limited (No. 1846413) and Rowanmoor Personal Pensions Limited (No. 2268900) are wholly owned subsidiaries of Rowanmoor Group plc. All companies registered in England at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS.

Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Services Authority.

**If you require this document in audio tape, large print, Braille or PC disc format, please telephone 08445 440 550 or fax 08445 440 500.**

# adviser fee agreement

This agreement provides the authority for Rowanmoor Pensions to pay your financial adviser fees from your Rowanmoor Pensions Self-Invested Personal Pension. Fees will only be paid upon receipt of an invoice from the financial adviser and if there are sufficient funds available within the SIPP bank account.

Please complete this form in full using **BLOCK CAPITALS** and dark ink. There are notes to help you. Please initial any changes you make and do not use correction fluid if you make a mistake. On completion, sign and date the Declaration before returning it to us. The information supplied will be held in the strictest confidence and subject to the provisions of Data Protection Legislation.

THIS AGREEMENT IS IN RESPECT OF ADVICE IN RELATION TO THE UNDER NOTED SIPP:

financial adviser	SIPP Name	<input type="text"/>		
	Contact Name	<input type="text"/>		
	Company Name	<input type="text"/>		
	Address	<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>	Postcode	<input type="text"/>
	Telephone (inc. STD code)	<input type="text"/>	Fax (inc. STD code)	<input type="text"/>
	Email	<input type="text"/>		
	Regulated by	<input type="text"/>		
	Authorisation Number	<input type="text"/>		

## agreement

Please tick ALL that apply.

The above adviser has been appointed to:

- |  |   |
|--|---|
| <input type="checkbox"/> arrange the SIPP;                         | <input type="checkbox"/> Complete section 1 below |
| <input type="checkbox"/> facilitate a transfer to the SIPP;        | <input type="checkbox"/> Complete section 2 below |
| <input type="checkbox"/> provide ongoing advice to the SIPP member | <input type="checkbox"/> Complete section 3 below |

Set out below is the fee basis which has been agreed.

All fees will be settled from the SIPP bank account, upon receipt of an invoice from your financial adviser. It is your financial adviser's responsibility to ensure that there are sufficient funds within this account, taking into consideration imminent investment transactions, benefit payments or plan charges.

1. Fees for arranging the SIPP:

Amount  £

2. Fees for facilitating a transfer to the SIPP:

EITHER Amount  £  OR % of transfer payment(s) received  %

The transfer payment is the value of transfers from the following arrangements:

Will the same terms apply for future transfers paid into the SIPP?  YES  NO

The payment date, for fees expressed as a monetary amount, may be chosen.

3. Fees for ongoing advice:

First payment date

EITHER Amount  £

Increasing in line with the index of Average Weekly Earnings  YES  NO

Paid annually on  Plan Anniversary date OR  First payment date anniversary

OR First annual fee  £  THEREAFTER  %

Paid annually on the plan Anniversary date.

Fees expressed as a percentage of the fund will become payable on the plan anniversary in the calendar year following establishment of the SIPP. The value of investments is set out in the annual statement, which are prepared on the plan anniversary. Timescales for the production of the annual statement will depend upon receiving valuations for all the SIPP's assets.



## Rowanmoor Pensions

# declaration

## To be signed by the SIPP Member.

Authority is hereby given to Rowanmoor Pensions to pay the fees, as set out in this agreement, from the funds held within the SIPP bank account held at The Royal Bank of Scotland plc, subject to the receipt of an invoice from the financial adviser, until otherwise instructed. I confirm that I understand that Rowanmoor Pensions is not responsible for reviewing the impact of this transaction on the fund or on any other transactions which may be pending. These terms amend and replace any existing adviser fee arrangements.

Signature

Print Name

Date

## To be completed by the Financial Adviser

Invoices should be made out to "Rowanmoor Pensions Self-Invested Personal Pension number {insert SIPP number}". All invoices to be sent to Rowanmoor Pensions for settlement on behalf of the SIPP member. Payment terms are 30 days from the receipt of your invoice. Fees will only be settled if there are sufficient funds available within the SIPP bank account. It is your responsibility to ensure that there are sufficient funds within the account, taking into account imminent investment transactions, benefit payments and SIPP charges. If there are insufficient funds to meet these commitments, pension payments, investment transactions and SIPP charges will take precedence.

Fees to be paid by

CHEQUE

CHAPS/BACS

Bank

Branch

Account Name

Account Number

Sort Code

Payment Ref

COMPANY STAMP

Signed\*

Name

Position

Date

\*Original signature required.



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### ADMINISTRATION CENTRES

ROWANMOOR HOUSE • 46-50 CASTLE STREET • SALISBURY SP1 3TS  
2 BELMONT HOUSE • DEAKINS BUSINESS PARK • EGERTON • BOLTON BL7 9RP

### CONSULTANCY OFFICES

LONDON | BOLTON | BURGESS HILL | SALISBURY

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