Private Client Service

WEALTHTIME©

Financial Advisor Online Registration Form

This Registration Form must be signed by Financial Advisers and Intermediaries who wish to access Wealthtime Online.

Please read the Terms and Conditions (section 6) and sign the Online Registration Declaration.

Once signed and completed please return to Wealthtime together with a covering letter from your Organisation confirming that they have authorised you to have access to your Clients via Wealthtime Online.

1 Online User's Personal Details

Title

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Other ☐ If 'Other' please state

Forename(s)

Surname

Position

Organisation/Firm Name

FCA authorisation number

Business address

Postcode

Telephone number

Mobile number

2 Memorable Information

Security information must be provided to enable us to verify users. You will need to **remember** this information as we will ask you about it when you first log in. Please use a maximum of 20 characters, and avoid the use of punctuation, for all the information below. Please note **all** 5 of the Memorable Information items listed below need to be completed and remembered **exactly** as entered below.

Mother's maiden name

Place of birth

Memorable place

2 Memorable Information (Continued)

Please note: When entering your memorable date, the year should be between 01/01/1900 and 31/12/2100.

Memorable date DD/MM/YYYY

Memorable school

3 Online Control Manager

I have been nominated to act as the Online Control Manager for my organisation.

Yes ☐ No ☐

If 'Yes' please tick the box to confirm you have read and understand the Terms and Conditions (section 7) which explain the role.

I have read and accept the Terms and Conditions for the Online Control Manager. ☐

4 Online Registration Declaration

Email address for online service (mandatory)

I warrant that I am authorised to view data in respect of the Clients to which I have access. I declare that I have read and accept the Wealthtime Online Services Terms and Conditions.

Do you require access to:

Online trading ☐ Service configuration ☐

Adviser charge statements ☐

Online user's signature

Date

- Once you have registered for this service you will be able to view your existing Clients by advising us to link these to your online access.
- Each time you establish a new plan please include a request for online access in your covering letter sent with the Client's Application Form.

5 Online Control Manager/Financial Adviser Details

Organisation/Firm Name

Online Control Manager/Financial Adviser Name

Position

Signature

Date

6 Wealthtime Online Services Terms and Conditions

Below are the Terms and Conditions that all Wealthtime Online Users must agree to before access will be granted.

Please read them carefully and make sure you understand all items before signing the Online Registration Declaration.

General

- These Terms and Conditions apply to all/any of our online services or 'the service' for which you have registered or will register in the future by completion and submission of this Online Registration Form.
- You must be acting on behalf of your Client(s) and also be employed by a company or be a partnership or sole trader.
- From time to time we may notify you of and ask you to accept any additional Terms and Conditions online and/or by revisions to this document.

Security

- Access to Wealthtime's online services is controlled by each user having a unique user record or other security identification data or token.
- You, as a representative of your organisation, will be responsible for ensuring you protect your login details or other security identification information, or token, and to ensure this you must:
  - take reasonable steps to keep it secret
  - not share your login details with anyone
  - not allow anyone else to use it
  - never write it down without disguising it
  - not leave a PC unattended whilst logged onto the service
  - destroy or securely store any information printed off from the service.

Revoking Access

- Wealthtime reserves the right to revoke any online user access as it sees fit.

Data Protection

- For each online session, we may gather information relating to the identity of the user, the time of use, and the way in which the user has navigated through our website and our online services. This information may be used for administrative or security purposes.
- We will allow access to Client information held under your organisation codes.
- To comply with Data Protection legislation we require you to check that your organisation still has authority to act on behalf of any Clients at the time their details are accessed through our online service.
- The data held on our systems belongs to Wealthtime. Individual users who have registered are only authorised to use it in connection with the administration of their Client's Wealthtime Private Client Service**.**
- If data is accessible to which your organisation is not entitled, due to our error or yours, you have no authority to use it and must notify us immediately. Data to which you are not entitled includes, in particular, data relating to an individual who is no longer or never has been your Client.

Individual User Leaving Your Organisation

- We will not accept liability for any loss or damage suffered by you or your Clients arising from continued access to our Online services after an individual user has left your organisation and has ceased to act with the Client's authority.

Additional Users

- Wealthtime may seek further verification of the request and reserves the right to impose any other checks it considers necessary before additional users can be set up.

Availability/Alteration of Service

- Availability of our online services depends on our own systems availability and normal internet availability. We will not accept liability for any consequences of unavailability of the system for any reason.
- We may amend, extend or withdraw any online service at any time.

Access Rules

- The information relating to your Client's Wealthtime Private Client Service can only be accessed using your Online Access Number, Password and Pin Number.
- The service may have limited update facilities allowing the user to inform Wealthtime of changes. If an individual has access rights to change data it is their responsibility to ensure the changes are accurate. If any such changes are made to the data, Wealthtime will not accept responsibility for its accuracy.

Information Available

- The details available under the Client's Wealthtime Private Client Service are for illustrative purposes only.
- The date when the information for a Client was last updated will be indicated where possible.

Errors and Omissions

- We will use reasonable endeavours to keep our records up to date at all times. However, there may be changes which we may not have been notified of by you or a third party. If you access a record, which you believe contains errors or omissions please tell us immediately.
- Wealthtime acts as a central collection point for investment information. We rely on third parties to get up-to-date information and are dependant on their efficiency and accuracy.
- We will not accept liability for any claims by you and/or your Clients for damages or loss arising from an inaccurate record.

7 Role of Online Control Manager

This section of the terms and conditions relates to the responsibilities of an 'Online Control Manager'.

Online Control Manager

- The Online Control Manager will act as a contact point for Wealthtime.
- The role of the Online Control Manager will be primarily to establish and maintain all Wealthtime Online users for your particular organisation.
- It is your responsibility to keep Wealthtime informed of your current Client portfolio and authorised online users, for which we will send you a list of your organisation's Wealthtime Clients and/or your organisations online users upon request.
- You can delegate the role of Online Control Manager to anyone you see fit within your organisation as long as they are a new or existing Wealthtime Online user who has signed up to the Terms and Conditions of an online user.
- If you would like to change the designated Online Control Manager for your organisation at anytime please contact us as soon as possible.

If you require this document in an alternative format please contact us.