

Private Client Service Adviser Charges Agreement (Changes)

Please note this Adviser Charges Agreement is to be used where there are any changes to previous Adviser Charges Agreement(s), including the addition of new Products or charges not included in the original Adviser Charges Agreement and any increase or reduction in agreed charges. Please only complete the sections you wish to change. Your existing Agreement will remain in force for all sections left blank or unchanged as appropriate.

If the existing Adviser Charges Agreement(s) is to be replaced entirely please complete an Adviser Charges Agreement (New) and complete a Wealthtime Adviser Charges Agreement Cancellation Notice to cancel the existing Adviser Charges Agreement.

It is ONLY the Wealthtime Adviser Charges Agreement either (New) or (Changes) as appropriate that will be acceptable to Wealthtime and should be used for individual, trustee and corporate clients.

This Form should only be completed if you wish your appointed Financial Adviser to take Adviser Charges from your Wealthtime Private Client Service or Wealthtime Products. You have the option to pay your Adviser Charges direct to your Financial Adviser rather than through Wealthtime.

SECTION A - To be completed by the Client

SECTION B - To be completed by your Financial Adviser

Section A - To be completed by the Client

As you are aware
I have appointed

as my Financial Adviser to arrange my Wealthtime Private Client Service and provide me with ongoing advice in respect of the Products and investments held in my Wealthtime Private Client Service. Set out below are the changes to the Adviser Charges which I have agreed with my Financial Adviser and authorise Wealthtime to facilitate on my behalf.

A1 Whole Portfolio Initial Advice

Please complete this section if you wish an initial amount of Adviser Charges to be paid to your Financial Adviser in respect of establishing the Wealthtime Private Client Service and/or Products.

Please indicate your choice of Adviser Charges by ticking one of the following:

If you wish your initial Adviser Charges to be paid on the whole Private Client Service Please complete Option One (A1(i))

If you wish your initial Adviser Charges to be paid on a tiered basis on the whole Private Client Service Please complete Option Two (A1(ii))

If you wish your initial Adviser Charges to be paid per Product. Please complete either Option Three (A1(iii)) or (A1(iv))

A1(i) Option One

Please complete this option if you wish the initial Adviser Charges to be paid on the initial investment value across the whole of your Wealthtime Private Client Service.

Please confirm the percentage of initial Adviser Charge:

Percentage (%)

A1(ii) Option Two

Please complete this option if you wish the initial Adviser Charges to be paid on a tiered basis on the whole Private Client Service.

Amount	£	% p.a.	%
First £	<input type="text"/>	% p.a.	<input type="text"/>
Next £	<input type="text"/>	% p.a.	<input type="text"/>
Next £	<input type="text"/>	% p.a.	<input type="text"/>
Over £	<input type="text"/>	% p.a.	<input type="text"/>

A1(iii) Option Three

Please complete this option if you wish the initial Adviser Charges to be paid on the initial investment value in your individual Product(s)

Please confirm the Product(s) and the percentage or amount of initial Adviser Charges:

- SIPP (%) or (£)
- PIP (%) or (£)
- ISA / JISA (%) or (£)
- Offshore Bond (%) or (£)

Please note that if you complete the box above in respect of the Offshore Bond we will deduct the Adviser Charges from your Personal Investment Portfolio. Alternatively, Adviser Charges can be paid directly from the chosen Offshore Bond Provider by completing their specific Adviser Charges agreement.

A1(iv) Adviser Charge Basis

Are the initial Adviser Charges to be applied on the same basis across all new monies within the Private Client Service/Product?

Yes No

If 'No', please enter the percentage or amount applicable to each of the categories of new monies/transfer:

- SIPP - Single new monies (%) (£)
- SIPP - Regular new monies (%) (£)
- SIPP - Transfers in (%) (£)
- PIP - Single new monies (%) (£)
- PIP - Regular new monies (%) (£)
- PIP - Transfers in (%) (£)
- ISA/JISA - Single new monies (%) (£)
- ISA/JISA - Regular new monies (%) (£)
- ISA/JISA - Transfers in (%) (£)

Please list any exclusion below

A1(v) Internal Product Movements

Unless otherwise specified none of the above Adviser Charges will apply on movements of monies from one Wealthtime Product to another. If you would like Wealthtime to apply the above Adviser Charges, where applicable, on all Internal Product Movements please tick this box.

Please apply the above Adviser Charges to all Internal Product Movements

A1(vi) SIPP Adviser Charges with immediate benefits

Unless otherwise specified any percentage based calculation when benefits are known to be due immediately will be based on the value of the initial investment after the deduction of any Pension Commencement Lump Sum. If you would like Wealthtime to include any unpaid Pension Commencement Lump Sum in the calculations please tick this box. (Please see Benefit Payment Form for further information on deducting Adviser Charges in these circumstances).

Please include any unpaid Pension Commencement Lump Sum value within the percentage based calculations

A2 Whole Portfolio Ongoing Advice

Please complete this section if you wish an ongoing amount of Adviser Charges to be paid to your Financial Adviser for the whole Wealthtime Private Client Service and/or Wealthtime Product(s).

You may select different levels of Adviser Charges for different Products by completing A2(iii) Option Three.

Please indicate your choice of ongoing Adviser Charges by ticking one of the following:

I wish the ongoing Adviser Charges to be based on a set amount on the whole Private Client Service Please complete Option One (A2(i))

I wish the ongoing Adviser Charges to be on a tiered basis on the whole Private Client Service Please complete Option Two (A2(ii))

I wish the ongoing Adviser Charges to be paid on a per Product basis Please complete Option Three (A2(iii))

A2(i) Option One

Please complete this option if you wish the ongoing Adviser Charges to be paid on the value of assets in your Wealthtime Private Client Service (excluding assets selected in Exclusions A2(iv))

Please confirm the percentage of ongoing Adviser Charges:

Percentage (%) p.a.

A2(ii) Option Two

Please complete this option if you wish the ongoing Adviser Charges to be on a tiered basis on the whole Wealthtime Private Client Service (excluding assets selected in Exclusions A2(iv))

Amount	£	% p.a.	%
First £	<input type="text"/>	% p.a.	<input type="text"/>
Next £	<input type="text"/>	% p.a.	<input type="text"/>
Next £	<input type="text"/>	% p.a.	<input type="text"/>
Next £	<input type="text"/>	% p.a.	<input type="text"/>
Over £	<input type="text"/>	% p.a.	<input type="text"/>

A2(iii) Option Three

Please complete this option if you wish the ongoing Adviser Charges to be paid on the value of assets in your Product(s) (exclude assets in Exclusions A2(iv) if any)

Please confirm the Product(s) and the percentage or amount of ongoing Adviser Charges:

SIPP (%) p.a. or (£) p.a.

PIP (%) p.a. or (£) p.a.

ISA / JISA (%) p.a. or (£) p.a.

Offshore Bond (%) p.a. or (£) p.a.

Please note that if you complete the box above in respect of the Offshore Bond we will deduct the Adviser Charges from your Personal Investment Portfolio. Alternatively, Adviser Charges can be paid directly from the chosen Offshore Bond Provider by completing their specific Adviser Charges agreement.

A2(iv) Exclusions

Are the ongoing Adviser Charges to be applied across all assets within the Private Client Service/Product?

Yes No

If 'No', please tick which categories of assets you wish to exclude:

Wealthtime Light Funds List

Investments purchased through a Stockbroker or Discretionary Investment Manager

Cash held in the designated Product bank accounts

Other Investments

A3 Frequency of Ongoing Adviser Charges

Please confirm the frequency of payment for ongoing Adviser Charges:

Monthly in arrears Quarterly in arrears

Half Yearly in arrears Yearly in arrears

Please note the Adviser Charges will be paid by Wealthtime on or around the 15th of the month after they are calculated.

Please note if this section is not completed the frequency of Ongoing Adviser Charges will default to monthly in arrears.

A4 Product deductions preference

Unless otherwise specified the Adviser Charge will be paid from the Product it applies to. If you wish all the Adviser Charges to be paid from the PIP rather than the Product it relates to please indicate this below. Unless specified below any Product deductions specified here will also apply to any Wealthtime Fee deductions.

Please pay all Adviser Charges from the PIP

Please pay all Adviser Charges from the PIP (with the exception of the SIPP Adviser Charges which will be deducted from the SIPP)

Please do not apply these Product deduction preferences to any Wealthtime Fees

A5 Adviser Charges (Specified)

Please indicate by ticking the box below if you have agreed any Adviser Charges for specified advice.

- Investment Buys
- Investment Sells
- Switch Buys
- Switch Sells
- Tick if the Adviser Charge is to be taken on manual rebalancing
- Tick if the Adviser Charge is to be taken on auto rebalancing
- Review
- Other (please specify)

Total specified Adviser Charges due SIPP (£)

Total specified Adviser Charges due PIP (£)

Total specified Adviser Charges due ISA / JISA (£)

Total specified Adviser Charges due Offshore Bond (£)

In respect of the Adviser Charges in Section A5 Adviser Charges (Specified) please note Wealthtime will only facilitate the amounts indicated in the Total specified box(es) above.

A6 Refund of Adviser Charges on Cancellation

You may cancel this Agreement at any time by sending Wealthtime an Adviser Charges Agreement Cancellation Notice (available from www.wealthtime.co.uk) which will have the effect of cancelling all Adviser Charges Agreements you have entered into with your Financial Adviser.

If you cancel your Adviser Charges Agreement you will need to contact your Financial Adviser to discuss the position with regards to any outstanding charges as this will depend on the agreement you have with your Financial Adviser.

Adviser Charges due to your Financial Adviser, calculated up to the date of receipt of your Cancellation Notice by Wealthtime, will be paid as normal at the next payment date. You will need to discuss with your Financial Adviser whether any refund from them is due to you.

A7 Data Protection

Please refer to the Data Protection clauses included in the WPCS Key Features and Terms and Conditions and the Wealthtime Data Protection Privacy Notice available at wealthtime.co.uk

A8 Disputes

Wealthtime is unable to adjudicate in any disputes between you and your Financial Adviser regarding Adviser Charges. At your written request Wealthtime will provide you with copies of the Adviser Charges Agreements and any Adviser Charges Agreement Cancellation Notices that it holds on file. If any complaints are received directly by Wealthtime they will be investigated using Wealthtime's Complaints Procedure and a formal written response will be provided to you in line with the Financial Conduct Authority rules and those of any successor.

A9 Client Declaration

I/We confirm my/our agreement to these Adviser Charges and hereby authorise and request Wealthtime to facilitate payment of these on my/our behalf, in accordance with the provisions of the Wealthtime Private Client Service, from the funds held in my/our Wealthtime Private Client Service, until otherwise instructed.

I/We understand Wealthtime will only facilitate payment of these Adviser Charges if my/our Financial Adviser is authorised by the Financial Conduct Authority and has agreed to the Wealthtime Financial Adviser Terms of Business.

Full name of Client

Client's signature

Date

If there is more than one client e.g. trustees of a trust, please use the signatory sections below for the additional names and signatories.

Full name of Client

Client's signature

Date

Full name of Client

Client's signature

Date

Full name of Client

Client's signature

Date

Full name of Client

Client's signature

Date

Section B - To be completed by your Financial Adviser

No Adviser Charges will be paid unless and until a Wealthtime Adviser Charges Agreement has been entered into. If none of the charging options set out are suitable Wealthtime will be unable to accommodate your requirements.

Adviser Charges will be paid by BACS to the account provided on the Financial Adviser Registration Application Form or as subsequently amended in writing.

A copy of this Agreement should be kept by you for at least five years after the termination of the Agreement in accordance with FCA rules.

All Adviser Charges must be agreed in advance with each client for the Wealthtime Private Client Service and / or Products. It is your responsibility to ensure that the Adviser Charges appropriately reflect the services being provided to your client and are reasonable as set out by the FCA.

It is your responsibility to agree a charges schedule with your client, explain the impact and maintain any necessary written authority for setting up and any subsequent changes. You are responsible for agreeing with your client how any unpaid charges will be paid (if there are insufficient funds within their portfolio at the time of the charges payment).

If your Adviser Charges are subject to VAT please tick this box.

Normally Adviser Charges will be paid automatically unless you submit an invoice for these. It is the Financial Adviser's responsibility to determine whether VAT is payable on such Adviser Charges. Wealthtime can accept no responsibility for this or give any advice.

If you have indicated that VAT is applied to your Adviser Charges it is your responsibility to ensure that this is in accordance with your remuneration agreement with your client.

Wealthtime payment facilitation terms where an invoice is submitted is 28 days from the receipt of your invoice. Invoices need to be addressed to Wealthtime Trustees Limited on your Firm's headed paper stating a monetary amount.

Financial Adviser name

Financial Adviser contact name

Financial Adviser's signature *

Date

* Please note that to enable Wealthtime to facilitate Ongoing Adviser Charges then the frequency of these payments must be specified in Section A3.

Important Notes

1. Sufficient Monies

Adviser Charges will only be paid when there is sufficient cash in the relevant designated Product bank account to facilitate payment of these in full.

If there are insufficient monies in the relevant designated Product bank account, it may mean that the Adviser Charges cannot be paid on time.

2. Initial Investment Value

Any percentage based calculation of initial Adviser Charges will normally be based on the value of the initial investment. However, for SIPP this will normally be based on the value of the initial investment after the deduction of any initial Pension Commencement Lump Sum. Please refer to A1(vi) Adviser Charges with immediate benefits.

3. New Monies

Where further new monies or transfers are received after the Wealthtime Private Client Service and/or Products have commenced, the same Adviser Charges terms will apply. Any invoices should be submitted on the same basis as the original monies.

4. VAT

The above amounts are exclusive of VAT. Please note VAT may be payable in addition. If so this will also be deducted from your fund.

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

The Wealthtime Private Client Service provides a reporting and administration facility and is provided by Wealthtime Limited. Wealthtime Limited (registered number 6016480) is registered in England and has its registered office at The Oak House, Barford Lane, Downton, Salisbury, Wiltshire. SP5 3QA. Telephone: 01725 512925. Fax: 01725 513493. Web: www.wealthtime.co.uk. Wealthtime Limited is authorised and regulated by the Financial Conduct Authority under Firm Reference Number 468461 and you can check this authorisation at www.fca.org.uk/register.

Wealthtime Trustees Limited (registered number 6243467) is registered in England and has its registered office at The Oak House, Barford Lane, Downton, Salisbury, Wiltshire. SP5 3QA.

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