

# Adviser Charge Instruction Form

## How to fill out this form

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

If you make a mistake, cross it out and initial the change. Do not use correction fluid – it will invalidate this application.

## Notes to help you

If you have any questions when completing this form please speak to your financial adviser.

This form should be completed by the Bond owners

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

If you've changed your adviser, we'll assume Ongoing Adviser Charges will stop unless you tell us otherwise in Section 3.

If you're changing adviser you'll need to get your new Adviser's Individual Reference Number. See section 6.

## About this form

This form can be used to:

- Request an Ongoing Adviser Charge
- Request an Ad hoc Adviser Charge
- Amend an existing Adviser Charge instruction
- Inform us of a change of Adviser.

Please return this completed form to: **Prudential International Assurance plc, Stirling FK9 4UE**

## Section 1 – Personal details

Bond Number (if known)

Life/Lives Assured

Bond Owner(s)

Your daytime telephone number

Email address

We need this in case we need to contact you about your request.

## Section 2 – Adviser Details

Your Adviser's name

Company name

Company Address

  
  


Postcode

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

### Section 3 – Adviser instructions

Where Ongoing Adviser Charges are being paid and you've changed your adviser, please confirm if Ongoing Adviser Charges should continue at the existing level, stop, or if existing instructions are to be amended.

Continue  Stop  Amend

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

### Section 4 – Ongoing Adviser Charge

You might choose to use this Bond to cover the cost of financial advice provided for ongoing advice relating to this bond. Ongoing Adviser Charges will be treated as withdrawals for tax purposes and together with any withdrawals will count towards the 5% tax-deferred allowance from the Bond. If the combined total of withdrawals and any Ongoing Adviser Charges in any Bond year exceeds the 5% tax deferred allowance (see your Key Features Document for more details), then you might be liable to an Income Tax Charge. It might also affect your entitlement to personal income tax allowances and/or certain tax credits

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

% p.a. of your Bond value

OR

% p.a. of your total premium invested

OR

£  a fixed monetary amount each year

#### Adviser Charging Limits

We have limits which set out the maximum level of Adviser Charging which we will facilitate.

These are:

Set-Up Adviser Charge: 5% of the single premium or £20,000 – whichever is lower.

Ongoing Adviser Charge: 1% of the fund value.

If Ongoing Adviser Charges are requested as a percentage of the full value of your Bond 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 Bond.

Frequency of ongoing Adviser Charges to be deducted. (Please tick **ONE** box)

Month  2 months  3 months  4 months  12 months

Ongoing Adviser Charges will be deducted from the cash account in your bond.

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

Tick one box only.

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 isn't taking any Adviser Charges.

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

The agreed Ongoing Adviser Charge will be taken from the cash account in your Bond.

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

If you're 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.

## Section 5 – Ad Hoc Adviser Charge

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

The agreed Ad hoc Adviser Charge will be taken from the cash account in your Bond.

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 can't accept Ad hoc Adviser Charge instructions from the settlor.

Ad Hoc Adviser Charges will be treated as withdrawals for tax purposes and together with any withdrawals and Ongoing Adviser Charges will count towards the 5% tax-deferred allowance from the Bond. If the combined total of withdrawals and any Ongoing Adviser Charges in any Bond year exceeds the 5% tax deferred allowance (see your Key Features Document for more details), then you might be liable to an Income Tax Charge. It might also affect your entitlement to personal income tax allowances and/or certain tax credits.

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

% of the full value of your Bond

OR

£  a fixed monetary amount

We have limits which set out the maximum level of Adviser Charging which we will facilitate. For Ad hoc Adviser Charges this is 2% of the fund value in a 12 month period.

## Section 6 – Adviser Reference

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

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 Bond(s) the change should apply to? (If all plans please write "All my other Bonds").

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

## Section 7 – Declaration

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

- I authorise Prudential to act upon my instructions regarding the facilitation of Adviser Charges (the "Adviser Charge Instruction") whether specified here now or elsewhere at any time in future. I also understand that Prudential shall not be required to carry out such instructions (including any permitted by my 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 understand that where there is a difference between the Adviser Charge Instruction and the Adviser Charges agreed with my adviser firm, Prudential will only facilitate payment in accordance with my Adviser Charge Instruction.
- I confirm that the Adviser Charge specified in my Adviser Charge Instruction is inclusive of any VAT at the prevailing rate from time to time.
- I 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 Adviser Charge following a new Adviser Charge Instruction or instruction from my adviser firm which sets out the new level of charges to be deducted.
- I understand that, with the exception of changes in the level of VAT, the Adviser Charge may not be increased without my explicit authority.
- I agree that the Adviser Charge may be reduced or stopped by Prudential or my adviser firm without my explicit authority.
- I agree that where my adviser firm arranges for the services I have agreed with them to be provided by another adviser firm, I authorise Prudential to amend my 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 confirm that I have discussed with my financial adviser the tax implications of having my Ongoing or Ad hoc Adviser Charges deducted from the contract. I 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 signed

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

Date signed

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

Date signed

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

Date signed

D	D	M	M	Y	Y	Y	Y
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