

# Prudential Retirement Account Adviser Charge Instruction Form

## How to fill out this form

Please use black ink and CAPITAL LETTERS or tick  as necessary.

Any corrections must be initialled; do not use correction fluid.

## About this form

This form can be used to:

- Set up a new Initial Adviser Charge (IAC) for a regular top up
- Request Initial Adviser Charge (IAC) when moving funds to drawdown
- Change an existing Adviser Charge instruction
- Request a new Ongoing Adviser Charge (OAC)
- Request an Ad hoc Adviser Charge

**Please only use this form for the Prudential Retirement Account.**

When completing the form you should detail which pension savings or pension income account you want the charges to be taken from. All charges will be paid to the Adviser held on record.

You must complete sections 1 and 6 in all instances. Please complete other sections as required.

You can then return the completed form to: Prudential Retirement Account, Lancing BN15 8GB.

If you have any questions when completing this form or if you wish to reduce or stop your adviser charges please give us a call on **0345 268 0488**.

We might record your call for training and quality purposes. To find out more about how we use your personal data please visit [pru.co.uk/mydata](http://pru.co.uk/mydata)

## 1. Account holder details

Account holder name

Retirement Account Number\*

\* If you have multiple sub accounts you will need to specify which one you want the change to apply to, e.g. A01, D01.

## 2. Initial Adviser Charge on regular payments

Contribution type (Employer/ Personal/ 3rd party)	Payment amount (including tax relief)	Frequency of payment	Start/Stop/ Change**	IAC (% only)

\*\* If you select to stop charges then please do not complete the last column of the table.

### 3. Initial Adviser Charge on single contributions, transfers or moving funds to drawdown

We have limits which set out the maximum level of Adviser Charging which we will facilitate. For IAC on single/transfer/drawdown the limits are the lower of 5% of initial investment or £20,000.

Payment type (single/transfer/drawdown)	Total transfer amount/ contribution including tax relief	IAC % or £ amount

Where you are moving funds to drawdown and also want to take an OAC from the new drawdown sub account please tick this box

Then complete the details in the OAC table below leaving the sub account number blank.

### 4. Ongoing Adviser Charge

\* If you select to stop charges then please do not complete the last two columns of the table.

\*\* You can do this monthly, quarterly, half yearly or annually.

We have limits which set out the maximum level of Adviser Charging which we will facilitate. For Ongoing Adviser Charges this is 1% of the fund value.

Sub account number	Start/Stop/Change*	% or £ amount	Frequency**

#### 4.1 Ongoing Adviser charge withdrawal profile

Please tick if you want to split the adviser charge across all funds.

Please tick if you want to select specific funds to withdraw from and complete the table below.

Sub account number	Fund name	%

Please tick the box if you want to include guaranteed units for deduction of adviser charge?

Deduction of guaranteed units will reduce the value of any guarantee.

## 5. Ad hoc Adviser Charge

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.

Sub account number	Amount (£)

If you don't want this payment to be taken in line with your existing withdrawal profile please let us know which funds you want it to be taken from.

Fund Name	%

## 6. Declaration

- 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 confirm that I have discussed with my financial adviser the tax implications of having my Adviser Charge deducted from the Plan.
  - I understand that any Adviser Charge not paid in line with HMRC rules will result in unauthorised payments and tax charges for which I will be liable.
- (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). We have limits which set out the maximum level of Adviser Charging which we will facilitate. For Set-up Adviser Charges this is 5% of the single premium or £20,000, whichever is lower. For regular premiums this is 5% of the premium or 25% of the first 12 months premiums;
- (iii) where I have selected Ongoing Adviser Charges I am receiving ongoing pensions advice and/ or a service from my adviser in relation to my registered pension scheme(s).
- I understand that Ongoing Adviser Charges must stop if I cease to receive ongoing pension scheme advice and/or service(s) from my adviser in relation to my registered pension scheme(s) and that I must inform Prudential prior to the occurrence of such event.
  - If any Adviser Charges are overpaid to my adviser I understand that I must ensure that the overpayment is returned to my pension scheme. In the event that an overpayment is not returned to my pension scheme I understand that I will be liable for any tax consequences that may arise from the breach of any UK tax legislation.
  - I understand that Adviser Charges deducted from my pension plan(s) will have an impact on the benefits payable from such plan(s).

I confirm that:

- (i) my Adviser Charges arise from genuinely commercial remuneration arrangements between myself and my adviser which are appropriate to the advice and service my adviser provides me in relation to my registered pension scheme(s);

Account holder's signature

Date

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### How we use your personal information

For a copy of our latest Data Protection Notice, please visit [pru.co.uk/mydata](https://pru.co.uk/mydata). This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a copy to be sent to you by writing to The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB.

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.