



# The Sanlam Portal General Investment Account (GIA), Individual Savings Account (ISA) and Personal Pension Adviser Fee Instruction Form

Please complete the relevant section of this form if you wish to start, stop or vary the Adviser Fees payable to your Financial Adviser under the Sanlam Portal GIA, ISA or Personal Pension. Please complete a separate form for each Portal product.

If you wish to change the Adviser Fees payable for a different type of product under which the payment of such fees are being facilitated, please request the form for that product. We will only facilitate payment of Adviser Fees for the sub-account number(s) detailed on this form.

**Where this form is being used to stop or reduce payment of Adviser Fees, it should be completed only by the account holder or Financial Adviser.**

**Where this form is being used to start or increase the payment of Adviser Fees, it should be completed both by the account holder and the Financial Adviser.**

**Note:** If the Adviser Fees are being deducted from a pension contract, the Adviser Fees must arise in relation to advice on pension products only, otherwise HMRC may deem these to be unauthorised payments.

Account Holder(s)

Sub-Account Number(s)

## Section A. Facilitate payment of Adviser Fees to a Financial Adviser

Please pay Adviser Fees in accordance with my/our instruction below: (Please Tick)

Ongoing Adviser Fees:  Please complete Section (i) below

Ad-hoc Adviser Fees:  Please complete Section (ii) below

**Note:** You must tick the relevant box(es) above, for each type of Adviser Fee that is to be paid to your Financial Adviser.

### (i) Ongoing Adviser Fee

Payment of ongoing Adviser Fees will be facilitated as a percentage of the fund value as determined in the Terms and Conditions.

Please indicate the fee percentage agreed:

% per annum Payment frequency: Monthly  Quarterly

### (ii) Ad-hoc Adviser Fee

Payment of ad-hoc Adviser Fees will be facilitated as a specified amount.  
deducted from the fund value Please provide details:

Amount £

### Investor's Declaration and Authority to pay Adviser Fees

- I authorise Sanlam Investments and Pensions to pay the Adviser Fees detailed above by deducting these fees from my contract and paying the relevant amount to the Financial Adviser whose details are provided in this document.

#### I confirm that:

- I have discussed with my Financial Adviser and understood the Adviser Fees that will be paid and the effect this deduction will have on my contract;
- I have received an illustration relating to this request to start the payment of Adviser Fees.

#### I understand that:

- the ongoing Adviser Fee will be calculated as an annual percentage of the fund value at each calendar month end or calendar quarter end, divided according to the payment frequency I have selected;
- if any further Adviser Fees are to be paid I will be required to authorise these before they are paid from any product I have with Sanlam Investments and Pensions;
- I may instruct Sanlam Investments and Pensions in writing to cease payment of Adviser Fees at any time. The instruction to cease payment will take effect from the working day after the instruction is received, so long as this is received more than 5 working days before the payment due date;
- I acknowledge that it will be my responsibility to recover any payments made to my Financial Adviser before any instruction from me to cease payment takes effect.
- I understand that if I wish to vary the amount of Adviser Fees to be paid from my contract, I must give Sanlam Investments and Pensions prior written notice of not less than 5 working days before any payment due date and any subsequent variations will only be allowed at the frequency permitted by Sanlam Investments and Pensions from time to time.
- I understand that it is my responsibility to pay the Adviser Fees I have agreed with my Financial Adviser and this responsibility remains with me if I cancel or vary the instruction to facilitate payment of Adviser Fees from my contract.
- I understand that if I change my Financial Adviser, I must advise Sanlam Investments and Pensions in writing and that any ongoing Adviser Fees being paid to the Financial Adviser whose details are provided in this document will cease.
- I understand that even if I change my Financial Adviser, any phased initial Adviser Fees will continue to be paid unless I advise Sanlam Investments and Pensions in writing to stop.

Signed (Account Holder(s))

Date

## Financial Adviser's Declaration

- I confirm that I have discussed and agreed the Adviser Fees detailed in this document with the applicant.
- I confirm that the Adviser Fees agreed are in respect of advice relating to the product and related ongoing services.
- I confirm that I have provided the applicant with an illustration in relation to this request.
- I understand that where the payment of ongoing Adviser Fees are being requested, that this will mean any fund based renewal commission being paid in respect of advice given prior to 31 December 2012 will cease.
- I have read and understood your Guide to Adviser Charging for Financial Advisers.
- I acknowledge and accept Sanlam Investments and Pensions' current Terms of Business for Intermediaries.
- I am appropriately authorised to conduct this type of business.

Signed  
(Financial Adviser)

Date

Name

Firm reference number

Position

Name of regulated firm

Address

Postcode

Contact number

Email

Sanlam agency number

**IMPORTANT: Section A must be signed by both the Account Holder and the Financial Adviser.**

**Section B. Cease payment of Initial and/or Ongoing Adviser Fees to a Financial Adviser**

Payment of the following Adviser Fees currently being paid to the Financial Adviser named below are to cease with immediate effect:

Please Tick as applicable

Initial Adviser Fees:  Ongoing Adviser Fees:

Name of Financial Adviser:

**Note:**

- It is only possible to cease payment of initial Adviser Fees where these are being facilitated in line with the frequency of regular contributions paid to the contract.
- You must tick the relevant box(es) above, for each type of Adviser Fee for which you wish to cease payment. We will only stop payment of the specific Adviser Fees which you request, and any other Adviser Fees currently in payment will continue on the present basis.

**Investor's Declaration and Authority to stop payment of Ongoing Adviser Fees**

- I authorise Sanlam Investments and Pensions to cease payment of the Adviser Fees from my contract to the Financial Adviser as detailed above.

**I understand that:**

- it is my responsibility to pay any Adviser Fees I have agreed with my Financial Adviser and this responsibility remains with me even though I am cancelling payment of the Adviser Fees from my contract;
- if any further Adviser Fees are to be paid to a Financial Adviser, I will be required to authorise these before they are paid from any product with Sanlam Investments and Pensions;
- this instruction will take effect from the working day after the instruction is received by Sanlam Investments and Pensions, so long as this is received more than 5 working days before the payment due date;
- I acknowledge that it will be my responsibility to recover any payments made to my Financial Adviser before any instruction from me to cease payment takes effect.
- I understand that if payment of Adviser Fees is to be facilitated from my contract in the future, that I will need to give notice to Sanlam Investments and Pensions in writing.
- I understand that if I am paying any form of Adviser Fees and change my Financial Adviser, I must advise Sanlam Investments and Pensions in writing and that any ongoing Adviser Fees being paid will cease.
- I understand that even if I change my Financial Adviser, any phased initial Adviser Fees will continue to be paid unless I advise Sanlam Investments and Pensions in writing to stop.

Signed

Date

(Account Holder(s) or Financial Adviser – please specify)

**Section C. Vary the amount of Ongoing Adviser Fees currently being paid to a Financial Adviser**

Payment of the ongoing Adviser Fees currently being paid are to be varied in accordance with my instruction below:

**Ongoing Adviser Fee**

Payment of ongoing Adviser Fees will be facilitated as a percentage of the fund value.

Please indicate the revised fee percentage agreed:

% per annum

Payment frequency: Monthly  Quarterly

**Investor's Declaration and Authority to pay Adviser Fees**

- I authorise Sanlam Investments and Pensions to vary the Adviser Fees being paid to my Financial Adviser from my contract to accord with my instructions as detailed above.

**I confirm that:**

- I have discussed with my Financial Adviser and understood the Adviser Fees that will be paid and the effect this deduction will have on my contract;
- Where Adviser Fees are being increased, I have received an illustration relating to this request to vary the payment of the Adviser Fees.

**I understand that:**

- any ongoing Adviser Fee will be calculated as an annual percentage of the fund value at each calendar month end or calendar quarter end, divided according to the payment frequency selected;
- if any further Adviser Fees are to be paid I will be required to authorise these before they are paid from any product I have with Sanlam Investments and Pensions;
- I may instruct Sanlam Investments and Pensions in writing to cease payment of Adviser Fees at any time. The instruction to cease payment will take effect from the working day after the instruction is received, so long as this is received more than 5 working days before the payment due date;
- I acknowledge that it will be my responsibility to recover any payments made to my Financial Adviser before any instruction from me to cease payment takes effect.
- I understand that if I wish to vary the amount of Adviser Fees to be paid from my contract, I must give Sanlam Investments and Pensions prior written notice of not less than 5 working days before any payment due date and any subsequent variations will only be allowed at the frequency permitted by Sanlam Investments and Pensions from time to time.
- I understand that it is my responsibility to pay Adviser Fees I have agreed with my Financial Adviser and this responsibility remains with me if I cancel or vary the instruction to facilitate payment of Adviser Fees from my contract.
- I understand that if I change my Financial Adviser, I must advise Sanlam Investments and Pensions in writing and that any ongoing Adviser Fees being paid to the Financial Adviser whose details are provided in this document will cease.
- I understand that even if I change my Financial Adviser, any phased initial Adviser Fees will continue to be paid unless I advise Sanlam Investments and Pensions in writing to stop.

Signed

(Account Holder(s))

Date

**Financial Adviser's Declaration (only required if Adviser Fees are being increased)**

- I confirm that I have discussed and agreed the Adviser Fees detailed in this document with the applicant.
- I confirm that the Adviser Fees agreed are in respect of advice relating to the product and related ongoing services.
- I confirm that I have provided the applicant with an illustration in relation to this request.
- I have read and understood the Guide to Adviser Charging for Financial Advisers.
- I acknowledge and accept Sanlam Investments and Pensions' current Terms of Business for Intermediaries.
- I am appropriately authorised to conduct this type of business.

Signed (Financial Adviser)	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Firm reference number	<input type="text"/>		
Position	<input type="text"/>		
Name of regulated firm	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Contact number	<input type="text"/>		
Email	<input type="text"/>		
Sanlam agency number	<input type="text"/>		

**IMPORTANT: Section C can be signed by the Account Holder only, unless Adviser Fees are being increased, in which event the Financial Adviser must also sign.**



Sanlam & Sanlam Investments and Pensions are trading names of Sanlam Life & Pensions UK Limited (SLP (Registered in England and Wales 980142)) and Sanlam Financial Services UK Limited (SFS (Registered in England and Wales 2354894)). SLP is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. SFS is authorised and regulated by the Financial Conduct Authority. Registered Office: St. Bartholomew's House, Lewins Mead, Bristol, BS1 2NH.

[enq@sanlam.co.uk](mailto:enq@sanlam.co.uk)

[sanlam.co.uk](http://sanlam.co.uk)