



Ad hoc adviser charge

Instruction form

You'll need to complete this form if you've agreed your financial adviser will receive an ad hoc adviser charge payment in return for new advice and services they provide on your Royal London plan.

You can use this form for your Retirement Solutions Group Personal Pension Plan or for your Pension Portfolio Plan which includes Personal Pension, Self Invested Personal Pension and Income Release.

1 Important information

Please read this section carefully before you complete this form.

- It's important that your financial adviser provides you with an adviser charge illustration, or equivalent documentation, detailing how the adviser charge will impact your plan before you sign this form. Any adviser charge payment that you tell us to deduct from your plan must relate to the new advice and services your adviser is providing on your plan and which you've both agreed.
- Royal London will not be able to provide any financial advice on your plan or the agreed adviser charge payment.
- To ensure we can make the agreed ad hoc adviser charge payment to your financial adviser, it's important they complete their details in section 4.
- You should keep a copy of this instruction form and any additional forms you send to us.
- Your financial adviser may help to complete some of the sections for you. You should read this form carefully, including any sections which have been completed for you, and then read and sign the declaration at the end.

2 Your plan details

You should complete this section with your plan details.

Forename(s)

Surname

Plan number

Date of birth

3 Ad hoc adviser charge details

You should complete this section with your agreed ad hoc adviser charge details.

Please complete one of the tables below to let us know if we should deduct the ad hoc adviser charge payment from your plan as a percentage of fund or as a monetary amount.

Table one

If the ad hoc payment is to be taken across all contributions within your plan, please tick this box and complete the table below. ☐

Whichever type of adviser charge payment you agree, we'll deduct the payment proportionately across all of the contribution types within your plan.

Contribution type	Percentage of fund*	or	Monetary amount
All contributions	%		£

Table two

If the ad hoc payment is to be taken from a specific contribution type, please tick this box and complete the table below. ☐

You'll need to tell us the type of contribution the payment is to be deducted from and the amount or percentage to be deducted. You won't be able to pay an ad hoc charge using this method if you have a Pension Portfolio Plan taken out **after** 1st June 2023.

Contribution type	Percentage of fund*	or	Monetary amount
Regular contribution	%		£
Single contribution	%		£
Transfer payment	%		£

If the ad hoc payment is to be taken from a specific contribution e.g. one specific regular contribution or single contribution or transfer payment, then please tick this box and provide the details in section 6. ☐

* If you have a Pension Portfolio Plan and it includes Self Investments, the percentage of fund will be based on the value of the Core Investments only.

4 Financial adviser details

This section should be completed by your financial adviser.

Name of adviser's firm	
Adviser's name	
Telephone number	
Email address	
FCA reference number	
Royal London agency number	

5 Declaration

You should read this section carefully and then sign and date this instruction form. If you have any questions about the below, you should speak to your financial adviser or Royal London.

1. I confirm that the ad hoc adviser charge details that I've agreed with my financial adviser are detailed within section 3 and if necessary, section 6 of this form, and I instruct Royal London to deduct this adviser charge from my plan and pay it to my financial adviser.
2. I confirm that the ad hoc adviser charge that I've agreed with my financial adviser is in relation to the new advice and/or services they're providing on my plan. I also confirm that the new advice and/or services are not covered by any existing adviser charge or commission arrangement.
3. I accept that any ad hoc adviser charge payment that I agree with my financial adviser will be in addition to any other charges that may be required by Royal London.
4. I confirm that my financial adviser has discussed the ad hoc adviser charge with me and has explained the impact it'll have on my plan.
5. I confirm that, any agreed ad hoc adviser charge payment will be deducted from my plan immediately and will be paid to my financial adviser detailed in section 4 of this instruction form.
6. I accept that, if my plan includes Income Release, you'll deduct the ad hoc adviser charge payment proportionately across my Savings Account and Income Release Account.
7. I accept that, if I have agreed that the ad hoc adviser charge payment is to be taken from a specific contribution type, the payment will be deducted proportionately from all contributions of that type made to my plan.
8. I accept that the adviser charge I have agreed with my financial adviser is a matter between me and my financial adviser and Royal London will not get involved with any disputes regarding the adviser charge.
9. I accept that Royal London will send me written confirmation once the agreed adviser charge has been deducted from my plan.
10. I accept that, if I tell Royal London to stop payment of the ad hoc adviser charge to my financial adviser or if I cancel my plan within the cancellation period, I may remain liable to reimburse my financial adviser for the cost of the advice and services provided to me. I should check the terms of my agreement with my financial adviser if this should happen.
11. I accept that Royal London will only refund adviser charge payments that have already been paid where these are in respect of regular contributions which I cancel within the cancellation period. In any other circumstances, Royal London won't refund any adviser charge payment that has been made to my adviser.

Please read and sign this section.

I confirm that the information and every answer I've provided in this form is correct and complete to the best of my knowledge and belief, including any answers not filled in by me.

I also confirm that I've carefully read the declaration above.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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6 Additional ad hoc adviser charge details

You should complete this section with any additional ad hoc adviser charge details.

If you've agreed with your financial adviser that the adviser charge payment is to be deducted from a specific regular or single contribution or transfer payment from within your plan, you'll need to tell us:

- the contribution type the charge will be deducted from;
- the date the contribution was applied to the plan; and
- the agreed percentage of fund or monetary amount that needs to be deducted from that contribution.



Royal London
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**We're happy to provide your documents in a different format,
such as braille, large print or audio, just ask us when you get in touch.**

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