IVCM Trustees (Gibraltar) Limited

Appointment or Removal of Financial Adviser

Form 1

The Trustee

will only accept this form if it is correctly and fully completed.

Any questions, call
+350 200 69290

Important Information

This form allows you to notify IVCM Trustees (Gibraltar) Limited where you choose to change or remove a financial adviser. It is very important that you fully read and understand this form before signing it as the permissions, remuneration and changes effected in here may have a direct impact on your pension plan.

Please note that we will only be able to accept the appointment or remuneration of a Financial Adviser where they hold the required permissions in your legal and current country of residence, and we may require further information from your financial adviser before they are able to act on your behalf.

Issued by the Trustee
IVCM Trustees (Gibraltar) Limited
GSFC 18677

1. Member Details

Name [first name, middle, surname]

Plan Reference

2. Nature of Request

What do you wish to instruct?

Replacement of your current financial adviser	☐	Please complete the form in full
Appoint a financial adviser with Information Only authority	☐	Please complete sections 3, 7 & 8
Variation of Adviser Charge or Authority of current financial adviser	☐	Please complete sections 4, 6, 7 & 8
Complete removal of your financial adviser	☐	Please sign section 7

3. New Financial Adviser Details

Adviser Name

Regulator's Reference

Firm Name

Firm Regulator

IVCM Introducer Reference [if known]

Adviser's Contact Number

Adviser's Email Address

Firm's Email Address

Adviser's Office Address

4. Authority to Notify IVCM Trustees of Investment Instructions

Do you authorise your financial adviser to arrange investment selections on your behalf?
If you choose NO, we will require your express confirmation of acceptance each time an investment instruction is received.

Yes ☐ No ☐

5. Adviser Charging Agreement

I agree and understand that if, subject to the terms of this application, an Adviser Charge is stopped, unpaid or is re-credited to my plan, I may remain financially liable to reimburse my financial adviser for their services provided to me. I understand that I should check the terms of my agreement or arrangement with my financial adviser where applicable. The Adviser Charge that I am instructing you to pay in accordance with this application relates to such advice or services provided to me by my financial adviser solely in connection to my application for membership to this Scheme and no other financial planning or products. I understand that the IVCM group will only accept instructions from me to facilitate the payment of Adviser Charges to my financial adviser by using this application form or the standalone financial adviser Appointment Form. I understand that you will only pay the charge if there are sufficient funds in my Plan's default bank account. I understand that this may mean that payments can be delayed until there's enough money in the account to support the payment of the charge.

6. Adviser Charging

Is your Financial Adviser to be paid an adviser charge from your pension scheme's bank account?

Yes ☐ No ☐

If you choose YES, please complete the charging information details below and confirm the adviser charges taken from the plan is solely related to advice or services given in relation to this plan. NOTE: none of the monies deducted are to be rebated to the client.

Annual Adviser Charge (Max 1%) £ **%**

NOTES ON ONGOING ADVISER CHARGE:

These are the payments agreed with the Financial Adviser for the provision of on-going advice and services to you from your Financial Adviser. Payment of on-going Adviser Charges is on a defined regular basis (i.e. annual). If you select to pay on-going Adviser Charges as a percentage, this percentage is based on the total value of your Plan including any existing assets. Any material change in the value of your plan will correspond to a material change in the amount of on-going Adviser Charges deducted. Only one arrangement for the payment of on-going Adviser Charges can be set up at any one time for any one plan; and consent that any on-going Adviser Charges in respect of your plan will be deducted from the total value of your plan or as instructed.

When complete
email or post this form:
gibraltar@ivcm.com

IVCM Trustees (Gibraltar) Limited
215B, Neptune House
Marina Bay, Gibraltar

7. Member Declaration

Where appropriate, I confirm that I have appointed the financial adviser named within this document to act as my agent and confirm that IVCM Trustees (Gibraltar) Limited can act on their instruction in accordance with the permissions granted and that they should be remunerated in accordance with the Adviser Charging section accordingly. Where I have requested the removal of my financial adviser, I understand that there it is a preferable requirement for me to have a financial adviser in place and that I will be required to notify IVCM of their replacement. I understand that IVCM reserve the right to refuse to perform some actions on my plan where I don't have an appointed financial adviser. I hereby instruct IVCM to pay the Adviser Charges on the basis set within this form. I confirm that where a new financial adviser is appointed, I understand that the above instructions will replace any existing instructions in their entirety.

Member Signature

Date
[dd/mm/yy]

8. Financial Adviser Declaration

I hereby confirm that I have been appointed by the client and that the adviser charges detailed above have been agreed with the client prior to the submission of this application. I confirm that we hold the relevant authorities and permissions to be able to confirm investment selections and indemnify IVCM Trustees (Gibraltar) Limited accordingly. I confirm that I have the relevant permissions to advise the client in the jurisdiction in which they are normally resident and that I understand that where their country of residence changes, this may have an impact on my ability to continue operating as their financial adviser.

Adviser Signature

Date
[dd/mm/yy]