

## Adviser charging form - SSAS

Please use this form for adviser charges under an existing SSAS, which are not covered by existing adviser remuneration arrangements.

### 1 Accessing our services

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If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your express consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0117 332 4051 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk).

### 2 Scheme details

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Scheme name

### 3 Adviser's details

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Name of authorised individual

Full name of regulated organisation

## 4 Adviser charging

Please tell us if the adviser charges below:

- Are in addition to existing adviser remuneration arrangements (e.g. one-off advice not covered by existing arrangements)
- Replace all existing remuneration arrangements.

Please confirm details of any adviser charges payable in respect of advice in relation to the Scheme (any boxes left blank will assumed to be zero):

Initial payment	£		or		%	of initial contribution	transfer value
Ongoing payments	£		or		%	of fund value	
Ongoing payments - frequency*	Quarterly	6 monthly	Annually				
*Fees to be paid upon production of an invoice from the adviser.							
Future transfer-in payments	£		or		%	of each transfer in	
Future contribution payments	£		or		%	p.a.	regular ad hoc all contributions
Are payments subject to VAT?*	Initial payments	Yes	No				
*If left blank we will assume no.							
	Ongoing payments	Yes	No				

## Bank details

Source of payment (if other than Scheme bank account)

Bank or building society

Sort code

Account in the name(s) of

Account number

Roll number

Payment reference

## 5 Adviser's declaration

- I confirm that the above adviser charges are in accordance with an adviser charging structure which has been disclosed and agreed, and meets regulatory requirements.

Name

Signed

Position in organisation

Date

## 6 Member Trustee’s declaration

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- I am/we are satisfied that the amounts of adviser charges above have been fully and correctly completed and I/we authorise payment of these charges from the Scheme.

Name

Signed

Date

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Name

Signed

Date

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Name

Signed

Date

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Name

Signed

Date

### Notes

- Charges may also be payable to your adviser in respect of other advice related to the SSAS, for example advice on the investments made by the Scheme. Any such additional charges should be separately disclosed to you and validated by you.
- Payments can only be made to the adviser shown in our records as acting for the Scheme.

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0117 910 7910  
F 0117 929 2514  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

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