

# Charge deduction instruction

Illustration number

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You must insert the illustration number. If you don't we can't progress this application.

### About this form

This form confirms the charges you've agreed to pay to a financial adviser and is your instruction to Aegon to facilitate the payment of these charges from your pension plan and pass them on to a financial adviser.

- Complete this form for a Flexible Pension Plan set up on or after 12 November 2012 with policy reference IPP FPP V15. You'll find this information in your policy conditions and/or plan schedule.
- You need to complete a new charge deduction instruction if you want to instruct Aegon to add, change or take further, adviser charges.
- If this instruction is to add an ongoing adviser charge, it will replace any existing ongoing adviser charge. This instruction doesn't replace any previous instructions for any other type of adviser charge, unless you tell us.

- If the charge deduction instruction is for a new transfer payment then there's no need to complete this form as it's included in the Additional transfer payment (with adviser charges option) form.
- You have the right to cancel this charge deduction instruction at any time, unless it's for a one-off charge that's already been applied.
- If you've any questions concerning your adviser charge please speak to a financial adviser.

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, visit [aegon.co.uk/additionalsupport](https://aegon.co.uk/additionalsupport) or call 03456 10 00 10 (call charges will vary).

## 1. Financial adviser details

**Your financial adviser's details**

Please complete this form in BLOCK CAPITALS and ballpoint pen.

Financial adviser firm name	<div></div>
Financial adviser network (if applicable)	<div></div>
Adviser contact name	<div></div>
Email address	<div></div>

## 2. Personal details

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Your details

Title

Mr/Mrs/Miss/Ms/Other – please specify

Full forename(s)

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
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Plan number

Permanent home address

Postcode

## 3. Adviser charge options

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Please tick your chosen option

☐

Ad-hoc adviser charge – go to 4

☐

Initial adviser charge – go to 5. This option is only available when you set up your plan and when adding a new payment to your plan after that.

☐

Ongoing adviser charge – go to 6

## 4. Ad-hoc adviser charge

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This is a one-off payment deducted from your plan. The effective date of this charge will be the date we receive this form plus one business day.

Please give amount

£
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## 5. Initial adviser charge

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### 5.1 Regular contributions

An initial adviser charge can only be taken on increases in regular contributions above the highest recorded regular contribution paid to your plan. Where you select the percentage of contribution based initial adviser charge option, this will be based on and deducted from the increased amount above the highest recorded regular contribution. See 8.1 for an example of this.

**Enter frequency of the charge. Tick one option only.**

If you've selected the **percentage** option above, the frequency and number of instalments must be based on your regular contribution frequency.

**Enter the amount or percentage to be deducted. Tick one option only.**

☐ **amount** £  a month/year as selected below  
This charge will be deducted proportionately across your plan.

☐ **percentage**  % of each regular contribution as selected below  
This charge will be deducted proportionately from the units bought by each regular contribution.

☐ **monthly** in  instalments (maximum of 60)

☐ **yearly** in  instalments (maximum of 5)

### 5.2 Single contribution

**Enter the amount or percentage to be deducted. Tick one option only.**

☐ **amount** £   
This charge will be deducted proportionately across your plan.

☐ **percentage**  % of the single contribution  
This charge will be deducted proportionately from the units bought by the single contribution.

## 6. Ongoing adviser charge

If you're making more than one type of payment at the same time, you need to send us all the completed forms together. Please make sure the ongoing adviser charge details are the same in all forms.

6.1

Charge to be deducted  
Enter the amount  
or percentage to be  
deducted. Tick one option  
only.

☐

amount

£

each year

If the amount is to escalate each year, show percentage rate below:

%

each year on the anniversary of your plan start  
date

☐

percentage

%

of your plan each year

6.2

Enter frequency of the  
charge. Tick one option  
only.

☐

monthly

☐

quarterly

☐

yearly

## 7. Planholder consent

I authorise you to deduct the adviser charge(s) agreed with my financial adviser and facilitate the onward payment of the amount deducted to the financial adviser or network named in section 1. If the financial adviser is part of a network, Aegon will pay any adviser charge in accordance with the terms of the agreement in place with each network. I acknowledge that in performing this role you'll be acting as agent for my financial adviser for the sole purpose of transferring the amount equal to the adviser charge that has to be deducted and paid to my financial adviser.

I agree that if I stop making regular contributions to my plan, any remaining initial adviser charges based on a monetary amount will continue to be deducted by Aegon and paid to my financial adviser.

I confirm that I've received a copy of the **Adviser/Consultancy charges terms and conditions**.

I confirm that I've received an illustration showing the impact of the charges on my plan.

Date

D

D

M

M

Y

Y

Y

Y

Signed by planholder

X

X

## 8. Charge deduction instruction notes

### 8.1 Initial adviser charge regular contribution

An initial adviser charge can only be taken on increases in regular contributions above the highest recorded regular contributions paid to your plan. Where you select the percentage of contribution based initial adviser charge option this will be based on and deducted from the increased amount above the highest recorded regular contribution. See example below:

#### Example

Date of change to regular contribution	Increase/Decrease	New total regular contribution	Highest recorded regular contribution	Initial adviser charge on regular contributions option available?	Part of regular contribution the initial adviser charge can be taken against
01/01/13	+ £200 each month	£200 each month	£200 each month	Yes	£200
01/06/14	+ £50 each month	£250 each month	£250 each month	Yes	£50
01/09/15	- £25 each month	£225 each month	£250 each month	No	N/A
01/06/16	+ £50 each month	£275 each month	£275 each month	Yes	£25

### 8.2 Ongoing adviser charge start date

The ongoing adviser charge due date is based on the frequency selected and the day and month of the plan start date, see example 1. If the plan start day is the 29th, 30th or 31st we will use the 28th.

For an explanation on how the charge is calculated, see example 2.

**Example 1** If the plan start date was 01/01/2015

Payment frequency	Payment date
monthly	1st of each month
quarterly	1st April, 1st July, 1st October and 1st January each year
yearly	1st January each year

8. Charge deduction instruction notes – continued

Example 2 How payment is calculated

If payment based on monetary amount

Frequency	How payment is calculated
monthly	yearly ongoing adviser charge amount divided by 12
quarterly	yearly ongoing adviser charge amount divided by 4
yearly	the yearly ongoing adviser charge amount

If payment based on percentage

Frequency	How payment is calculated
monthly	Fund value multiplied by ongoing adviser charge % divided by 12
quarterly	Fund value multiplied by ongoing adviser charge % divided by 4
yearly	Fund value multiplied by ongoing adviser charge %

