

## APPOINTMENT OF NEW INDEPENDENT FINANCIAL ADVISOR FOR SERVICING AND/OR FUND ADVICE



HANSARD  
INTERNATIONAL

Please tick option 1 or option 2, or both as applicable, and complete the relevant details overleaf.

**Option 1 – “Servicing Independent Financial Advisor (IFA)”**

You should choose the option to appoint a new Servicing IFA if you are no longer receiving financial advice relating to your contract from your previous Servicing IFA or the company that you purchased your contract through.

Note that your new Servicing IFA appointed under this option will not have authority to perform any transactions on your contract, but by choosing this option you are giving them permission to review and monitor your contract and the performance of your chosen investments, and to then provide you with their recommendations for you to act upon should you choose to do so.

Depending on the contract type, your new Servicing IFA may receive a regular remuneration directly from Hansard.

**Option 2 – “Fund Advisor”**

This option should be selected if you wish to appoint an independent external company to be your Fund Advisor who will provide you with investment advice. This may or may not be a different company to your Servicing IFA.

Your Fund Advisor will have authority to review your contract in order to provide you with ongoing advice regarding your investments and to perform switching and/or dealing transactions as applicable to your contract directly on your behalf, at their discretion, and without your explicit confirmation for each transaction. This is sometimes referred to as a “Fund Advisor with discretionary powers”.

Your Fund Advisor will not receive a regular remuneration from Hansard, but you may agree to remunerate your Fund Advisor which we can facilitate with regular withdrawals from your contract. We do not allow this to be more than 1% of your contract value each year. If this option is selected, then we will withdraw the relevant amount from your contract each quarter and will pay this directly to your Fund Advisor. Contract charges may apply when a withdrawal is taken, as detailed in your Contract Terms and Conditions.

Please be advised that we do not currently provide the facility for you to appoint a Fund Advisor who does not have discretionary powers.

### Important notes

By signing this form, you confirm that you have read, understood and agree with all of the following points:

1. In accordance with the Hansard Privacy Policy, by appointing a new Servicing IFA and/or Fund Advisor you are giving permission for us to allow them to have access to your personal data in order to provide the agreed services. Our Privacy Policy document (HO2410O) is available on our website [hansard.com](https://www.hansard.com)
2. The Servicing IFA and/or Fund Advisor that you appoint is acting on your behalf as your agent, and is completely independent of Hansard.
3. Hansard has not provided any recommendation or advice regarding the selection of Servicing IFA and/or Fund Advisor.
4. Hansard has not, and does not, provide any recommendation or advice regarding the selection of investments, and makes no warranty or representation regarding their quality or suitability.
5. You, or the Servicing IFA, or the Fund Advisor, may terminate this appointment with immediate effect by writing to Hansard. Hansard reserves the right to terminate this agreement by written notice to the relevant parties. In the event of insolvency or bankruptcy of the Servicing IFA or Fund Advisor, this agreement will be automatically terminated.
6. By appointing a Fund Advisor with discretionary powers, you give your authority for the Fund Advisor to perform switching and/or dealing transactions on your contract on your behalf. These transactions will be processed in accordance with your financial objectives and attitude to risk as agreed between you and your Fund Advisor. Hansard will not require your confirmation for each transaction processed.
7. Where remuneration has been agreed between you and your Fund Advisor, this will be deducted from your contract as a withdrawal, and paid to your Fund Advisor gross of VAT. This will be shown as a ‘Fund Advisor Fee’ transaction on your unit statements, and will be calculated using the relevant contract value at the end of the last day of each calendar quarter.
  - a. For Personal Portfolio contracts, the Fund Advisor Fee will be deducted from the cash account linked to your contract. Should there be an insufficient cash balance then assets will be sold in accordance with the instructions relating to the clearance of negative cash balances as contained in your contract Terms and Conditions, and application form.

- b. For other types of contract, the Fund Advisor Fee will be deducted from your accumulator units and as such withdrawals in relation to the Fund Advisor Fee will be deferred until there are sufficient accumulator units to meet the value of the withdrawal. Where an initial period applies to the contract, the Fund Advisor Fee will not begin to be calculated until this period has ended.
8. This appointment is in accordance with the governing law and court jurisdiction provisions as set out in the relevant Contract Terms and Conditions.

**Please complete the following sections as necessary using black ink, and return to: Hansard International Limited, 55 Athol Street, Box 192, Douglas, Isle of Man, IM99 1QL. We will also accept a scanned copy of this document submitted via your Hansard Online Account.**

Contract number(s)

**Contract holder 1**

Signature  Date

Please print full name

**Contract holder 2**

Signature  Date

Please print full name

**Servicing IFA**

Company name

Hansard EOU number

Signature  Date

Please print full name

**Fund Advisor<sup>1</sup>**

Company name

Hansard EOU number

Signature  Date

Please print full name

Fund Advisor Fee  % per year deducted quarterly (Max. 1% of contract value per year)

<sup>1</sup> Where there is more than one individual who is an authorised signatory for the Fund Advisor, the full name and specimen signature for all authorised signatories must be provided to Hansard. If an instruction is submitted to Hansard which does not match an authorised signature, then this may result in delays or the rejection of the transaction.