

Charge set up form

This is for intermediaries only. It must not be distributed to, or relied on by, customers.

Use this form to set up a service charge or ongoing adviser charge to be applied to your clients' products.

If you need to set up more than one charge model, please complete additional forms for each charge model.

Before filling in the form, please read the guide notes in section 6 to make sure we have everything we need to set up the charge for you.

- For flat amount charge (fixed) – complete section 2
- For flat rate charge (percentage) – complete section 3
- For tiered rate charge – complete section 4

Please complete the form in BLOCK CAPITALS and in ballpoint pen and return it to Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB

1. General details

You must complete sections 1.1, 1.2 and 1.3.

1.1 Model name

1.2 Charge type – only tick one option

Service charge Ongoing adviser charge

1.3 Is Value Added Tax (VAT) applicable?

Yes No

1.4 Ongoing monthly charge amounts – if applicable

Minimum

Maximum

2. Flat amount charge

This is a flat monetary charge where the same amount is charged and taken monthly.

2.1 Amount

3. Flat rate charge

This is a flat percentage that will be applied and taken monthly. You can choose to include cash in the calculation in section 3.2.

3.1 Percentage

 %

3.2 Cash facility

Is the charge to apply to the total value of your client's product, including cash held in the product's cash facility?

Yes – include cash.

No – exclude cash.

4. Tiered rate charge

4.1 Investment values used to calculate tiered charge

Tier level based on – only tick one option:

Investor balance of all accounts for intermediary.

Investor balance of all accounts for intermediary and relating to rate card.

4.2 Cash facility

Is the charge to apply to the total value of your client's product, including cash held in the product's cash facility?

Yes – include cash.

No – exclude cash.

4.3 Tiered values

Tell us the minimum and maximum values for each tier you wish to use in your charge model and what yearly percentage rate you want to charge in each band.

Tiered rate model	From	To	Yearly rate charge
Tier 1	£0.00	£	%
Tier 2	£	£	%
Tier 3	£	£	%
Tier 4	£	£	%
Tier 5	£	£	%
Tier 6	£	£	%

5. Intermediary details

I confirm the information I have provided is correct, accurate and I shall indemnify Aegon against any actions, costs, claims, damages, expenses, demands, liabilities and reasonable legal fees arising out of any information I have provided on this form.

Intermediary name

Date

D	D	M	M	2	0	Y	Y
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Firm name

Intermediary signature

Financial services register number

6. Guide

General details	
Model name	Add the name of your new charge. This needs to be unique and contain no more than 80 characters.
Charge type	<p>Only tick one option. You must choose either service charge or ongoing adviser charge.</p> <p>Service charge A service charge can be associated to a client's product(s) for them to pay you an agreed amount for the service that you provide.</p> <p>Ongoing adviser charge An ongoing adviser charge can be associated to a client's product(s) for them to pay you an agreed amount for the advised service that you provide.</p>
VAT applicable	Tell us if the ongoing charge is subject to VAT and added to the charge amount.
Minimum monthly amount (£)	Only complete if there is a minimum amount you wish to charge each month. For example, a monthly ongoing charge calculates to £4.50, but you wish to take a minimum ongoing charge of £5 each month.
Maximum monthly amount (£)	Only complete if there is a maximum amount you wish to charge each month. For example, a monthly ongoing charge calculates to £12.50, but you wish to take a maximum ongoing charge of £10 each month.

Flat amount charge	
Amount (£)	Tell us the monetary amount that will be taken monthly. This amount is how much your client will be charged. For example, the amount specified is £10, your client will be charged £10 every month.

6. Guide – continued

Flat rate charge	
Percentage (%)	Tell us the percentage that will be taken. This percentage is how much your client will be charged. For example, if the percentage specified is 0.5%, your client will be charged 0.5% each year (paid monthly).
Cash facility	You can choose to include or exclude the cash facility holdings of the product from the flat rate charge.

Tiered rate charge																																									
Investment values used to calculate tiered charge	<p>Only tick one option.</p> <p>Investor balance of all accounts for intermediary The rate card level will be the same for each product associated with the intermediary under the same service profile. In other words, we'll calculate the total value of all products and apply the same rate card level.</p> <p>Investor balance of all accounts for intermediary and relating to rate card The rate card level can be different for each product associated with the intermediary under the same service profile. In other words, we'll calculate the total value of all the products under each different rate card and then apply that rate card level.</p> <p>Example In this example, the client has five products associated with the intermediary under the same service profile. The intermediary has set up four different rate cards through their Aegon Platform account:</p> <table border="1"> <thead> <tr> <th colspan="2">Rate card A</th> <th colspan="2">Rate card B</th> </tr> <tr> <th>Product amount</th> <th>Charge %</th> <th>Product amount</th> <th>Charge %</th> </tr> </thead> <tbody> <tr> <td>£0.00 – 10,000</td> <td>0.5%</td> <td>£0.00 – 10,000</td> <td>0.4%</td> </tr> <tr> <td>£10,000.01 – 20,000</td> <td>0.4%</td> <td>£10,000.01 – 20,000</td> <td>0.3%</td> </tr> <tr> <td>£20,000.01 +</td> <td>0.3%</td> <td>£20,000.01 +</td> <td>0.1%</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Rate card C</th> <th colspan="2">Rate card D</th> </tr> <tr> <th>Product amount</th> <th>Charge %</th> <th>Product amount</th> <th>Charge %</th> </tr> </thead> <tbody> <tr> <td>£0.00 – 20,000</td> <td>0.5%</td> <td>£0.00 – 10,000</td> <td>0.4%</td> </tr> <tr> <td>£20,000.01 – 40,000</td> <td>0.4%</td> <td>£10,000.01 – 50,000</td> <td>0.3%</td> </tr> <tr> <td>£40,000.01 +</td> <td>0.3%</td> <td>£50,000.01 +</td> <td>0.1%</td> </tr> </tbody> </table>	Rate card A		Rate card B		Product amount	Charge %	Product amount	Charge %	£0.00 – 10,000	0.5%	£0.00 – 10,000	0.4%	£10,000.01 – 20,000	0.4%	£10,000.01 – 20,000	0.3%	£20,000.01 +	0.3%	£20,000.01 +	0.1%	Rate card C		Rate card D		Product amount	Charge %	Product amount	Charge %	£0.00 – 20,000	0.5%	£0.00 – 10,000	0.4%	£20,000.01 – 40,000	0.4%	£10,000.01 – 50,000	0.3%	£40,000.01 +	0.3%	£50,000.01 +	0.1%
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6. Guide – continued

<p>Investment values used to calculate tiered charge - continued</p>	<p>How all accounts would work Rate card A applies to all five of the client's products. We'll calculate the total assets under management value of all five products and apply the rate card levels.</p> <p>How all accounts relating to rate card would work Rate card A applies to the first product. Rate card B applies to the second and third products. Rate card D applies to the fourth and fifth products. We'll calculate the total assets under management value of all the products under each different rate card and then apply that rate cards levels.</p>																												
<p>Cash facility</p>	<p>You can choose to include or exclude the cash facility holdings of the product from the tiered rate charge.</p>																												
<p>Tiered values</p>	<p>Tell us the different asset value bands and what percentage rate you want to charge in each band.</p> <p>Example</p> <table border="1" data-bbox="544 831 1489 1653"> <thead> <tr> <th>Model</th> <th>From</th> <th>To</th> <th>Yearly rate charge</th> </tr> </thead> <tbody> <tr> <td>Tier 1</td> <td>£0.00</td> <td>£5,000</td> <td>1.0% (Your client will be charged 1.0% each year (paid monthly) on their first £5,000)</td> </tr> <tr> <td>Tier 2</td> <td>£5,000.01</td> <td>£10,000</td> <td>0.75% (Your client will be charged 0.75% each year (paid monthly) on assets valued between £5,000.01 and £10,000)</td> </tr> <tr> <td>Tier 3</td> <td>£10,000.01</td> <td>£50,000</td> <td>0.60% (Your client will be charged 0.60% each year (paid monthly) on assets valued between £10,000.01 and £50,000)</td> </tr> <tr> <td>Tier 4</td> <td>£50,000.01</td> <td>N/A</td> <td>0.50% (Your client will be charged 0.50% each year (paid monthly) on any assets over £50,000.01)</td> </tr> <tr> <td>Tier 5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tier 6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Model	From	To	Yearly rate charge	Tier 1	£0.00	£5,000	1.0% (Your client will be charged 1.0% each year (paid monthly) on their first £5,000)	Tier 2	£5,000.01	£10,000	0.75% (Your client will be charged 0.75% each year (paid monthly) on assets valued between £5,000.01 and £10,000)	Tier 3	£10,000.01	£50,000	0.60% (Your client will be charged 0.60% each year (paid monthly) on assets valued between £10,000.01 and £50,000)	Tier 4	£50,000.01	N/A	0.50% (Your client will be charged 0.50% each year (paid monthly) on any assets over £50,000.01)	Tier 5				Tier 6			
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