

Intermediary application form

Use this form to set up your firm on the Aegon Platform. If you'd like to set up charges please complete the Charges set up form.

Please complete this form in BLOCK CAPITALS using ballpoint pen and return to: Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB.

1. Firm details

Name of firm

Financial Services Register number

Firm address

Postcode

Contact name

Phone (including area code)

Email

Is your firm part of a network?

No

Yes – please provide the following details:

Name of network

Financial Services Register number

Is this a change to an existing application?

No

Yes – please provide details of the change:

2. Details for remuneration payments

Name of bank/building society

Branch

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Name of firm to receive the payment(s)

Account name

Branch sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Account number

If you're part of a network, should the remuneration payments be paid to the network or firm?

<input type="checkbox"/>	Network	<input type="checkbox"/>	Firm
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3. Client correspondence

3.1 When you're advising a client directly, would you like us to send client documents directly to your clients?

Yes

No – client documents will be sent to you to forward on to your clients. This doesn't include any regulatory documents that must be sent directly to clients.

4. Aegon Platform access

So we can set up the appropriate access levels for users within your firm, we'll need you to allocate the following permissions to them – firm administrator, paraplanner and intermediaries. An explanation of the permission levels are as follows:

Firm administrator

The firm administrator, be it a senior director, partner or sole trader of the organisation, will have access to a range of management information relating to their firm, including the full book summary and remuneration summary. They'll also have access to information about their intermediaries including remuneration earned, number of clients linked to each intermediary and the value of their holdings. Firm administrators will need a separate log in as intermediaries if they want to transact business online but the role is to manage appropriate security and access rights for users of Aegon Platform within their organisation.

Paraplanner

The firm administrator is responsible for setting up access rights for the paraplanners and will allocate user IDs and passwords to them. Once set up, paraplanners have the ability to use the research and transactional tools, create clients, generate illustrations and complete application forms online. Any work carried out by a paraplanner is always done on behalf of an intermediary and this is indicated on any generated documents. Paraplanners can't submit the business on the Aegon Platform. This responsibility lies with the intermediaries, who will be required to complete the declaration and

submit the application. You should note that we don't need details of any of the paraplanners.

Intermediaries

Intermediaries have full access to all the research tools available on the website. They'll also be able to submit online applications to the Aegon Platform, should their access permit. Intermediaries will only be able to see details of clients that are linked to them, including ones set up by their paraplanner. In addition, they'll be able to view remuneration details and book summary details for their business. If you need more room to add further intermediaries please print off another page four to attach with the application form.

5. Declaration

I/We apply to use the Aegon Platform.

I've/We've read, understood and agreed to the Aegon Platform Terms of business.

I'll/We'll read and explain to our client(s) the Aegon Platform terms and conditions.

I/We agree that we'll only allow authorised employees and representatives of the firm to use the Aegon Platform subject to the Aegon Platform Terms of business. I'll/We'll make sure that employees or representatives no longer authorised or who have left the firm won't have access to the Aegon Platform as detailed in the Aegon Platform Terms of business.

To be signed by an FCA registered director, partner or sole trader as appropriate.

Name of director/partner/sole trader

Position

Contact Number

Signature

Date

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6. Aegon team – for internal use only

Platform Implementation Manager

Sales contact

