Letter of Authority / Change of Agent Form

Clubfinance Ltd.
PO Box 1036
Hemel Hempstead
Hertfordshire
HP1 2WU
Fax: 0800 783 9646

To Fidelity FundsNetwork

Client Checklist

Print, sign and send to Clubfinance Ltd, PO Box 1036 Hemel Hempstead, Herts, HP1 2WU (**NOT** Fidelity)

Include a signed Clubfinance Client Declaration form

Remember identification documents (if applicable)

AUTHORISATION TO APPOINT CLUBFINANCE LTD. AS AGENT

Please complete all the fields below in block capitals, using black or blue ink. Please remember to sign the form.

Title:

Surname:

Full forename(s):

Address Line 1:

Address Line 2:

Address Line 3:

Post Code:

Telephone No.:

Date of Birth:

Fidelity Customer Reference No.(s):
(10 digit number, starting with "1")

Fidelity Account No.(s)/or state 'ALL':
(Found on e.g. 'Confirmation of Transaction' or 'Distribution / Income Statement' in the format "ABCD123456")

To Fidelity FundsNetwork

Please accept this instruction as confirmation that I wish to appoint Clubfinance Ltd, as the agent for my FundsNetwork accounts stated above with you subject to the following.

I understand that Clubfinance Ltd does not accept liability for any potential clawbacks of commission already paid to the existing agent. If a product is still within such a clawback period this change of agent is effective from the end of the clawback period.

I authorise you to send them details of all my holdings.

Please appoint Clubfinance as my financial intermediary and transfer full servicing rights and any renewal commission to their agency.

Signature:____________________ Date:__________

Signature:____________________ Date:__________

(second signature required if product/policy is jointly held)

For office use only.

Agent Number: **812935**

FundsNetwork™
Ongoing Fee Client Authority v4

Clubfinance

Important Information

PLEASE NOTE that this form will be retained by Clubfinance Ltd as a record of the agreement with you. This is a record of both the fee agreed and your authority for Clubfinance to sell funds on your behalf in accordance with the FundsNetwork Client Terms.
Once completed, Clubfinance can instruct FundsNetwork to set up a fee agreement by completing the relevant transaction online.

Agreed fee to be paid to Clubfinance

The agreed fee(s) will apply to **all accounts** with FundsNetwork for which Clubfinance is your agent.
The percentage completed below will be deducted from each account.

Initial Fee	Ongoing Fee (including VAT where applicable)	FundsNetwork will deduct the Ongoing Fee from your applicable CashManager Account, if you have one set up, or your largest fund holding.
Nil	0.05%	

Declaration

By signing below, I/We agree to pay Clubfinance the Ongoing Fees as stated on this form and in accordance with the FundsNetwork Client Terms. For the purpose of paying these fees I/we authorise and instruct FundsNetwork to deduct monies from my/our applicable CashManager Account or redeem units/shares from my/our largest fund holding. I/We understand that FundsNetwork will receive the money from such sale, deduction or redemption as agent for Clubfinance, and that such money will become irrevocably due and payable to Clubfinance on receipt by FundsNetwork, to satisfy the Ongoing Fees. FundsNetwork will hold this money in a FundsNetwork corporate account as agent of Clubfinance until payment is made to Clubfinance. I/We understand that my liability to Clubfinance in relation to the fee will be discharged on receipt of the fee money by FundsNetwork as Clubfinance's agent. Redemptions from my investments for Ongoing Fees will normally be made no later than the 10th of each month. I/We acknowledge that where VAT is included the agreed rate will change if the underlying VAT rate changes. I/We confirm that we have received and understand the importance of reading, understanding and retaining the FundsNetwork Client Terms dated October 2013 (or later), noting in particular the charges information in Appendix 2.

PRINT NAME: ______________________ DATE OF BIRTH: ____________

SIGNATURE: ______________________ DATE: ____________

This authority will also apply to Junior ISAs for which you are the Registered Contact by completing the Junior ISA holder's details below:

JUNIOR ISA HOLDER'S NAME: ______________________ DATE OF BIRTH: ____________

For joint accounts all account holders need to sign (additional holders please sign below)

PRINT NAME: ______________________ DATE OF BIRTH: ____________

SIGNATURE: ______________________ DATE: ____________

PRINT NAME: ______________________ DATE OF BIRTH: ____________

SIGNATURE: ______________________ DATE: ____________

Trail commission on legacy investments on FundsNetwork

Under this fee structure, Clubfinance takes no trail commission on investments held on FundsNetwork. All trail commission is rebated back to you as additional units within your FundsNetwork account. Rebates paid outside an ISA or pension wrapper are subject to UK income tax and will have basic-rate tax deducted at source. Please note, commission-bearing investments are no longer available for switches or new investments on FundsNetwork.

Table showing the impact of Clubfinance & FundsNetwork annual fees for example portfolio sizes

Portfolio Value	Clubfinance annual Ongoing Fee (0.05%)	FundsNetwork annual Investor Fee (currently £45)	FundsNetwork annual Service Fee (currently 0.25%)	Total for one year
£1,000	£0.50	£45.00	£2.50	£48.00
£10,000	£5.00	£45.00	£25.00	£75.00

If you do not understand anything in relation to this form, you should ask us for further information before signing it.

CLIENT DECLARATION[26]

Clubfinance Ltd ('Clubfinance') does not provide advice or recommendations, and only assesses appropriateness for certain types of product (where you are required to complete a Clubfinance Appropriateness Questionnaire). We offer a discount arranging and introducing service only (i.e. an execution-only service).

All new product arrangement/introduction (including additional investment/cover and fund switching)

It is important that you read, understand and retain copies of the current documentation relating to the product (and fund(s) if applicable) you are arranging or being introduced for:

- for non-investment insurance, a personal illustration (detailed quote) and Keyfacts document (key features/policy summary), noting in particular the information on cancellation rights and significant or unusual exclusions or limitations;
- for investments, the key features document(s), &/or Key Investor Information Document(s), &/or simplified prospectus/mini-prospectus/prospectus &/or securities note &/or memorandum, &/or brochure &/or particulars &/or offer(ing) document applicable to each product, plus the product provider's/providers' terms of business if separate;
- for investments, information regarding the amount of commission or fees that Clubfinance will receive.

For change of agent

It is important that you understand the following.

- Clubfinance will not provide any on-going advice or recommendations.
- Clubfinance does not accept liability for advice provided by anyone else prior to appointment as agent.

Future activity relating to this/these products (including online use of a fund supermarket or wrap)

It is important that you understand that any future transactions or amendments relating to this/these product(s) will also be on an execution-only basis and subject to this declaration. This includes policy variations or cessations, sales, switches, transfers, and additional investment or cover. It is important that before proceeding, you have received information as above under 'All new product arrangement/introduction' as applicable. Note that this information may be available online (e.g. through a fund supermarket or on the Clubfinance website). Please note also that if Clubfinance is not indicated as your agent for a particular transaction, you may not benefit from Clubfinance's rebates/discounts.

For all business

It is important that you understand the following before proceeding.

- The terms and conditions that will apply to Clubfinance's service, as set out in Clubfinance's Terms of Business and 'Keyfacts about our services'. You should read these carefully and retain copies. Current versions are available on www.clubfinance.co.uk/documentation.php or on request.
- The risks attached to a particular product, so in addition to the product documentation you should read any relevant Clubfinance additional risk warnings (e.g. for VCTs, EISs, IHT products, ISA transfers).
- Clubfinance offers an execution-only service, and therefore Clubfinance, its employees, servants &/or agents cannot provide you with advice or recommendation as to the suitability of a product, or the use of trusts.
- If you are not confident that you are able to determine whether a product is suitable for you, you should not use our service, and should seek advice from a firm that can advise you.
- If you have not received or been able to access, or have any doubt that you have received, all the relevant information, you should contact us.
- It is your responsibility to monitor and determine the ongoing suitability and appropriateness of the products for which Clubfinance is your agent. If you are unable or have any doubt that you are able to do this, you should seek advice from a firm that can give it.

<u>If you do not understand any aspect of our service, terms of business or other documentation, or the relevant product documentation, you should ask us for further information before using our service or proceeding with the transaction.</u>

I/We confirm that I/we have answered accurately on the application form and other documents. I/We confirm that I/we have instructed Clubfinance to arrange/introduce this/these product(s) on my/our behalf, or if on behalf of a business, I/we confirm that I/we have the necessary authority to enter into such a transaction.

SIGNED (all parties to sign):	
FULL NAME(S) (and job title if on behalf of a business) BLOCK CAPITALS PLEASE:	
DATE:	
E-MAIL ADDRESS (E-mail is our preferred means of communication):	

Our Terms of Business allow us to include marketing information from Clubfinance with other communications to you. Clubfinance will not supply your information to third parties for marketing purposes.

Opt in. If you would like to receive additional marketing information from Clubfinance please tick your areas of interest:

general investments ❑, EIS & VCT ❑, other higher risk investments ❑, insurance ❑, mortgages ❑

Methods by which Clubfinance can send you this information (or leave blank for both): e-mail ❑, post ❑

If you have already opted in and leave the boxes above blank, we will retain your preferences unless you opt out by ticking this box ❑

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