

# Flexible Guarantee Bond Series 2

Adviser charge instruction form



Please complete this form if you wish to instruct us to:

- Amend an existing Adviser Charge instruction
- Request a new Ongoing Adviser Charge
- Request an Ad hoc Adviser Charge
- Inform us of a change of Adviser.

Please return this completed form to:

**LV=, Investment Bond Administration Team, County Gates, Bournemouth BH1 2NF**

If you have any queries you can call us on, **0845 8500074**, between 9am and 5pm Monday to Friday.

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### Important Notes

When we receive this form back, we'll send you an illustration to show the effect of paying the adviser charge/s from your bond. To give you time to review the illustration, we'll process this instruction 5 days after the illustration has been issued.

You should note that ad-hoc and ongoing adviser charges are treated as withdrawals from your bond. The regular withdrawals made to pay ongoing adviser charges will be applied equally across all policies within your bond. If this is more than 5% a year (cumulative) of the premium paid, this could have an impact for income tax purposes or on any age allowance or tax credits you receive. Tax treatment depends on your personal circumstances. Please refer to the Key Features for details of how benefits from the bond will be taxed. Any references we make to taxation are based on our understanding of current legislation and HM Revenue & Customs practice, which can change.

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Please complete the following:

## Bond details

Bond owner(s) name(s) \_\_\_\_\_

Bond number \_\_\_\_\_

Daytime contact number \_\_\_\_\_

## Financial adviser details

Your financial adviser's name \_\_\_\_\_

Company name \_\_\_\_\_

Company address \_\_\_\_\_

If this is a new financial adviser please also complete the Adviser instruction section.

If you have changed your financial adviser, we will assume ongoing adviser charges will stop unless you tell us otherwise in the Ongoing adviser charges section.

Please note: By completing your new financial adviser's details above you are confirming that, with immediate effect, this adviser will also replace your former adviser for this bond and that you authorise us to provide them with any information they may request from us in relation to this bond.

## Adviser instruction section

Please complete this section if you have requested a change of financial adviser.

Where adviser charges are being paid and you have changed your financial adviser, please confirm if adviser charges should continue at the existing level, stop, or if the existing instructions are to be amended. Select **ONE** option only.

Continue     Stop     Amend

If you want to amend adviser charges, please complete the Ongoing adviser charges section.

We will only pay adviser charges to one adviser so if you change adviser, all charges currently paid to your former adviser will stop. This applies even if your new adviser is not taking any adviser charges.

### Ad-hoc adviser charge

**Please note:** This will be taken as a withdrawal from the bond and will form part of the 5% allowance described in the 'What about tax?' section of the Key Features.

Please enter the amount of ad-hoc adviser charge you want us to withdraw from your bond to pay your financial adviser below. Select **ONE** option only.

£  Fixed amount

or

% of bond value (excluding any mutual bonus) (maximum three decimal places)

### Ongoing adviser charges

**Please note:** This instruction will replace any existing ongoing adviser charges instruction that is currently in place. Ongoing adviser charges will be taken as withdrawals from the bond and will form part of the 5% allowance described in the 'What about tax?' section of the Key Features.

Please state how you would like us to pay the ongoing adviser charges to your financial adviser. Select **ONE** option only.

**Please state the amount required per frequency selected. For example, if charges are to be paid monthly, please state the £ amount or % to be paid each month, not the yearly equivalent.**

£  Fixed amount

or

% of bond value (excluding any mutual bonus) (maximum three decimal places)

or

% of premium paid (maximum three decimal places)

Ongoing adviser charges to be deducted once every (please tick **ONE** box)

Month  3 months  6 months  Year

Date you wish ongoing adviser charges to start / (DD/MM/YYYY)  
(day of the month from 1st to 28th)

Please allow a minimum of 10 working days from us receiving this instruction form to the date of first payment.

### Agency Details – to be completed by financial adviser

LV= agency number (if known)

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Agency stamp

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Financial Services Register number

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Telephone number

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Contact name

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Email address

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We'll contact you regarding any queries we may have and to provide updates.

## Bond owner(s)/trustee(s) declaration

As stated on this instruction form I/We authorise LV= to make a withdrawal or withdrawals from my/our bond to pay an ad-hoc and/or ongoing adviser charges to my/our financial adviser.

**Please note:** For jointly owned bonds, all bond owners must sign below. For a bond in trust, the trustees must sign below (we cannot accept instructions from the settlor).

Bond owner/trustee name	3rd trustee name (if applicable)
Bond owner/trustee signature	3rd trustee signature
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)
2nd Bond owner/trustee name (if applicable)	4th trustee name (if applicable)
2nd Bond owner/trustee signature	4th trustee signature
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)

You can get this and other documents from us in Braille or large print by contacting us.



Liverpool Victoria Friendly Society Limited: County Gates, Bournemouth BH1 2NF.

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