

PENSION TRANSFER BUREAU INTRODUCER - DUE DILIGENCE



Please complete this form and return to:

Grove Pension Solutions Ltd, New Grove House, Murray Road, Orpington, Kent BR5 3QY

Tel: 01959 534082 Email: info@groveps.co.uk

COMPANY INFORMATION

Registered company name	
Other trading style names used by your Firm	
Registered address Correspondence address (if different)	
Company number (If applicable)	
FCA Firm Reference Number	
FCA Status	<input type="checkbox"/> Directly Authorised <input type="checkbox"/> Not FCA Authorised <input type="checkbox"/> Appointed Representative
If you are a member of a network or support partner, such as SimplyBiz, please provide the name and membership reference.	Network name: Network membership number:
How long has your firm been in operation?	
We need your consent to carry out a credit check on your firm. This is a requirement to complete the due diligence process.	<input type="checkbox"/> Yes
What is your website address? (If more than one, please list)	
Contact name and position	
Contact telephone number	
Contact email address	



COMPLIANCE

<p>1) How do you manage compliance? Please tick all that apply.</p>	<input type="checkbox"/> In-house <input type="checkbox"/> Firm principal takes care of it <input type="checkbox"/> In-house but dedicate compliance staff <input type="checkbox"/> Outside compliance services firm <input type="checkbox"/> Network <input type="checkbox"/> Not an FCA regulate firm
<p>2) Have there been any FCA investigations or issues raised by FCA supervision within the previous 3 years?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details)
<p>3) Have there been or are there any current or pending court or civil hearings against the firm or senior managers?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details)
<p>4) Have there been or are there any current Financial Ombudsman decisions involving the business?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details)
<p>5) Do you employ a Pension Transfer Specialist?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>6) Have you complied with the new General Data Protection Rules (GDPR)?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>7) Do you have any connection, association or relationship, either directly or indirectly, with a Claims Management Company?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

PRODUCTS & INVESTMENTS

<p>8) Do you ever recommend any of the following? Please tick all that apply</p>	<input type="checkbox"/> Fully insured pensions <input type="checkbox"/> Platforms <input type="checkbox"/> SIPP's <input type="checkbox"/> Other (please specify):
<p>9) Please describe your firm 's approach to investing client monies. Please tick all that apply</p>	<input type="checkbox"/> DFM <input type="checkbox"/> Investment models <input type="checkbox"/> Core holdings <input type="checkbox"/> Central Investment Proposition



10) Does the firm or any of its directors or shareholders have any association with any company involved in the distribution or provision of investments?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details)
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MARKETING

11) Where will your clients who will use our service come from? Please tick all that apply	<input type="checkbox"/> Long standing client relationships <input type="checkbox"/> Referrals from long standing clients <input type="checkbox"/> Professional introducers/partners (solicitors/ accountants) <input type="checkbox"/> Other introducers (e.g. estate agents etc) <input type="checkbox"/> Marketing companies
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ADVISER FEES

We do not charge for the Abridged Advice service; it is only if a client elects to proceed to Full Advice that the following charges apply.

Transfer Value	Our Fee	Maximum Introducer Fee (optional)	Maximum Total Fee Paid by Client
First £250,000	1.8%	up to 1.2%	3% (Minimum £2,950)
Next £750,000	1.2%	0.8%	2%
Excess over £1 million	0.5%	0.5%	1%

With particularly small transfer values, given our minimum fee, we will not be able to facilitate an introducer fee. The minimum fee we can pay to you is £50.

You may elect to implement an administration charge for introducing your client to us. You will need to arrange this directly with your client.

12) Introduction Fee Will you be charging your client an administration fee for introducing them?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If so, how much?	
13) Full Advice Fee Do you wish to receive the maximum introducer fee? If a reduced fee, how much?	<input type="checkbox"/> No <input type="checkbox"/> Yes
14) Ongoing Fee Will you be charging your client an ongoing fee? If so, how much?	<input type="checkbox"/> No <input type="checkbox"/> Yes

DECLARATION

I confirm that the above information is accurate to the best of my knowledge.

Introducer's Name:

Introducer's Signature:

Position:

Date:

