PENSION TRANSFER BUREAU INTRODUCER - DUE DILIGENCE

GROVE
PENSION SOLUTIONS

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	☐ Directly Authorised ☐ Not FCA Authorised ☐ 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.	☐ Yes
What is your website address? (If more than one, please list)	
Contact name and position	
Contact telephone number	
Contact email address	

Grove Pension Solutions Ltd – Registered in England – Company number 06045836
New Grove House, Murray Road, Orpington, Kent, BR5 3QY - 01959 534 082 - info@groveps.co.uk - www.grove-pensions.co.uk
Authorised and regulated by the Financial Conduct Authority. Reference number: 465051

COMPLIANCE

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

ADDITIONAL DETAILS

PRODUCTS & INVESTMENTS

8) Do you ever recommend any of the following? Please tick all that apply	☐ Fully insured pensions ☐ Platforms ☐ SIPP's ☐ Other (please specify below):
9) Please describe your firm 's approach to investing client monies. Please tick all that apply	☐ DFM ☐ Investment models ☐ Core holdings ☐ 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?	☐ No ☐ Yes (Please give details below)

MARKETING

11) Where will your clients who will use our service come from? Please tick all that apply	☐ Long standing client relationships ☐ Referrals from long standing clients ☐ Professional introducers/partners (solicitors/ accountants) ☐ Other introducers (e.g. estate agents etc) ☐ Marketing companies
12) Where did you hear about Grove?	Please give details below

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	2% (Minimum of £3,950)	up to 1%	3% (Minimum £3,950)
Next £750,000	1.4%	0.6%	2%
Over £1,000,000	0.5%	0.5%	1%
Maximum Fee	£13,000	£13,000	£26,000

13) **Full Advice Fee** Do you wish to receive the maximum Introducer Adviser Charge? If a reduced amount, how much?	☐ No ☐ Yes
14) **Ongoing Fee** Can you confirm that if you are charging an ongoing fee when agency returns to you, it will not exceed 1%?	☐ No ☐ Yes

The minimum Introducer Adviser Charge we can facilitate is £50.

The bank details you provide as the receiving agent must be your company bank details and where appropriate, as agreed by any parent company.

BANK DETAILS TO RECEIVE PAYMENTS

Account name: ____________________

Account number: ____________________

Sort code: ____________________

DECLARATION

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

Introducer's Name: ____________________

Introducer's Signature: ____________________

Position: ____________________

Date: ____________________