

Adviser Journey - Discretionary Managers (DM)

Fact Sheet | March 2009

Appointing a Discretionary Manager (DM) couldn't be simpler just send us your client's SIPP application form with section 6 completed.

If we have not had contact with the discretionary manager before, we will contact them to carry out due diligence checks. This is to ensure that the investment manager will enter into an agreement for the SIPP and that the SIPP maintains its tax status.

If the company meets our criteria, we will establish an account for the SIPP, notifying you once the process is complete. If the investment manager is unknown to us or not covered by a global agreement, a tri-partite investment agreement signed by both your client and investment manager, as well as us, will be required.

Please note we will only be able to return the discretionary investment manager account opening forms once we have received the completed tri-partite investment agreement.

Most accounts are ready to trade within 2 to 5 weeks.

You or your client will need to liaise directly with the discretionary fund manager to establish any necessary risk profile or investment strategy for your client's SIPP.

Transferring funds to an Discretionary Manager account

Once the discretionary fund manager has received back their account opening forms and has notified us the account is open, we can transfer funds to them.

Please note that the discretionary fund manager will need to inform us of bank details for the account so that funds can be transferred electronically. We will normally only transfer funds when requested from either you, as the financial adviser, or

the plan holder. Instructions can be made by phone, fax or in writing. We are unable to action instructions made by e-mail.

When we receive a request to transfer the maximum available funds within the SIPP to the discretionary fund manager we may retain a small balance on the plan holder's individual SIPP Bank of Scotland deposit account. This is done to cover any fees, pension income payments and other payments due from the SIPP account.

