

KEY FEATURES AND TERMS AND CONDITIONS OF THE WEALTHTIME SELECT PLATFORM, FUNDS LIST AND THE INDIVIDUAL PRODUCTS

The Financial Conduct Authority is a financial services regulator. It requires us, Wealthtime Select, to give you this important information to help you decide whether our Wealthtime SIPP, Wealthtime Select ISA or Wealthtime Select GIA are right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

INTRODUCTION

This Key Features document is based on our interpretation of current legislation and HM Revenue & Customs practice and should not be relied upon for detailed advice or as a statement of law. Please remember that current tax provisions may change in the future. This is an important document. You should keep it safe for future reference.

One view of your wealth

The Wealthtime Select Platform helps you and your Financial Adviser to manage all your investments by giving one view of your investment portfolio through the Wealthtime Select online service. Please note this is an online technology service and it is a condition of the Wealthtime Select Platform that you register for online access.

We recommend you speak to your Financial Adviser if you are considering using the Wealthtime Select Platform which is only available through financial advisers. You should ask your Financial Adviser whether the Wealthtime Select Platform is suitable for you.

Make sure that you understand the 'Risks' shown in this Key Features document.

IMPORTANT: Before applying for any Product you should read the Key Features and the Wealthtime Select Platform Terms and Conditions and speak to your Financial Adviser.

This service facilitates access to potentially complicated products and it is a requirement that you have and continue to engage a Financial Adviser (authorised by the Financial Conduct Authority) in order to access the Wealthtime Select Platform.

Wealthtime Select is unable to provide any pensions or investments advice and is not regulated to do so.

SIPP KEY FEATURES

A 'Self Invested Personal Pension' (SIPP) is a type of HM Revenue & Customs registered pension scheme which enables you to make investment decisions either on your own or with your Financial Adviser.

The Wealthtime SIPP provides you with a means of saving for your retirement. It is a long term investment and is designed to provide you with an income in retirement.

Wealthtime Select offers the following types of SIPP:

- The Wealthtime Self Invested Pension Plan (SIPP) designed to accept contributions and/or transfers from existing pension schemes.
- The Wealthtime Income Transfer Plan (ITP) which is a special type of SIPP designed to only accept transfers from registered pension schemes already paying benefits.

The legal framework for both Wealthtime SIPPs is 'The Wealthtime Self Invested Pension Plan'. The Plan has been set up under trust and accepted as a registered pension scheme by HM Revenue & Customs, so benefits from the tax reliefs available to such schemes.

Wealthtime Limited is the Establisher/Provider and Operator/Scheme Administrator of the Wealthtime Self Invested Pension Plan (the Scheme). Wealthtime Trustees Limited is the Trustee of the Scheme. Reference to Wealthtime Select in this document includes these companies where appropriate in the particular context and unless a specific company name is mentioned.

Under the terms of its governing documentation, each of the arrangements into which your Wealthtime SIPP is divided represents a separate trust fund distinct from the other arrangements under the Wealthtime Select Self Invested Pension Plan. The Wealthtime SIPP is subject to the same legislation as any other registered pension scheme.

This document provides you with the main points about the Wealthtime SIPP and Wealthtime ITP and should be read in conjunction with the SIPP Terms and Conditions.

If you wish to review the benefits you may expect to receive from either SIPP please refer to your illustration. However, please note that your benefits could be more or less than the figures shown on the illustration.

Your Financial Adviser will be able to advise you on all the options available and which are the most appropriate to meet your needs. Wealthtime Select is not authorised to provide any advice.

Please note that the Wealthtime SIPP is not a qualifying scheme for auto-enrolment and cannot be used for administering group schemes.

Aims

The Wealthtime SIPP is designed to provide you with:

- A means to save for your retirement.
- The option to take a Pension Commencement Lump Sum from age 55 in exchange for part of your pension with the further option of deferring taking part or all of your pension entitlement.
- The opportunity to take your benefits in stages and phase in your retirement if you wish.
- The option to take income payments from your SIPP as an alternative to buying a guaranteed pension (which is often called 'an annuity') known as a Drawdown Pension.

Flexi-access Drawdown

- From 6th April 2015 the Government has introduced a new type of drawdown that gives you the right to take all or part of your pension fund flexibly subject to tax at your marginal rate. This is called Flexi-access Drawdown and an independent Guidance Service, known as Pension Wise, has been launched by the Government to help you understand your options.
- If you were previously in Capped Drawdown, see below, you will not have been automatically converted to Flexi-access Drawdown on the 6th April 2015. You may subsequently be converted to Flexi-access Drawdown automatically if you make a change that triggers the conversion under HM Revenue & Customs rules. You can also elect to convert from Capped Drawdown to Flexi-access Drawdown at any time. The rules around converting from Capped Drawdown to Flexi-access Drawdown are complicated and we strongly recommend that you discuss this with your Financial Adviser before making any changes to a Capped Drawdown pension.

Capped Drawdown

- Pre 6th April 2015 the rules limited the amount of income that could be taken via a Drawdown Pension and this is known as Capped Drawdown, or if certain conditions were met these limits could be removed via Flexible Drawdown.

The Wealthtime ITP has been specifically designed for the purpose of accepting transfer values from existing registered pension scheme income withdrawal arrangements to provide you with:

- A means to continue providing for your retirement.
- The opportunity to continue taking income and phase the purchase of annuities from your fund over a period of time.

Both the Wealthtime SIPP and Wealthtime ITP aim to provide you with:

- The ability to make your own investment decisions in conjunction with your Financial Adviser.
- The opportunity to invest in a range of investments.
- Flexibility to time the purchase of an annuity or access your pension flexibly.
- Flexibility in providing for a spouse/civil partner/dependant in the event of your death.
- The ability to continue to invest your pension fund whilst withdrawing income.
- The benefit of the tax incentives granted by the HM Revenue & Customs to registered pension schemes. Your fund is usually free from capital gains and income tax (except that tax may not be reclaimed on UK dividends), unless your investment is regarded as taxable property by HM Revenue & Customs. There are complex rules governing what is taxable property. Wealthtime Select will generally not permit a member of its scheme to invest in this type of property.

Your Commitment

- You can establish the Wealthtime SIPP for the purpose of receiving previously accumulated pension rights from other pension arrangements.
- You can make contributions when you like and there is no commitment on your part to continue making contributions and no penalty for ceasing or reducing contributions to a SIPP.
- It is a HM Revenue & Customs requirement that you cannot take your benefits until age 55 unless you retire early due to ill health or have a protected early retirement age as defined by the legislation.

Flexi-access Drawdown

- From 6th April 2015 if you establish a Wealthtime SIPP or Wealthtime ITP under Flexi-access Drawdown you will be able to take income without any HM Revenue & Customs limits applying.

Capped Drawdown

- If you establish a Wealthtime SIPP or Wealthtime ITP and remain eligible for Capped Drawdown you can continue to take drawdown pension from the Plan, between zero and the maximum income permitted.

Risk Factors

- **Benefits may be lower than you expect if investment growth and interest rates are lower than those illustrated.**
- **If you take benefits earlier than shown on your illustration or stop paying regular contributions your benefits may be lower than illustrated.**
- **Some investments may take longer to sell than other forms of investment and lack of liquidity may affect our ability to pay benefits.**
- **High income withdrawals compared to the value of your fund are unlikely to be sustainable if investment returns are low during the withdrawals period. They might also reduce any potential annuity.**
- **The higher the level of income taken, the less you will have available to provide for dependants, or to buy an annuity in the future.**
- **The investment growth can be less than assumed in the illustration and the value of investments can fall as well as rise.**
- **Annuity rates can change substantially over short periods of time, both up and down depending partly on the level of interest rates. They could be worse when you buy an annuity than they are now.**
- **The longer you wait before buying an annuity, the greater risk you take that your income may be lower than you need if you live longer than expected.**
- **Our fees may change in the future, but we will always notify you in advance. There are no automatic annual increases, or hidden charges.**

Additional Flexi-access Drawdown Risks

- **If you take all or a substantial part of your fund there is a risk that you may not have sufficient funds to provide for the whole of your retirement.**
- **Taking large income payments can affect the marginal rate of tax you pay in any tax year (e.g. the payment alone or combined with other sources of income could push you into a higher income tax bracket). It can also have an impact if you are in receipt of any means- tested benefits.**
- **Once you take your money from a pension you lose the protections afforded to pensions and this means that creditors may have a call on the money taken out.**
- **If you take large sums from your pension with the intention of investing elsewhere you need to compare charges carefully or consider the effect of inflation if you leave the money in a bank account.**
- **Unfortunately there are investment scams that target those with pensions and you need to be very careful when withdrawing large sums from your pension to invest elsewhere.**

Is a Wealthtime SIPP appropriate for you?

A Wealthtime SIPP may be appropriate for you if:

- you are self-employed
- your employer has a pension scheme but the prospective benefits are likely to be below what you will need in your retirement
- you are a member of an occupational pension scheme and want to transfer to a Wealthtime SIPP to obtain greater flexibility. We will require you to obtain advice recommending such a transfer from a Financial Adviser authorised by the FCA to provide such advice, before we will accept an occupational pension transfer
- you have a number of pension plans, which you would like to transfer into one plan.

It may be appropriate for you if you want:

- the freedom to invest in a range of investments through your pension fund
- flexibility over how and when you take pension income and Pension Commencement Lump Sum
- greater choice over the pension benefits available to your dependant(s) and beneficiaries when you die.

SIPPs are usually only appropriate if you have a reasonable sized pension fund and have other assets or income to live on. This is partly because of the nature of the charges and also because of the unpredictable investment performance of the fund, which can go down as well as up, so there is less certainty than with some other types of pension arrangement about the amount of pension that your remaining fund will eventually provide.

There are also some risks associated with not purchasing an annuity and instead drawing income from your fund, such as investment growth, loss of mortality cross-subsidies inherent in annuities and the levels of withdrawal. These are covered in the Risk Factors section under SIPP Key Features.

We recommend you speak to your Financial Adviser if you are considering taking out a SIPP. You should ask your Financial Adviser whether a SIPP is suitable for you.

SIPP QUESTIONS AND ANSWERS

SIPP Overview

What is a SIPP?

A SIPP is a form of pension arrangement which allows you to make your own investment decisions about how your SIPP funds are invested, or to formulate your investment strategy in conjunction with your Financial Adviser. If you appoint a Financial Adviser they must be suitably authorised by the FCA.

You, or someone on your behalf, including your employer if you have one, can pay contributions regularly into a SIPP each month or year and/or pay single contributions as you choose subject to your income level and the Annual Allowance (see later).

You may also be able to transfer funds from other types of pension arrangements into your SIPP.

Please note that the Wealthtime ITP may only accept transfers from other registered pension schemes already in income payment.

What are the tax advantages?

Under current legislation, if you are a UK resident your contributions qualify for tax relief at the highest marginal rate you pay. If you contribute more than the Annual Allowance you will have to pay tax on the excess.

Death benefits are normally paid free of inheritance tax but may be subject to other tax charges.

The funds invested are normally free from UK income and capital gains taxes (except that tax may not be reclaimed on UK dividends), unless your investment is regarded as taxable property by HM Revenue & Customs which could trigger penal "unauthorised payment" charges.

Tax reliefs may change in the future which could affect the value of your fund and the amount of benefits you receive.

What happens if I stop paying contributions into my Wealthtime SIPP?

This can be done at any time. The fund in your Wealthtime SIPP will remain invested, but your benefits may be lower than shown on your illustration if this has assumed ongoing contributions.

Can I make additional contributions to my Wealthtime SIPP?

Yes. These can be made at any time providing you are under age 75. You may also be able to make contributions after age 75 but these will attract no tax relief.

How do I obtain tax relief on my contributions?

If you are a UK resident your contributions are paid net of basic rate tax, and we will collect the basic rate tax relief from HM Revenue & Customs and add it to your fund. If you are a higher rate tax payer, you claim the additional tax relief from HM Revenue & Customs yourself. This is not added to the fund.

If your employer makes contributions, they will normally pay them gross and no further relief is available to you. There is no tax relief on transfers from other pension schemes into your SIPP. Tax relief depends on individual circumstances and the current rules may change in the future.

What are the investment options?

When you open the Wealthtime SIPP, all contributions and transfer values (and all transfer values under the ITP) are paid to the Trustee, who holds legal title to all cash and assets in the Wealthtime SIPP as trustee on your behalf. All monies are received into a specified client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules. Cash balances may earn interest, which will be based on but may not be the same as the rate we receive from the relevant bank (further information in this respect is provided below).

Monies in your Account may then be invested in a wide range of investments. Details of the types of investments available are provided in the Wealthtime Select Permitted Investment List available by visiting our website at www.wealthtime.com

Remember that the value of stocks and shares and other investments can fall as well as rise and that the capital value of your pension fund can also fall.

Investments may be sold where necessary to pay benefits, to provide income payments and to pay fees and/or charges.

What benefits can I have from the Wealthtime SIPP?

You can take benefits from your Wealthtime SIPP at any age after 55 whether you have retired or not, but you cannot normally take them before age 55, unless you retire early due to ill health or have a protected early retirement age as defined by the legislation. You must take financial advice when taking benefits from your SIPP.

When you take benefits from the SIPP the value of your SIPP fund will be tested against your Lifetime Allowance.

The amount of your Lifetime Allowance depends on your circumstances and will be either the Standard Lifetime Allowance or a Protected Lifetime Allowance e.g. Enhanced, Primary, Fixed or Individual Protection.

Your Lifetime Allowance does not prevent your pension fund exceeding this figure, but it restricts the amount that is tax privileged. You can find more details about how the Lifetime Allowance works later in this document.

Form of benefits:

Flexi-access Drawdown

- A Pension Commencement Lump Sum of normally up to 25% of the SIPP fund value which is tax free.
- An income (without limits). Under Flexi-access Drawdown taking an income will affect the level of future contributions that you can make (see Contributions).
- An annuity purchased on the open market.

Capped Drawdown (for those in Capped Drawdown post April 2015)

- A Pension Commencement Lump Sum of normally up to 25% of the SIPP fund value which is tax free.
- An income (within HM Revenue & Customs limits).
- An annuity purchased on the open market.

Please note that Wealthtime Select does not offer an Uncrystallised Funds Pension Lump Sum (UFPLS) option.

You can elect to take a combination of phased drawdown and phased annuity purchase. This allows you to phase your retirement i.e. use part only of your fund for benefits initially and the remainder over a period of time.

The size of your fund will depend on how much has been invested and over what period of time and the return from the investments.

For further information about the possible benefits from the Wealthtime SIPP please refer to your illustration and discuss the options with your Financial Adviser.

What benefits can I have from the Wealthtime ITP?

When you set up a Wealthtime ITP only existing registered pension scheme arrangements in drawdown can be transferred. You can transfer funds in drawdown at any time.

The size of your fund will depend on how much you have invested, the length of time funds have been invested and the return from the investments.

You can continue to take an income from your Wealthtime ITP in the form of drawdown pension for as long as you wish.

By choosing a Wealthtime ITP you also have the option of buying an annuity ITP on the open market at any time, either by using the fund to buy an annuity in stages or all at once.

For further information, about the possible benefits from the Wealthtime ITP please refer to your illustration and discuss the options with your Financial Adviser.

Please remember that when you transfer to the Wealthtime ITP there will be no further Pension Commencement Lump Sum

How much income can I withdraw from the Wealthtime SIPP or Wealthtime ITP?

Capped Drawdown.

Limits are laid down by the Government as to the maximum annual amount of income that can be taken from your Capped Drawdown Pension fund.

Those already in Capped Drawdown may continue on this basis after 6th April 2015 in respect of their existing crystallised funds and any further funds crystallised in the future provided they do not exceed the maximum pension permitted under the Capped Drawdown rules.

Recalculation and variation of income levels:

- Currently if you are under 75 and taking income as a Capped Drawdown Pension, we must recalculate your maximum levels of income at least every three years, from the date you first took benefits. You can ask us to recalculate your income limits more frequently but any change can only be made at the beginning of a new pension year.
- Currently if you are 75 or over and taking income as Capped Drawdown Pension, we must recalculate your maximum level of income every year on the anniversary of the date you first took benefits although if you have taken additional benefits over a period the pension years may be consolidated to one date after age 75.

This recalculation may mean your maximum level of income may reduce or increase.

You can vary your income level at any time up to the maximum income limit for each year. You cannot carry forward income entitlement you do not use to the next year.

Flexi-access Drawdown.

From 6th April 2015 if you are taking income using a Flexi-access Drawdown Pension there are no limits on the amount of income you can take.

Your Financial Adviser can explore alternative levels of income with you and the implications of taking different amounts. You need to think about the level of income you need, bearing in mind any other sources of income you may have, as well as rises in the cost of living and the need to provide for your dependants.

Each year we will provide you with an annual statement showing the progress of your fund, allowing for withdrawals, fees and investment performance which will be from the anniversary of the date you start taking benefits. This will enable you to review the progress of your SIPP with your Financial Adviser who can provide an updated illustration showing the possible future benefits, similar to the illustration available when you set up your SIPP. Your Financial Adviser can also give an indication of the annuity that could be secured at that time.

Can I buy an annuity?

You can purchase an annuity at any time from age 55.

Annuity purchase rates can change all the time, up or down, and it makes sense to buy when annuity rates are high and to shop around for the best deal.

Even though you do not need to purchase an annuity we recommend you speak to your Financial Adviser about this option, as beyond a certain age you might not get as much from an annuity as you were taking in income from your SIPP. This is particularly true if you have taken high levels of income.

The older you are the more annuity you can buy for your money.

Remember you can use your fund on the open market to take advantage of the best rates available from the whole range of insurance companies offering annuities.

An annuity can provide a fixed amount of income, or it can increase each year. It is also possible to buy an annuity which will continue to be paid to your spouse or dependants if you die and one that is guaranteed to be payable for a certain period of time even if you die.

Where can I find more information on my options at retirement and find out which is best for me?

We will send you 'Retirement Options' statements from age 50 and at regular intervals thereafter for as long as you have not accessed all of your pension savings. These statements will provide important information about your retirement savings, your retirement options and details of the government backed guidance service, known as "Pension Wise" that you can access from age 50.

Pension Wise provides free, impartial guidance to help you understand your options in retirement. For further information



please go to www.pensionwise.gov.uk or call them on 0800 138 3944. Wealthtime Select strongly recommend that you seek guidance from the Pension Wise service or seek financial advice to help you understand your options before deciding how and when to access your retirement savings.

What happens if I have a Wealthtime SIPP and I die?

From 6th April 2015 this will principally depend on whether you die before or after age 75. If before age 75 there is no tax payable. If you die after age 75 any lump sum payment or drawdown pension paid to your beneficiary is taxable at their marginal rate.

For more information please refer to the Death Benefits questions later in this section.

Transfers Out

You can transfer to another registered pension scheme at any time, but funds in drawdown may only be transferred to registered pension scheme arrangements which have been set up for the purpose of receiving transfers from arrangements in drawdown.

Contributions

Please note that the Wealthtime SIPP is not a qualifying scheme for auto-enrolment and cannot be used for administering group schemes.

Who can contribute to the Wealthtime SIPP?

Anyone may join and contribute to the Wealthtime SIPP and provided they are under the age of 75 they will normally obtain tax relief on such contributions.

There are two categories of membership and the one that applies to you will determine how much tax relief you will be able to receive on your contributions.

- UK resident individual or have relevant UK earnings subject to UK tax.
- Non UK resident individual, who was a UK resident individual when the SIPP was set up, and at some time in the last five tax years had been resident in the UK.

What if I am a UK resident individual or have relevant UK earnings subject to UK Tax?

If you are a UK resident or have relevant UK earnings subject to UK tax you will be entitled to tax relief on the higher of:

- £3,600 gross, or
- 100% of relevant UK earnings (up to the Annual Allowance).

This means if you do not have any earnings you can contribute £2,880 net and receive basic rate tax relief on this amount.

What if I am a non UK resident individual, who was a UK resident individual when the SIPP was set up, and at some time in the last five tax years, had been a resident in the UK?

If this category applies, you will receive tax relief on your contributions up to £3,600 gross. However if you contribute over £2,880 net (£3,600 gross) you will not receive any tax relief on the contribution in excess of this amount.

What if I am a non UK resident individual?

Wealthtime Select will only accept new SIPPs from UK resident individuals.

How much can I contribute to the Wealthtime SIPP?

HM Revenue & Customs only allows tax relievable contributions up to a certain level each tax year. This is known as the Annual Allowance.

The Annual Allowance for recent tax years is:

2020/21 - £40,000

2021/22 - £40,000

2022/23 - £40,000

2023/24 - £60,000

which will be subject to tax relief at your marginal rate. In addition any unused allowance in one year can be carried forward for up to 3 consecutive years before entitlement to relief for that year is lost provided that you were a member of a pension scheme during the year used for carry forward. A Tapered Annual Allowance may apply if your adjusted income exceeds £260,000 p.a.

From 6th April 2023 if you are:

- (a) not drawing benefits, the Annual Allowance is £60,000 p.a.
- (b) in Capped Drawdown, the Annual Allowance is £60,000 p.a.
- (c) in Flexi-access Drawdown, you will be able to continue to make contributions but the amount will be limited to that specified by the Money Purchase Annual Allowance (MPAA) from the time the Flexi-access Drawdown commences. Complex rules apply to contributions made in the same tax year as the MPAA is triggered. Contributions above the MPAA figure will be subject to the Annual Allowance Charge. However, if you only take your Pension Commencement Lump Sum, and not any accompanying pension income payments, the MPAA will only apply once you start taking income payments.

If you make a contribution which exceeds the Annual Allowance and there is no carry forward allowance available a tax charge (the Annual Allowance Charge) will be levied on you by HM Revenue & Customs on the excess which is added to any other taxable income you may have to determine the rate of tax you will have to pay.

There is one circumstance when this Annual Allowance limit does not apply - no tax charge will be levied in the year you die. If this applies full tax relief can be obtained on contributions subject to the normal limit of 100% of relevant UK earnings.

Wealthtime Select will in accordance with HM Revenue & Customs requirements issue you with a Pension Savings Statement showing your contributions during the year if you have exceeded the Annual Allowance and you will need to declare this on your self assessment tax return.

Can I be a member of my employer's pension scheme and also open a SIPP?

If you are a member of your employer's pension scheme you can also have a SIPP and there are no restrictions on contributing to both pension schemes at the same time, but you only have one Annual Allowance covering all your pension schemes. Please note, however, that a Wealthtime SIPP is not a qualifying scheme for auto-enrolment purposes.

Which contributions count towards the Annual Allowance?

Your own or your employer contributions to money purchase arrangements count, and if you are a member of a defined benefits scheme the amount of any increase in the value of your rights under that scheme, whether arising from a contribution or not, will count towards your Annual Allowance. You can obtain this information from the administrator of that scheme.

Transfer values and pension credits from a divorce settlement do not count as contributions.

Do you need evidence of earnings?

Wealthtime Select does not need to collect evidence of your earnings to support any contribution you make.

What frequency of contributions can I make?

Contributions may be made in the following ways:

- Single contributions which may be paid at any time.
- Regular contributions which may be paid annually, half yearly, quarterly or monthly.

Can I carry forward unused relief?

If the Money Purchase Annual Allowance has been triggered there is no carry forward facility within your Wealthtime SIPP.

Provided the Money Purchase Annual Allowance has not been triggered, you can carry forward up to 3 years provided you are a member of a pension scheme during each of those years you use for carry forward.

The carry forward provisions are complex and you should consult your financial adviser but basically you can carry forward up to the annual allowance from each of the previous three years less any contributions you have made during those years, starting with the earliest year, providing you have been a member of a pension scheme during those three years. If you have contributed in excess of this amount you and your SIPP will be liable for a tax on the excess known as an Annual Allowance Charge which is currently levied at your marginal rate of tax on the excess.

What happens if I make excessive contributions?

You are responsible for notifying HM Revenue & Customs of the amount of contributions you have paid to your pension schemes through your self assessment tax return. HM Revenue & Customs will then notify Wealthtime Select if you have paid a contribution in excess of

£3,600 or 100% of your relevant UK earnings, (subject to a maximum of the Annual Allowance), whichever is higher, on which we will have reclaimed basic rate income tax relief.

Any excess contributions can be repaid to you from the SIPP once the tax relief on the excess contributions has been recovered from the SIPP and repaid to HM Revenue & Customs by Wealthtime Select.

You can request that any excess contribution remains within the SIPP, but Wealthtime Select may maintain a separate record

showing that the excess contribution is not entitled to receive tax relief.

Can my employer make contributions?

Your employer may contribute to your Plan and may do so even if you are making no contributions yourself. Any employer contributions to the SIPP will normally be paid gross. **Please note that the Wealthtime SIPP is not a qualifying scheme for auto-enrolment purposes and any regular employer contribution must be a fixed monetary amount NOT a percentage of salary.**

For Annual Allowance purposes, any contributions paid by your employer will be added to your own when determining if the Annual Allowance has been exceeded.

What is the tax relief on contributions?

Basic rate relief on contributions - If you are eligible to have your own contributions to the SIPP these are treated as having been paid net of basic rate tax; for example, you wish to pay a gross contribution of £1,000, you will actually pay only £800 (assuming a basic rate of tax at 20%). Wealthtime Select will reclaim an amount equivalent to basic rate tax from HM Revenue & Customs on your behalf and apply it to your fund.

The tax reclaim will normally take between 7-11 weeks. Please note that the value of the reclaim can only be invested once it has been paid to us, it has cleared and we have credited it to your Account.

Higher rate relief on contributions - If you pay higher rate tax you will be eligible to claim higher rate tax relief, which can be claimed via your annual self assessment tax return. This amount is paid to you and is not added to your fund.

If your employer makes contributions, they will normally pay them gross. There is no tax relief on transfers from other pension funds into your Plan. Remember that the rules on tax relief depend on individual circumstances and may change in the future without prior warning.

What is the Pension Input Period?

The Pension Input Period runs from the date the first contribution is paid. The Pension Input Period end date is 5th April in the tax year the first contribution is paid. Subsequently the Pension Input Period is the tax year.

Transfers

Can I transfer from another Pension Scheme?

You can establish a SIPP for the sole purpose of receiving previously accumulated pension rights from other pension arrangements. The whole of a pension arrangement in drawdown must be transferred. Wealthtime Select can accept transfer values from the following sources:

- Another UK registered pension scheme.
- A qualifying recognised overseas pension scheme.

Enhanced, Primary and Fixed Protection will not be lost on transfer provided it is a 'permitted transfer' under HM Revenue & Customs rules.

A transfer payment from a qualifying recognised overseas pension scheme can be used to enhance your Lifetime Allowance. You will need to register this with HM Revenue & Customs and provide evidence of this to Wealthtime Select when you start to take your benefits.

Due to the rules governing transfers, it may not always be possible to transfer your existing pension benefits to a SIPP. The trustees/administrator of your previous arrangement will be able to advise you in this respect. They will also be responsible for calculating the transfer value of your accumulated funds. Wealthtime Select has no involvement in this.

Please note that for all Pension Transfers, whatever the value, Wealthtime Select will require advice recommending the transfer to be obtained from a financial adviser qualified to advise on such transfers in accordance with the requirements of the FCA. A copy of this advice may need to be supplied to Wealthtime Select.

Can I transfer in whilst in phased drawdown?

Yes. If the pension scheme is to be transferred in phased drawdown we will open a SIPP arrangement for you for uncrystallised* funds and an Income Transfer Plan (ITP) arrangement for crystallised* funds. Both parts will be held under the same Plan.

* A benefit crystallisation event is a defined event or occurrence that triggers a test of the benefits 'crystallising' at that point against the individual's available Lifetime Allowance.

Can I transfer in specie?

Yes. An in specie transfer means that rather than your current pension assets having to be sold and a cash value transferred, it

Wealthtime Limited. Registered in England No. 6016480. Registered Office: 1 London Road Office Park, London Road, Salisbury, SP1 3HP. Telephone: 01725 512925. Web: www.wealthtime Select.co.uk. Wealthtime Limited is authorised and regulated by the Financial Conduct Authority, based at 12 Endeavour Square, London, E20 1JN, under Firm Reference Number 468461 and you can check this authorisation at fca.org.uk/register.



may be possible to transfer the physical assets with the agreement of your existing pension provider/establisher.

If the assets are to be re-registered into the SIPP as part of an in specie transfer then Wealthtime Select will require a current valuation from the transferring scheme and a list of assets including asset/unit holding, price and value. Wealthtime Select will then confirm which assets can be re-registered. Any assets that cannot be re-registered cannot be transferred and the monetary equivalent would need to be transferred instead.

Assets are registered in the name of the Trustee when transferred in specie to the Wealthtime SIPP.

Investments

What are the permitted investment options?

You decide how your SIPP funds are invested. There is a wide range of investments available.

For details of the range of permitted investments please refer to the Wealthtime Select Permitted Investment List, available by visiting our website at www.wealthtime.com

What is the investment process?

The investment process varies between providers of investment products so please discuss your requirements with your Financial Adviser who can make the necessary forms available to you.

When you open the Wealthtime SIPP, all contributions and transfer values (and all transfer values under the ITP) are paid to the Trustee, who holds legal title to all cash and assets in the Wealthtime SIPP as trustee on your behalf. All monies are received into a specified client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules.

Monies will start to earn interest as soon as they are cleared in your Account. The rate you will receive will be based on but may not be the same as the rate we receive. The basis on which we calculate interest is set out in the Wealthtime Select Fee Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Any other income such as dividends and tax credits are also paid into this account. Monies will be applied in accordance with your instructions or those of your authorised agent.

All monies received will be held in a client bank account in accordance with the FCA's client money rules until investment instructions are received.

Where accounts are opened and/or assets are purchased, the account or assets will be registered in the name of the Trustee (including Deposit Accounts) or the Scheme Administrator. The Trustee may appoint a custodian to hold cash and/or assets on its behalf.

Please note that if the Financial Adviser is unsure of the amount available for investment it is essential that he/she check with Wealthtime Select otherwise any loss occasioned by the need to sell excess units is their responsibility.

The position may be different if you are a Legacy Customer, including as to how you can invest, how your assets and money are held and our responsibilities and liability to you. Please refer to "What happens if I am a Legacy Customer?" below and Clause 16 of the Terms and Condition for further information.

How can I invest in Stocks and Shares?

You may place trades in the investments made available to you via Wealthtime Select Online from time to time. We will transmit your order to a third party stockbroker or to the fund manager directly. Assets will be held by the Trustee on your behalf.

Please note that it is important to ensure that there are sufficient funds available to complete a purchase. If in doubt, you should check your Account balance on the Wealthtime Select Platform, speak with your Financial Adviser or us directly.

Certain Legacy Customers who have previously invested with us using their own Execution Only Stockbroker or Discretionary Investment Manager will be able to continue to do so as long as we continue to support this. Further information in this respect is given in Clause 16 of the Terms and Conditions.

How do I receive details of investment Transactions?

You will normally receive confirmation of investment Transactions directly through the Wealthtime Select Platform within your Secure Online Document Store.

Can I switch funds within my SIPP?

Yes. You can decide how your money is invested and switch funds within your SIPP at any time. Each investment provider has their

own limits

for switching and how much must remain within a particular investment and they, or your Financial Adviser, should be able to give you more information. If you switch from one fund manager to another then there

may be a delay in purchasing units until the sale proceeds have been received by the new fund manager, which may affect the number of units that can be purchased.

How can I invest in Deposit Accounts?

You may place money on deposit with third party banks, in Deposit Accounts you have chosen. Each Deposit Account will be opened by the Trustee and held on trust for your benefit. Once you have decided to open a Deposit Account and selected an amount to invest in it, provided you have sufficient funds in your Account, the relevant amount will be transferred to the Deposit Account. Such monies will be held on deposit with the relevant bank and will not be held by Wealthtime Limited in accordance with the FCA's client money rules, so long as such monies are held in a Deposit Account. You may not use a Deposit Account as a payment account and will not be able to make withdrawals from Deposit Accounts, except into your Wealthtime Select Account.

Deposit Accounts are governed by the terms and conditions applied by the relevant bank from time to time, including the interest rates that may be payable and any applicable charges. Your Financial Adviser will be responsible for making the relevant terms and conditions and other documents available to you. We are not responsible for the content of any such documents including any inaccuracies or errors in such documents, or for ensuring they are up-to-date. Deposit Accounts may be subject to fixed terms or notice periods which it may not be possible to break or which if broken could result in a penalty being applied. This means that there may be a delay in withdrawing money from a Deposit Account for investment in stocks and shares or other investments and you may not get back the full amount you have invested.

You will be exposed to the credit risk of the relevant bank whilst invested in a Deposit Account. You may be eligible for compensation from the Financial Services Compensation Scheme in the event that a relevant bank fails (further information in this respect is provided below).

Benefits

When can I take Benefits?

You do not need to retire or stop working to take benefits from your SIPP. Under HM Revenue & Customs rules the minimum age you can take benefits is 55, unless you have a protected early retirement age as defined by the legislation or you have to retire early due to ill health.

You can defer taking all or part of your benefits indefinitely.

Do I need to be advised to take benefits?

Yes, as this is an adviser only platform Wealthtime Select do not offer investment Pathways therefore you need to take financial advice. Investment Pathways is an FCA initiative effective from 1 February 2021 that aims to support non-advised customers entering drawdown achieve better outcomes on how to invest their drawdown fund.

What types of benefits are available?

Flexi-access Drawdown

- A Pension Commencement Lump Sum of normally up to 25% of the SIPP fund value which is tax free.
- An income (without limits). Under Flexi-access Drawdown taking an income will affect the level of future contributions that you can make (see Contributions).
- An annuity purchased on the open market.

Capped Drawdown (for those in Capped Drawdown post 6th April 2015)

- A Pension Commencement Lump Sum of normally up to 25% of the SIPP fund value which is tax free.
- An income (within HM Revenue & Customs limits)
- An annuity purchased on the open market.

Please note that Wealthtime Select does not offer an Uncrystallised Funds Pension Lump Sum (UFPLS) option.

What is required before benefits can be paid?

Before any benefits can be paid from your SIPP, Wealthtime Select requires the following:

- The re-registration of any assets being transferred in specie to be complete.
- Any contributions.
- If applicable, HM Revenue & Customs certificates showing any enhancement to the standard lifetime allowance.
- Evidence of your age.
- Evidence of your name and address (money laundering verification).

- If applicable, the full transfer value and associated transfer information.

Can I phase my retirement?

The SIPP gives you the option to take all your benefits at once or, if you prefer, to take your benefits in stages over a period of time. You do not need to retire to start taking your benefits.

Subject to HM Revenue & Customs rules, you may take benefits from the Arrangement all at once or from part of the Arrangement only and phase in your benefits at the times you choose, to suit your income needs. When you want to start taking benefits, we will need written notification of either the percentage or amount of the fund you wish to allocate to provide benefits or the level of income/lump sum you require and we will work out how much of your fund needs to be set aside to provide these. You will need to complete our Benefit Payment Form.

Wealthtime Select will then utilise funds from the Arrangement to provide these benefits. The part of the fund on which you have drawn benefits will be known as the crystallised part of the fund and the part on which you have not drawn benefits will be the uncrystallised part of the fund. The two parts may continue to be invested together in the same way as before you started taking benefits.

If an annuity is required, Wealthtime Select will forward the appropriate monies directly to your chosen insurer.

What is the maximum Pension Commencement Lump Sum available?

The maximum Pension Commencement Lump Sum available to you from the SIPP will normally* be up to the lesser of 25% of the value of your fund and 25% of the Standard Lifetime Allowance.

*Transitional protection may be available for larger tax free cash entitlements accrued before 6th April 2006.

How much income can I take as Drawdown Pension? Flexi-access Drawdown

From 6th April 2015 it is still possible to purchase an annuity but it will only be possible to set up one type of drawdown – Flexi-access Drawdown. There will be no requirement to have a minimum income before being entitled to access up to the whole of your pension

fund from age 55, subject to tax at your marginal rate but with, normally, 25% of the fund withdrawn at outset free of tax, known as Pension Commencement Lump Sum. If you only take the Pension Commencement Lump Sum then you are not deemed to have gone into drawdown until pension benefits are taken. This is important as it means the level of your Annual Allowance is £60,000 (see under SIPP Contributions for more information).

Capped Drawdown

If you remain in Capped Drawdown after 6th April 2015 the level of income you can receive is calculated using tables compiled by the Government Actuary's Department (GAD). These tables are used to determine the maximum income you can receive from the part of the

SIPP fund you want to use to provide benefits. The maximum income you can choose to take can be up to 150% of the value derived from these tables. The minimum income is nil.

Under HM Revenue & Customs rules for Capped Drawdown we must currently recalculate your income limits at least every three years from the date the income payments started whilst you are under 75 and annually thereafter. You can request that we recalculate your income limits more frequently but any change can only be made at the beginning of a new pension year. After 6th April 2015 if you are continuing to take Capped Drawdown within an Arrangement, this will remain in place both for existing crystallised funds and any funds crystallised in the future within the Arrangement unless and until you decide you want to access more of your fund than permitted under the Capped Drawdown rules when it will be converted to Flexi-access Drawdown. When the benefit limits are exceeded the Arrangement automatically becomes a Flexi-access Drawdown pension. This could

be important for the amount of your Annual Allowance (see under SIPP Contributions for more information).

Flexible Drawdown

Flexible drawdown pensions automatically converted to Flexi-access Drawdown pensions on 6th April 2015.

You can still decide to purchase an annuity at any time and there will still be no requirement to take benefits at any time.

It will continue to be a requirement of Wealthtime Select that all clients starting to take benefits will have obtained pensions advice from a suitably qualified Financial Adviser.

Income payments

Please refer to the Benefit Payment form for full details of payment options available.

To ensure that your income payment is included within our monthly income payroll, sufficient cleared monies must be held in your Account, at least 9 working days before the end of the month, prior to the date the income payment is to be made.

Please note if you do not provide instructions, and there are insufficient monies in your Account, it may mean that your Pension

Commencement Lump Sum and/or income cannot be paid on time.

You will also need to check that your chosen investment providers/fund managers are able to set up the required disinvestments.

If you wish to start taking an income from your Plan or to vary the frequency and/or amounts you must notify us at least 15 working days before the end of the month, prior to the date the first income payment is to be made.

Is income tax payable?

All income payments are paid net of tax under the PAYE system. Please be aware that because of HM Revenue & Customs requirements, you may initially pay more or less tax than you are liable for and this will need to be adjusted by HM Revenue & Customs through your tax code or self assessment.

Should I consider other options before starting drawdown?

Any decisions you take regarding your pension savings could have a significant impact on your retirement and could affect you for the rest of your life. For this reason Wealthtime Select strongly recommend that you seek guidance from the Pension Wise service (details below) or seek financial advice to help you understand your options before deciding how and when to access your retirement savings.

There is considerable variation in product features and the level of charges between the providers of retirement products so, before making any decisions about accessing your pension savings, you should consider 'shopping around'. Other providers may offer products that are more appropriate for your retirement needs and could offer a higher level of retirement income.

The government has introduced a free, impartial guidance service, known as "Pension Wise" to help consumers over the age of 50 understand their options in retirement. For further information and to book an appointment please go to www.pensionwise.gov.uk or call them on 0800 138 3944.

What is the Standard Lifetime Allowance?

Lifetime Allowance is the amount you are allowed to save in your pension fund(s) before it becomes liable to tax. When you take benefits from the SIPP these will be tested against your Lifetime Allowance.

The amount of Lifetime Allowance depends on your circumstances and may be either the Standard Lifetime Allowance or an Enhanced Lifetime Allowance.

Will I be able to enhance my Standard Lifetime Allowance?

You may be able to enhance your Standard Lifetime Allowance for the following reasons:

- If the SIPP has received a transfer from a recognised overseas pension scheme where no UK tax relief has been received.
- In certain circumstances if a pension credit is received.
- You are not a UK resident when making contributions so have received no tax relief.
- You have pre A-day pension funds (A-day was 6th April 2006).

More information about the types of protection available on pre A-day pension funds can be found later in this document.

Your Lifetime Allowance does not restrict the amount of pension fund you can build up but it does restrict the amount that is tax protected. This means that if your pension fund exceeds your Lifetime Allowance, in the absence of protection, the excess will be subject to a tax charge and the amount of this charge depends on whether you take this excess as an income or a lump sum.

What are Benefit Crystallisation Events?

Your fund is tested against your Lifetime Allowance at specific times to see if this has been exceeded and tax is payable. These are known as 'Benefit Crystallisation Events'.

A Benefit Crystallisation Event occurs when certain circumstances occur, for example:

- Payment of Pension Commencement Lump Sums.
- Establishment of drawdown pension including Flexi-access Drawdown after 6th April 2015.
- Reaching age 75.
- Annuity purchase.
- If a lump sum is paid out in the event of your death.
- If you transfer your SIPP fund to a qualifying recognised overseas pension scheme.

How can I enhance my Standard Lifetime Allowance?

If you have an Enhanced Lifetime Allowance you will have notified HM Revenue & Customs by 5th April 2009.

HM Revenue & Customs will have calculated the amount of enhancement available and a certificate will have been issued to you. You will need to keep all documents relating to the notification. You could have been granted Enhanced or Primary Protection. See "The Standard Lifetime Allowance" section for more details on protection.



You must keep the certificate provided by HM Revenue & Customs until all benefits have come into payment, but if it is lost, destroyed or defaced HM Revenue & Customs will replace the certificate.

What happens if I take benefits in excess of my Lifetime Allowance? If you take benefits from your SIPP funds which are in excess of your Lifetime Allowance you can choose to take the excess as an income, as a lump sum or as a combination of both, but income tax at your marginal rate will apply.

What is Primary Protection?

Primary Protection can only be claimed if the value of your pension fund at 5th April 2006 exceeded £1.5 million.

If you claim this type of protection HM Revenue & Customs allows your Standard Lifetime Allowance to be uprated by an 'enhancement factor' based on the percentage by which the value of the pension fund at A-day exceeded the Standard Lifetime Allowance at that date.

This means that when you take benefits the enhancement factor is used to increase the Standard Lifetime Allowance in force at that time and only the value of the fund crystallised in excess of the Enhanced Lifetime Allowance will be taxed.

What is Enhanced Protection?

Enhanced Protection can be claimed whether or not the value of your pension fund at 5th April 2006 exceeded £1.5 million.

Who is responsible for making the claims to HM Revenue & Customs?

If you are entitled to an enhanced allowance, you should have notified HM Revenue & Customs. You are responsible for making any claim to them for either 'Primary' or 'Enhanced' protection for your pension fund(s) and your Pension Commencement Lump Sum entitlement. HM Revenue & Customs will then calculate the amount of entitlement available and a certificate will be issued to you, which you will need to keep in a safe place until all benefits have come into payment. All claims for these types of protection must have been made by 5th April 2009.

Can I elect for both Primary and Enhanced Protection?

If your pension fund exceeded £1.5 million as at 5 April 2006 you can elect for both Primary and Enhanced Protection initially to keep your options open. Enhanced Protection will take precedence.

Whether you have Primary or Enhanced Protection (and in the latter case, if Pension Commencement Lump Sum is also protected) will be shown on the Certificate you should have obtained from HM Revenue and Customs granting your Protection.

Is my Pension Commencement Lump Sum enhanced?

This will depend on the terms of the certificate issued by HM Revenue & Customs.

You will need to speak to your Financial Adviser about which of the options is the most appropriate for your circumstances and the consequences if you do not protect your entitlement.

Death Benefits

We encourage you to nominate, via an expression of wish, beneficiaries for your pension plan. There would have to be exceptional circumstances for us not to follow your wishes. Any named individual beneficiary can take either an income (as a dependant's pension), an annuity or the lump sum option. There will be a tax charge if you die over the age of 75, but if you die under the age of 75 it is likely that the Death Benefits will be tax free, although they may be subject to a Lifetime Allowance Charge.

For deaths after age 75 any lump sum payment or drawdown pension paid to your beneficiary is taxable at their marginal rate.

Fees

What fees can I expect?

The fees that are charged are described in the relevant Wealthtime Select Fees Schedule as amended from time to time. Please refer to this schedule for further information. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Are there any additional charges?

Additional charges which may be incurred will typically include:

Bank Charges:

- There are currently no bank charges other than CHAPS or Foreign Payment charges.
- If you choose to open a Deposit Account there may be additional charges and this will depend on the Bank you have chosen.

Financial Adviser:

- Adviser Charges. These are as agreed between yourself and your adviser as shown on the Wealthtime Select Adviser Charges Agreement you should have entered into with your Financial Adviser.

Stockbroker Charges:

- Stockbroker charges, dealing and expenses e.g. Stamp Duty (which we will pass on to you).
- Fund manager charges.

Other Charges:

- If you are a Legacy Customer, you may be subject to additional charges, for example your Execution Only Stockbroker or Discretionary Investment Manager may levy a charge on your assets. They will be responsible for disclosing such charges to you.

Please note that if in the future, additional services are offered, or additional forms of investment are permitted, the relevant fees may not be reflected in the relevant Wealthtime Select Fees Schedule applicable when opening your SIPP. Please always refer to the latest Wealthtime Select Fees Schedule for up to date information. A copy is available on our website at www.wealthtime.com.

Where are the fees deducted from?

All fees will normally be payable from your Account. It is therefore necessary to ensure that sufficient cleared funds are available in your Account to meet any prospective fees. Wealthtime Select reserves the right to sell investments held within your SIPP to pay outstanding fees if insufficient funds are available.

How do fees and charges affect my SIPP?

There is an annual Transaction fee for administering your Wealthtime Select- Wrap. There will also be an amount to cover the Adviser Charge that you have agreed with your Financial Adviser. These fees and expenses will be taken from your SIPP.

Please refer to the relevant Wealthtime Select Fees Schedule for more information.

Additional Information

Can I change my mind?

SIPPs have cancellation rights. We will send you a cancellation notice as soon as we have opened your SIPP.

You will have 30 calendar days during which you have the right to change your mind by sending the cancellation notice back to

Wealthtime Select. Your SIPP will then be cancelled and any monies paid refunded less any fall in value if it has been invested and if you are cancelling a transfer payment we will try and return the monies back to the original pension scheme less any fall in investment value.

If you cancel a contribution payment we will give you your money back less any fall in the investment value and if you are cancelling a transfer payment we will try to return the monies back to the original pension scheme less any fall in investment value.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 12.1) and you may be liable to pay any outstanding adviser charges.

Your cancellation notice should be returned to the address in the 'How to Contact Us' section at the end of this document.

PLEASE NOTE: It may not always be possible to return a transfer payment to the original pension scheme if you cancel the SIPP, or a particular transfer payment, within the cancellation period, after the transfer has been received by Wealthtime Select. In this circumstance, you will need to arrange for another pension scheme to accept the transfer value.

Can I change my mind when electing to take benefits?

If you elect to take benefits from your SIPP we will send you a cancellation notice. You will have 30 calendar days during which you have the right to change your mind and send the cancellation notice, along with any Pension Commencement Lump Sum and income you have received, back to Wealthtime Select. Your election to take benefits will then be cancelled. You can also stop taking income at any time.

If we are instructed to re-invest the returned Pension Commencement Lump Sum and/or income in the same investments from where the money originally came, you may receive less units/shares because of Transaction costs or upward movements in prices.

If you choose to cancel your election to take benefits this will not affect any instructions you send us to take benefits in the future.

Your right to cancel will remain unaffected if any event beyond your control makes it impracticable for you to communicate the wish to cancel before the 30 day period expires, but you will suffer any loss on investments made before you cancel.

How will I know what my SIPP is worth?

After we accept your application we will issue an acknowledgement.

Every quarter we will make available to you a statement of your wealth within your Wealthtime Select Platform account including the value of your SIPP. You can also view this information daily through the Wealthtime Select online service.

Do I need to confirm an intended retirement date?

You do not need to retire or stop working to take benefits from your SIPP. Under HM Revenue & Customs rules the minimum age you can take benefits is 55, unless you have a protected early retirement age as defined by the legislation or you have to retire early due to ill health.

You can defer taking all or part of your benefits indefinitely.

For certain regulatory purposes, unless you have specified a different intended retirement date to us, we will assume this to be your state pension age. This date can be altered at any time by notifying us in writing of your proposed retirement date. This date is stored for the purposes of regulatory reporting only and you will still need to sign and complete a Benefit Payment Form when you wish to draw benefits.

We will use your intended retirement date to determine when to send you a 'Retirement Options' statement (you may also receive such a statement at other times from age 50). These statements will provide important information about your retirement savings, your retirement options and details of the government backed guidance service, known as "Pension Wise" that you can access from age 50.

Pension Wise provides free, impartial guidance to help you understand your options in retirement. For further information please go to www.pensionwise.gov.uk or call them on 0800 138 3944. Wealthtime Select strongly recommend that you seek guidance from the Pension Wise service or seek financial advice to help you understand your options before deciding how and when to access your retirement savings.

Are there any possible tax charges?

Contributions in excess of the Annual Allowance will be subject to a tax charge by HM Revenue & Customs on the excess amount unless this contribution is made in the year of your death. Investments within the SIPP are free from UK tax on income and capital gains. However, if an investment is regarded as taxable property by HM Revenue & Customs, it will be subject to tax, which will normally be at least 40% of its value and could be up to 55%.

If at any time you receive benefits which are not in accordance with current pension rules these will be regarded by HM Revenue & Customs as unauthorised payments and will be subject to an unauthorised payment charge, which is normally 55% of the value of the payment.

WEALTHTIME SELECT ISA INTRODUCTION

As part of the Wealthtime Select Platform, Wealthtime Select offers a Stocks and Shares Individual Savings Account (ISA) administered by Wealthtime Limited. For the avoidance of doubt Wealthtime Select does not offer a cash ISA, Help to Buy ISA, Lifetime ISA nor an Innovative Finance ISA. This document provides you with the Key Features about the Wealthtime Select ISA. It should be read in conjunction with the Wealthtime Select Platform Terms and Conditions.

You can save up to the HM Revenue & Customs permitted limit each year through a Stocks and Shares ISA, under which your investment is able to 'roll-up' without incurring any liability to income tax or capital gains.

There is no set term, and you can cash in an ISA, either totally or partially, at any time you please so you may wish to consider the benefits of holding part of your investments within the Wealthtime Select Platform in this way. Please remember that tax benefits depend on individual circumstances and the Government can alter or withdraw these without notice.

Within the annual limit, you can put lump sums into your ISA at any time or you can use it to save on a regular basis.

Wealthtime Select can accommodate the new flexibility rules that came into effect from 6th April 2016. This means that withdrawals made and replaced within the same tax year will not affect your annual limit.

Is the Wealthtime Select ISA appropriate for you?

An ISA is appropriate for anyone who can afford to set aside money for a medium to long term savings aim such as retirement.



You will need to be aged 18 or over. You will also need to be resident for tax purposes in the UK.

You will not be able to hold an ISA jointly with, or on behalf of, anyone else.

You should think carefully about the risks before deciding which type of ISA is right for you. Savings invested in the Stocks and Shares ISA may be able to offer higher returns in the medium to long term but there is no guarantee of what you might get back. You could get back less than you have paid in. You should ask your Financial Adviser whether an ISA is suitable for you.

Make sure that you understand the risks involved and read the Wealthtime Select Platform Terms and Conditions carefully.

WEALTHTIME SELECT ISA KEY FEATURES

Aims

- A Wealthtime Select ISA provides a tax efficient way of investing.
- It allows you to invest in a range of collective investment funds through the Wealthtime Select Funds List Facility. Please contact your Financial Adviser for further information on the Wealthtime Select ISA.
- You can choose to take an income from the ISA while you continue to invest.
- It enables you to benefit from potential capital growth and/or income from your investments over the medium to long term.

Your Commitment

- There is no set term and you can invest for as long as you wish.
- You can invest regular and/or single lump sums up to your allowance in a tax year.
- You can stop or change your regular payments at any time.
- You should regularly review your investments and the amount you pay with your Financial Adviser.
- This type of investment should be viewed as a medium to long term investment.

Risk Factors

- **Past performance is not a guide to future returns. What you get back is going to depend on the performance of the investments you have chosen, and will vary from day to day.**
- **The value of your investment and any income from it can fall as well as rise, and is not guaranteed at any time. It could also fall below the amount you originally invested, particularly in the early years. Stocks that promise high returns could be at an increased risk of default.**
- **Fees may change in the future, and this could reduce the value of your investment.**
- **If you cancel your ISA during the cancellation period, you may not get back your original capital, as the value of the investments bought with your capital could have fallen.**
- **Any foreign investments will be affected by fluctuations in currency exchange rates**
- **If you are transferring from an existing ISA manager, there could be exit penalties or other charges imposed by the transferring ISA manager.**
- **If you withdraw money from your ISA, this will affect the amount of any income and capital growth you receive.**
- **To maintain your income, you may not get back your original capital.**
- **Any change in general interest rates could affect the value of your investment.**

These Key Features should be read in conjunction with the Wealthtime Select Platform Terms and Conditions.

ISA QUESTIONS AND ANSWERS

Is Wealthtime Select regulated to give advice?

Wealthtime Select is not regulated to provide investment advice to you, and you and your Financial Adviser are responsible for ensuring any investments made are in accordance with the rules governing ISAs.

How do I apply for the Wealthtime Select ISA?

You should contact your Financial Adviser for further information on how to apply and for further details of the Wealthtime Select ISA.

How do I place trades in my ISA?

You or your Financial Adviser will place trades through the Wealthtime Select Funds List Facility on the Wealthtime Select Platform.

How do you confirm details of investment Transactions? Wealthtime Select will confirm Transactions to you or your Financial

What could I get back if I cash in my ISA?

You will get back the value of your investments held in your ISA at the time the investments are sold. There is no guaranteed amount.

The amount you receive will depend on the following factors:

- How much you invested
- The fund performance
- Any fees
- Any income or withdrawals you have taken
- The Terms and Conditions of the investment.

If you want to cash in your ISA, please contact your Financial Adviser.

Do I have cancellation rights?

ISAs have cancellation rights. We will send you a cancellation notice as soon as we have opened your ISA.

You will have 14 calendar days during which you have the right to change your mind by sending the cancellation notice back to Wealthtime Select. Your ISA will then be cancelled and any monies paid refunded less any fall in value if it has been invested and if you are cancelling a transfer payment we will try and return the monies back to the original ISA Manager less any fall in investment value.

If you cancel a subscription payment we will give you your money back less any fall in the investment value and if you are cancelling a transfer payment we will try to return the monies back to the original ISA Manager less any fall in investment value.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 12.1) and you may be liable to pay any outstanding adviser charges.

Your cancellation notice should be returned to the address in the 'How to Contact Us' section at the end of this document.

PLEASE NOTE: It may not always be possible to return a transfer payment to the original ISA Manager if you cancel the ISA, or a particular transfer payment, within the cancellation period, after the transfer has been received by Wealthtime Select. In this circumstance, you will need to arrange for another ISA Manager to accept the transfer value.

How will I know what my ISA is worth?

Every quarter we will make available to you a statement of your wealth within your Wealthtime Select Wrap including the value of your ISA. You can also view this information daily through the Wealthtime Select Platform.

Will I pay tax on my ISA?

Interest on cash held in your Account is paid gross and is not liable to tax. Any dividend distributions from your ISA investments may have been liable to tax.

You do not have to declare details of your income and capital gains on an ISA in your tax return.

You can take your money out at any time without losing tax benefits already obtained. Tax benefits depend on individual circumstances. This tax treatment may change in the future. We are unable to provide you with individual tax advice and if you need this you should speak to your Financial Adviser.

What Wealthtime Select fees can I expect to pay?

Our Fees in respect of the ISA are described in the relevant Wealthtime Select Fees Schedule as amended from time to time. Please refer to this Schedule for further information or ask your Financial Adviser. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Where are the Wealthtime Select fees in respect of my ISA deducted from? Our Fees can be paid from your ISA or your General Investment Account (GIA) if you have one.

On your or your Financial Adviser's request we can take the Fees in respect of your ISA from your designated General Investment Account (GIA) or from an external source. External payments must be paid within 30 days of invoice or the monies will be deducted from your Account. If the fees are deducted from the GIA it is necessary to ensure that sufficient cleared funds are available in your Account to meet any prospective Fees. In this respect, Wealthtime Select reserves the right to realise investments held to pay outstanding Fees if insufficient cash funds are available.

Who can invest in a Wealthtime Select ISA?



Anyone aged 18 and over, who is resident for tax purposes in the UK, or is a non-resident but working for the Crown or married to someone who is, can open an ISA.

What type of ISA account does Wealthtime Select offer?

The Wealthtime Select ISA is a Stocks and Shares ISA in which you in conjunction with your Financial Adviser make the investment decisions. Wealthtime Select does not offer a cash ISA, a Help to Buy ISA, Lifetime ISA or an Innovative Finance ISA.

What is a Stocks and Shares ISA?

This is an Individual Saving Account (ISA) which provides a tax efficient shelter for up to the HM Revenue & Customs limit of your investments each tax year. The Wealthtime Select ISA allows you to be in complete control of your investments. You can choose from a range of funds within the Wealthtime Select Funds List.

What investments can I purchase within my Wealthtime Select ISA? Please refer to the Wealthtime Select Permitted Investment List at www.Wealthtime Select.co.uk. The Wealthtime Select ISA is only able to hold those investment funds that can be purchased using the Wealthtime Select Funds List Facility. Your Financial Adviser will deal through the Wealthtime Select Platform when placing trades. You may also hold cash in your Wealthtime Select ISA.

How much can I invest in a Stocks and Shares ISA?

You can invest up to the HM Revenue & Customs permitted limit in a Stocks and Shares ISA each year. The value of the permitted limit is subject to change and you can check the current limit by referring to HM Revenue & Customs website www.gov.uk/individual-savings-accounts/overview.

What is the investment process?

When you open the ISA, all monies are received and paid as required into a specified client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules.

All monies received will be held as cash until investment instructions are received.

How can I monitor the performance of my investments in my Wealthtime Select ISA?

You can access and view your ISA Account via Wealthtime Select Platform anytime, anywhere. Wealthtime Select also send you regular online statements and valuations.

Do I receive interest on cash held in my Wealthtime Select ISA Account? Yes. Monies will start to earn interest as soon as they are cleared in your Account. The rate you will receive will be based on but may not be the same as the rate we receive. The basis on which we calculate interest is set out in the Wealthtime Select Fee Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Interest on cash held in the Stocks and Shares ISA is paid gross and is not liable to tax. Monies will be applied in accordance with your instructions or those of your authorised agent.

Can I transfer an ISA held with another provider to the Wealthtime Select ISA?

Yes, we can accept transfers from all other types of ISA, subject to the completion of our ISA Application Form. Please refer to your Financial Advisor.

If you transfer any current year subscriptions we will be advised of the amounts involved; this will help avoid you over subscribing in the current year.

We can accommodate an in-specie transfer if the funds are (or can be) available on our Wealthtime Select funds list

Do I need to open a new Wealthtime Select ISA every year?

You do not need to re-apply for an ISA if you subscribed to an ISA of the same type with Wealthtime Select the previous tax year. However if you do not subscribe to your Account for an entire tax year, you will have to complete a new declaration if you want to continue with the ISA in subsequent years.

Can I merge more than one Wealthtime Select ISA Accounts into one? Yes, please write to Wealthtime Select with your instructions and Wealthtime Select will merge these for you.

Will my dividend payments automatically be invested?

No.

What happens to my Wealthtime Select ISA if I move abroad?

You will normally still be able to keep your existing ISA Account, but you won't be able to add any more cash to your ISA if you are no longer a UK resident. (Please see special conditions applying to US residents within the Wealthtime Select Funds List Specific Terms and Conditions.)

Can I use my business funds to subscribe to a Wealthtime Select ISA? No, all cheques received must be in your name only. Cash payments must be from accounts in the Account holder's name.

Can I make a subscription to my Wealthtime Select ISA other than in cash? No, subscription by transfer of shares is not available through the Wealthtime Select ISA.

Can I pay Wealthtime Select administration Fees that will be levied to my ISA Accounts from an external bank account? Yes, Wealthtime Select can debit your nominated bank account for your ISA administration Fees or you can pay by cheque or from your GIA.

Can I inherit an ISA Additional Permitted Subscription allowance from a deceased spouse or civil partner who held a Wealthtime Select ISA? Where the holder of an existing Wealthtime Select ISA dies after 3rd December 2014 a surviving spouse/civil partner is entitled to an Additional Permitted Subscription equal to the value of the deceased's Wealthtime Select ISA at the date of their death, in addition to their normal Annual Allowance, irrespective of whether the ISA is left to the surviving spouse/civil partner by the deceased.

The additional subscription must be made within 3 years of the date of their death or 180 days after the administration of the estate is completed, whichever is later.

Can I make an Additional Permitted Subscription or transfer my Additional Permitted Subscription allowance from another provider to my Wealthtime Select ISA?

Yes, the Wealthtime Select ISA will accept Additional Permitted Subscription allowance transfers in. However, the Additional Permitted Subscription must be made as a single cash payment to the Wealthtime Select ISA. Any allowance available that is not used with the initial Additional Permitted Subscription will be lost.

Can I make an in specie Additional Permitted Subscription to my Wealthtime Select ISA?

No, the Wealthtime Select ISA only permits a single cash Additional Permitted Subscription.

Can I transfer my Additional Permitted Subscription allowance from my Wealthtime Select ISA to another provider?

Yes, providing no subscription under the Additional Permitted Subscription allowance has already been made.

WEALTHTIME SELECT JUNIOR ISA (JISA)

Introduction

As part of the Wealthtime Select Platform, Wealthtime Select offers access to the Wealthtime Select JISA administered by Wealthtime Limited as the JISA Provider. This document sets out the Key Features about the Wealthtime Select JISA. It should be read in conjunction with the Wealthtime Select Platform Terms and Conditions because any person intending to apply for a Wealthtime Select JISA will also need to apply for and be accepted as a member of the Wealthtime Select Platform before a JISA can be established.

Please read the Wealthtime Select Platform Terms and Conditions carefully.

- These Key Features are intended for the information of any person considering applying for a Wealthtime Select JISA or subscribing to a Wealthtime Select JISA.
- Any reference to "you" "your" or "I" may be to the applicant for the JISA or to a subscriber depending on the context in which the words are used.
- A JISA can only be taken out by a child aged 16+ or someone with parental responsibility for the child. Whoever takes out the JISA is known as the "registered contact". The child has the legal right to become the registered contact at age 16 if they want to.
- You can save up to the HM Revenue & Customs permitted limit each tax year per child through a JISA and the current limit can be checked by referring to HM Revenue & Customs website www.gov.uk/junior-individual-savings-accounts. It can be put into a Stocks and Shares JISA or a cash JISA or a combination of both. The subscription can be split in any way the registered contact chooses under the JISA rules but Wealthtime Select only offers a Stocks and Shares JISA.
- The investment is able to roll up without incurring any liability to income tax or capital gains tax (but tax credit on dividends cannot be reclaimed).
- Within the annual subscription limit anyone, including the child, can pay in lump sums at any time until the child is 18, or payments can be made on a regular basis or a combination of both. A subscriber does not need to be related to the child and the registered contact does not need to subscribe, although the JISA cannot be established without a subscription from someone.

Is the Wealthtime Select JISA appropriate for the child?

- A JISA is a tax efficient savings vehicle for a child under 18.



- It is possible to transfer a Child Trust Fund (CTF) to the Wealthtime Select JISA but please be aware that if you transfer a CTF into a Wealthtime Select Stocks & Shares Junior ISA it cannot be transferred back to a Child Trust Fund. You also need to be aware that if you are transferring a stakeholder Child Trust Fund, the following features are not included in the Wealthtime Select Stocks & Shares Junior ISA: Lifestyling from age 15, minimum subscriptions of £10 and an annual charge cap of 1.5%.
- The funds cannot be accessed by anyone other than the child when he/she reaches 18 or dies before that age or has a terminal illness.
- A subscription is a GIFT to the child and cannot be reclaimed by the subscriber in any circumstances even if the annual limit has been exceeded the excess will be repaid to the registered contact (unless the JISA Provider refuses to accept the excess at time of payment).
- The child must be under 18 and resident in the UK at the time the JISA is taken out.
- Wealthtime Select offers a Stocks and Shares JISA not a cash JISA. The only funds in which investments can be made are those offered through the Wealthtime Select Funds List Facility.
- You should think carefully about the risks before deciding which type of JISA is right for the child. Savings invested in a Stocks and Shares JISA may be able to offer higher returns in the medium to long term but there is no guarantee of what the child might get back which could be less than has been paid in.
- A subscriber has no right to determine the investments of the JISA - that is the responsibility of the registered contact.
- It is recommended that the registered contact should ask their Financial Adviser if the Wealthtime Select JISA is suitable for the child.

WEALTHTIME SELECT JISA KEY FEATURES

Establishment of a JISA

- It can be established by the child personally if over 16 or otherwise by a person with “parental responsibility” for the child which in most cases will be one of the child’s parents - joint applications are not permitted. The establisher is known as the “registered contact”.
- The registered contact is the person Wealthtime Select contracts with and will deal with (or their Financial Adviser) until either the child reaches 16 when he/she can apply to become the registered contact, if they wish, without the agreement of the existing registered contact or the registered contact agrees to another person with parental responsibility becoming the registered contact. At 18 the JISA automatically becomes an adult ISA when the child has to take over control. The child must be UK resident at the time the application is made.
- The JISA must be established in the name of the child.

Aims

- A Wealthtime Select JISA provides a tax efficient way of investing.
- It allows you to invest in a range of collective investment funds through the Wealthtime Select Funds List Facility. No other investments are available through the JISA.
- It enables you to benefit from potential capital growth and/or income from your investments over the medium to long term.

Your Commitment

- There is a set term to age 18. Once 18 the JISA becomes an ISA and the child can either encash or continue to invest for as long as they wish.
- You can invest regular and/or single lump sums up to your allowance in a tax year.
- You can stop or change your regular payments at any time.
- You should regularly review your investments and the amount you pay with your Financial Adviser.
- This type of investment should be viewed as a medium to long term investment.

Risk Factors

- **Make sure you understand the risks involved in setting up and subscribing to a JISA.**
- **Past performance is not a guide to future returns. What the child gets back is going to depend on the performance of the investments chosen and will vary from day to day.**
- **The value of an investment and any income from it can fall as well as rise and is not guaranteed at any time. It could also fall below the amount originally invested particularly in the early years. Stocks that promise high returns could be at increased risk of default.**
- **Fund managers’ charges and other fees and charges could change in the future and this could reduce the value of the investments.**
- **If the JISA is cancelled during the cancellation period, the original capital may not be returned as the value of the investments bought with the capital may have fallen.**
- **Any foreign investments will be affected by fluctuations in currency exchange rates.**



- If an existing JISA is being transferred from another JISA manager there could be exit penalties or other charges imposed by the transferring JISA manager.

PLEASE NOTE Wealthtime Select is not regulated to provide investment advice and you and your Financial Adviser are responsible for ensuring that any investments made are in accordance with the rules governing JISAs.

WEALTHTIME SELECT JISA

Questions and Answers

Who is eligible for a Wealthtime Select JISA?

All children under 18 and are resident in the UK at the time the JISA is taken out - the residency requirement only applies at the time the application is made.

Who can open a Wealthtime Select JISA?

Anyone with parental responsibility for the child and the child, if over 16.

Who can subscribe to a Wealthtime Select JISA?

Anyone including the child.

Is there a minimum subscription required to a Wealthtime Select JISA?

No, but there may be minima applying to investment in individual funds.

Who can make the investment decisions?

Only the registered contact which can be done with a Financial Adviser.

Is a Wealthtime Select JISA similar to a Wealthtime Select ISA?

Yes, most of the same rules apply and the same investments are permitted, but there are differences - the maximum annual subscription is different and you can only ever take out one Cash JISA and one Stocks and Shares JISA but they can be transferred between Providers and between each type. Also the subscriptions can be split in any proportions between the two types of JISA.

Can monies be withdrawn from a Wealthtime Select JISA?

No, only when the child reaches 18 when the JISA automatically becomes an adult ISA. However, funds can be withdrawn if the child dies or is suffering from a terminal illness. Monies can also be deducted to pay fees and charges.

What happens at age 16?

At 16, the child is entitled to take over as the registered contact. The child will need to apply to Wealthtime Select to arrange this. If the child does not apply, the existing registered contact remains in place until the child is 18.

What happens at age 18?

At 18, the Wealthtime Select JISA automatically becomes a Wealthtime Select ISA - when the child becomes an adult and the Wealthtime Select ISA Terms and Conditions will then apply. There is no longer any need for a registered contact which ceases to exist and the child is free to withdraw all or any part of the funds should they wish to do so. If not, the investments will continue to be held in accordance with the existing instructions.

PLEASE NOTE that no new investment instructions or subscriptions can be accepted to the Wealthtime Select ISA until the child has completed a new ISA application, but this will not be required if the child intends to withdraw all funds immediately.

What may be received if the Wealthtime Select JISA is encashed at 18? This will depend on how much has been invested, the fund performance, any fees and charges that have been paid, and the terms and conditions of encashment of each investment.

What is the tax position of a Wealthtime Select JISA?

This is the same as a Wealthtime Select ISA - income is free of tax and there is no CGT, and the tax credit on dividends cannot be reclaimed. The tax position may change in the future. PLEASE NOTE we are unable to provide individual tax advice, if you need this you should speak to your Financial Adviser.

How do I apply for a Wealthtime Select JISA?

You will need to complete the Wealthtime Select JISA Application Form and send it to Wealthtime Select or your Financial Adviser. Only a person with parental responsibility or a child aged 16 + may do this and joint applications are not allowed. There is no need to pay a subscription as well unless you wish to do so - any other person may subscribe instead - but a Wealthtime Select JISA is not legally opened until both a valid application and an opening subscription are received.

How do I subscribe to a Wealthtime Select JISA?

If you are not the registered contact you should complete the Wealthtime Select JISA Subscription Application Form and send it to



your Financial Adviser or Wealthtime Select with a cheque made payable to "Wealthtime Limited Client Account" unless you wish to make regular subscriptions in which case please complete our ISA Direct Debit Instructions form. To subscribe you need to be age 18 or over or the child itself (but please see the Wealthtime Select Platform Terms and Conditions for restrictions applying to US citizens). PLEASE NOTE any payment is a GIFT to the child and cannot be reclaimed.

How are investments made in a Wealthtime Select JISA?

Only funds available in the Wealthtime Select Funds List which are also HM Revenue & Customs Qualifying Investments can be purchased in a Wealthtime Select JISA. Investments must be made through Wealthtime Select Online. PLEASE NOTE although there is no minimum subscription to a Wealthtime Select JISA, most fund managers require a minimum level of investment in their funds.

How are details of investment Transactions confirmed?

Wealthtime Select will confirm investments made to the registered contact or his/her Financial Adviser via Wealthtime Select Online.

Does the Wealthtime Select JISA have cancellation rights?

Yes, the Wealthtime Select JISA can be cancelled within 14 calendar days from the date Wealthtime Select accepts a correctly completed application form together with the opening subscription. Cancellation will end all duties and obligations arising from the Wealthtime Select JISA and no cancellation fee, charge or penalty will arise. Please refer to the Wealthtime Select Platform Terms and Conditions for further information. PLEASE NOTE if a subscription has been invested the amount received back will be reduced by any market loss during the period from the investment up until it is sold. The monies will be returned to the registered contact NOT to the subscriber if different.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 12.1) and you may be liable to pay any outstanding adviser charges.

What fees and charges apply to the Wealthtime Select JISA?

Our fees in respect of the Wealthtime Select JISA are the same as for our ISA - please see the Wealthtime Select Fee Schedule for further information. They will normally be paid from your Wealthtime Select JISA Account.

Arrangements can be made to pay these from outside the Wealthtime Select JISA if preferred. Wealthtime Select reserves the right to realise investments held to pay outstanding fees if insufficient cash funds are available. There will also be the fund manager's charges and any fees a Financial Adviser has agreed with you.

How can the performance of the investments be monitored?

The Wealthtime Select JISA Account can be accessed and viewed via the Wealthtime Select Platform. Wealthtime Select also issues regular online statements and valuations.

Can a JISA held with another Provider be transferred to Wealthtime Select? Yes, provided this is the transfer of the whole of an existing Stocks and Shares JISA or the whole or part of a Cash JISA into a new Wealthtime Select Stocks and Shares JISA. This is because a child can only ever have one of each type of JISA. It will be necessary to complete a Wealthtime Select JISA Transfer Application Form. The facility to transfer assets in specie will depend on the existing JISA manager allowing this and on those investments being available in the Wealthtime Select Funds List. In these circumstances there are no cancellation facilities.

Can a Child Trust Fund (CTF) be transferred into a Wealthtime Select JISA? Yes. It will be necessary to complete a Wealthtime Select CTF Transfer Application Form and the existing CTF manager may require you to complete their own documentation. The facility to transfer assets in specie will depend on the existing CTF manager allowing this and on those investments being available in the Wealthtime Select Funds List. In these circumstances there are no cancellation facilities and once transferred to a JISA it cannot be transferred back to a Child Trust Fund. You also need to be aware that if you are transferring a stakeholder Child Trust Fund, the following features are not included in the Wealthtime Select Stocks & Shares Junior ISA: Lifestyling from age 15, minimum subscriptions of £10 and an annual charge cap of 1.5%.

Will dividend payments be automatically reinvested?

No.

What happens to the Wealthtime Select JISA if the child moves abroad? Nothing - subscriptions can continue to be made to the Account because the child only has to be UK resident at the time the Wealthtime Select JISA is taken out.

Can subscriptions be accepted by Wealthtime Select other than in cash?

No, all subscriptions to the Wealthtime Select JISA must be in cash.

Can the registered contact be changed?

Yes, apart from when the child reaches 16 and wants to become the registered contact, if parental arrangements in respect of the



child change a new registered contact may be appropriate. The prospective registered contact will need to complete a Wealthtime Select Application to be the registered contact and the consent of the existing registered contact, if living, will normally be required. There can only be one registered contact at any one time.

WEALTHTIME SELECT GENERAL INVESTMENT ACCOUNT INTRODUCTION

These Key Features should be read in conjunction with the Wealthtime Select Platform Terms and Conditions.

Fund choice

You can select unit trusts, and other collective investments, from many retail fund managers. Your Financial Adviser will be able to analyse your attitude to investment risk and recommend a diversified portfolio of investments designed to achieve both your investment goals and your short and longer term objectives.

Effective monitoring

Consolidating your investments within your Wealthtime Select General Investment Account makes it easier for you and/or your Financial Adviser to adjust the overall mix to match your risk profile and financial objectives as accurately as possible, as your needs change.

Simplified administration and reporting

Because we hold the records of your investments, you will not need to keep records of individual holdings. We will send you one consolidated report, every quarter. Where relevant, we will send you a consolidated annual tax report, which will help in completing your annual tax return.

Multiple General Investment Accounts

You may want to open Wealthtime Select individual General Investment Accounts for members of your family, so that they are able to participate in a way that reflects their needs and financial goals, a husband and wife or civil partnership are an obvious possibility. Additionally, you may want to consider the benefits of multiple Wealthtime Select General Investment Accounts when using Trustee and Corporate General Investment Accounts. Your Financial Adviser will be pleased to advise you on how Wealthtime Select can be used to benefit from operating multiple General Investment Accounts.

Wealthtime Select fees are simple and transparent

There are no hidden fees. Under our competitive and transparent fee structure all expenses and fees are clearly set out. For full details of all fees please refer to the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Wealthtime Select – points to consider

The rest of this section contains everything you need to know in order to open a Wealthtime Select General Investment Account. It is important, so please read it carefully before proceeding further.

We recommend you speak to your Financial Adviser if you are considering taking out a General Investment Account. You should ask your Financial Adviser whether a General Investment Account is suitable for you.

Make sure that you understand the 'Risks' shown in this Key Features document.

WEALTHTIME SELECT GENERAL INVESTMENT ACCOUNT KEY FEATURES

Aims

The Wealthtime Select General Investment Account:

- Your Wealthtime Select General Investment Account can include a wide range of investments, please refer to the Wealthtime Select Permitted Investment List, available by visiting our website at www.wealthtime.com for more details. You and your Financial Adviser therefore have the opportunity and flexibility to pursue the investment strategies most suited to your needs and financial goals.
- Allows you to make regular or one off withdrawals, if required, as you continue to invest.

Your Commitment

- There is no set term, and you can invest for as long as you wish.
- You can invest regular and/or single lump sums.
- You can stop or change your regular payments at any time.
- Your payments will be used by you to invest only in assets available on the Wealthtime Select Permitted Investment List.
- You should regularly review your investments with your Financial Adviser.

Risk Factors

- Past performance is not a guide to future returns. What you get back is going to depend on the performance of the investments you have chosen, and will vary from day to day.
- The value of your General Investment Account and any income from it can fall as well as rise, and is not guaranteed at any time. It could also fall below the amount you originally invested, particularly in the early years. Stocks that promise high returns could be at an increased risk of default.
- Our fees may change in the future, and this could reduce the value of your investment.
- If you withdraw money from your General Investment Account, this will affect the amount of any income and capital growth you receive, and you may not get back your original capital.
- Any foreign investments will be affected by fluctuations in currency exchange rates.
- Any change in general interest rates could affect the value of your investment.
- If an investment is highly geared this will affect its future value.

WEALTHTIME SELECT GENERAL INVESTMENT ACCOUNT

Questions and Answers

What is the General Investment Account (GIA)?

Within the Wealthtime Select Platform, the General Investment Account is where you can hold a wide range of investments which do not normally attract the benefit of favourable tax treatment.

We will:

- Provide access to the Wealthtime Select Funds List Facility to enable you to buy, switch or sell a wide range of investments within the Wealthtime Select Permitted Investment List.
- Keep up-to-date records of your Transactions.
- Provide you with quarterly valuations on Wealthtime Select Platform.

Who can have a Wealthtime Select General Investment Account? Anyone who is resident in the UK for tax purposes can open a Wealthtime Select General Investment Account. It can also, at our sole discretion, be opened by a UK resident Entity. It cannot be opened on behalf of anyone else.

Please note that we cannot accept US Persons as clients. If you become a US Citizen or Specified US Person after accessing the Wealthtime Select Platform, or otherwise come within the terms of the International agreements to improve tax compliance (commonly known as FATCA), we will be legally obliged to pass information to HM Revenue and Customs about your Wealthtime Select General Investment Account who may forward this to the Tax Authorities in other jurisdictions.

How much money do I need to open one?

There is no minimum amount required to set up a Wealthtime Select General Investment Account.

You can pay money into your Wealthtime Select General Investment Account by cheque or electronic bank transfer. We will place all receipts into a specified client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules.

How much can I save?

You can choose to save as much as you wish. There are no minimum or maximum limits.

Will I receive interest?

Yes. Monies will start to earn interest as soon as they are cleared in your Account. The rate you will receive will be based on but may not be the same as the rate we receive. The basis on which we calculate interest is set out in the Wealthtime Select Fee Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Can I make further payments?

Yes. You can add to the Wealthtime Select General Investment Account at any time. There is no limit to the number, or amount, of further deposits you can make.

How do I make further payments?

By cheque or electronic bank transfer at any time. This money can then be used to buy your chosen investments. Please contact your Financial Adviser if you want to make any further deposits or contact us.

Where and in what can I invest my money?

You can choose from a variety of investments. Please refer to the Wealthtime Select Permitted Investment List, available by visiting our website at www.wealthtime.com

What is the investment process?

The investment process varies between providers of investment products so please discuss your requirements with your Financial Adviser who can make the necessary forms available to you.

Letter of Instruction

Our aim in providing this service is to relieve you of as much of the administrative burden of holding your investments as possible. A Letter of Instruction may sometimes be required to enable us to act on your behalf and it may be necessary for us to ask you to grant us a Power of Attorney. Should this become necessary we will discuss the requirements with you at the time.

How will I receive confirmation of investment Transactions? You will normally receive confirmation of investment Transactions directly through Wealthtime Select Platform within your Secure Online Document Store.

Can I switch funds within my Wealthtime Select General Investment Account?

Yes. You can decide how your money is invested and switch funds within your General Investment Account at any time. Each investment provider has their own limits for switching and how much must remain within a particular investment and they, or your Financial Adviser should be able to give you more information. If you switch from one fund manager to another then there may be a delay in purchasing units until the sale proceeds have been received by the new fund manager which may affect the number of units that can be purchased.

What could I get back?

You will get back the value of your investments held in your General Investment Account at the time the investments are sold. There is no guaranteed amount.

The amount you receive will depend on the following factors:

- How much you invested
- The fund performance
- Any fees
- Any income or withdrawals you have taken
- The Terms and Conditions of the investment.

What fees can I expect?

The Wealthtime Select fees that are charged in respect of your Wealthtime Select General Investment Account are described in the relevant Wealthtime Select Fees Schedule as amended from time to time. Please refer to this Schedule for further information. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com/literature-our-fees.html

Are there any additional charges?

The following is a summary of additional charges which may be incurred:

Bank Charges:

- There are currently no bank charges other than CHAPS or Foreign Payment charges.

Other Charges:

- Financial Adviser Charges. These are as agreed between yourself and your adviser as shown on the Wealthtime Select Adviser Charges Agreement you should have entered into with your Financial Adviser.

Please note that if in the future, additional services are offered, or additional forms of investment are permitted, the relevant fees may not be reflected in the Wealthtime Select Fees Schedule applicable when opening your General Investment Account. Please always refer to the latest Wealthtime Select Fees Schedule for up to date information. A copy is available at our website at www.wealthtime.com

Where are the fees deducted from?

All fees will normally be payable from your allocated cash. It is therefore necessary to ensure that sufficient cleared funds are available to you to meet any prospective fees. In this respect, Wealthtime Select reserves the right to realise investments held within your General Investment Account to pay outstanding fees if insufficient funds are available.

How can I see what fees and charges have been deducted from my Wealthtime Select General Investment Account?

Fees and expenses will be taken from your Wealthtime Select General Investment Account and details of charges taken can be seen by logging on to your Wealthtime Select Platform account.

There may also be an amount to cover the Adviser Charges that you have agreed with your Financial Adviser.

Will I pay tax on my General Investment Account?

The General Investment Account is not a tax exempt product. The tax you pay will depend on the type of assets that you hold and your personal circumstances. At the end of each tax year we will provide you with information that you will need to include

For further information, please speak to your Financial Adviser or Tax Adviser.

How will I know what my General Investment Account is worth? You will be able to see what your General Investment Account is worth when you login to the Wealthtime Select Platform.

Every quarter, we will also issue a statement showing the value of your General Investment Account.

How do I withdraw my money?

You can withdraw any amount from the General Investment Account at any time.

There could be a charge from third party product providers. For example, some life assurance bonds may have an exit charge. Your Financial Adviser will be able to give you information on this.

You can make withdrawals from your General Investment Account on a regular basis, or as a single lump sum. If you want to arrange any withdrawals, you can write to us (see the 'How to Contact Us' section at the end of this document) or ask your Financial Adviser to arrange this for you:

- If you would like to make withdrawals on a regular basis, we will send money to you by BACS into a bank account in your name.
- If you would like to take out a single lump sum, we will send you a cheque or pay it by BACS into a bank account in your name.

If you would like to make withdrawals on a regular basis, you will need to write to us at least 14 business days before the end of the month, prior to the date the first payment has to be made. We will send the money to you by BACS into a bank account in your name, nominated by you on the Regular Withdrawals Request Form. This payment will be made on, or around, the first business day of the month.

Can I close my General Investment Account at any time?

Yes. You must give us one month's notice in writing to the Wealthtime Select Platform Client Services Team (see the 'How to Contact Us' section at the end of this document).

We will make no charge to close your Wealthtime Select General Investment Account although fees already charged are not refundable and we may charge Transaction fees on any investments sold or transferred in specie. You should also remember that each investment provider has their own Terms and Conditions, so please check with your Financial Adviser.

What happens if I die?

If you die, your personal representatives must close the General Investment Account. On receiving appropriate proof of title, we will pay them the balance together with any interest earned up to the date we close the General Investment Account, or if requested, we will transfer the General Investment Account investments to them. The balance will take into account any gain or loss in the value of your investment.

The proceeds from your General Investment Account will form part of your estate for inheritance tax purposes.

Additional Information

Can I change my mind?

Yes. When we have accepted your application for a General Investment Account, you will be sent a cancellation form. You will have 14 days, starting from the date this notice is issued, during which you have the right to change your mind.

In order to exercise your right to cancel the General Investment Account, you must send signed confirmation to the Wealthtime Select Platform Client Services Team at the address shown in the 'How to Contact Us' section at the end of this document.

If you cancel, this will have the effect of closing your Wealthtime Select General Investment Account and you will get a refund of any monies paid into your General Investment Account, less any amounts used to purchase individual investments. Please note that the amount you will get back will be reduced by any market loss during the period when you make your initial investment and up until your investment is sold.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 12.1) and you may be liable to pay any outstanding adviser charges.

OFFSHORE BOND KEY FEATURES



It may be possible for you to hold an Offshore Bond and view this through the Wealthtime Select Platform as long as the Offshore Bond Provider is able to comply with our requirements and we with theirs. You will need to study the Offshore Bond Provider's Terms and Conditions, Key Features and relevant literature carefully before making any decisions on suitability. You will also need to complete their application form.

Most Offshore Bond Providers require you to have a Financial Adviser. You should ask your Financial Adviser whether an Offshore Bond is suitable for you.

The Wealthtime Select requirements and services outlined below apply to the Offshore Bond.

- Wealthtime Select provides the ongoing ability for you to view the value of your Offshore Bond whilst this is part of your Wealthtime Select Platform account.
- Please contact your Financial Adviser or the Wealthtime Select Platform Client Services Team if you wish to make or add to an investment.
- The Offshore Bond will be subject to a Letter of Instruction signed by you to enable us to administer the Offshore Bond within the Wealthtime Select Platform.
- The valuation of your Offshore Bond as displayed on the Wealthtime Select Platform this will only be as accurate as the information we are supplied by your chosen Offshore Bond Provider.

Is the Offshore Bond appropriate for you?

As part of the Wealthtime Select Platform, Wealthtime Select offers access to Offshore Bonds provided by Utmost Limited, Old Mutual International and Canada Life International. Please read your chosen Offshore Bond Provider's Terms and Conditions in conjunction with their Key Features. It may be possible for you to invest in other Offshore Bonds through the Wealthtime Select Platform as long as the Offshore Bond Provider is able to comply with our requirements and we with theirs. Again, you will need to study their documentation carefully before making any decisions on suitability.

An Offshore Bond may be appropriate for you if you want the freedom to invest in a range of investments in an offshore environment. You will need to be aged 18 or over and to be resident for tax purposes in the UK. You will also need to have a Financial Adviser. What follows is a general summary of the features of Offshore Bonds and how they work within the Wealthtime Select Platform. For more detailed information please refer to the Offshore Bond Provider's product literature and terms and conditions.

You should ask your Financial Adviser whether an Offshore Bond is suitable for you. Make sure that you understand any 'Risks' shown in Wealthtime Select's Key Features document and the Key Features document of your Offshore Bond Provider and speak to your Financial Adviser.

What are the Aims of the Offshore Bond?

- The Offshore Bond aims to offer access to investment expertise from around the world.
- The Offshore Bond is legally an insurance policy and normally provides either a whole of life assurance policy that pays a guaranteed cash sum on death or a capital redemption policy with no life assured that pays a guaranteed cash sum after 99 years.
- The Offshore Bond normally allows you to take one-off or regular cash withdrawals if you choose but there may be tax consequences. Please refer to the Offshore Bond Provider's documentation.

What is your Commitment?

- Before investing in the Offshore Bond you should ensure you understand the concept and risks involved. You will need to discuss these with your Financial Adviser as Offshore Bond Providers do not normally allow direct access without a Financial Adviser.
- You will need to make a single investment to start the Offshore Bond, of whatever the Offshore Bond Provider requires as a minimum.
- You should be prepared to maintain the Offshore Bond for the medium to long term.
- You may make additional investments in the future but these are not compulsory.
- You need to notify us of any change of address, residence or citizenship.
- You are the bond holder. It is therefore essential to refer to your chosen Offshore Bond Provider's key features document and their terms and conditions.

What are the Risks?

- The amount you get back from your investment will depend on the performance of your chosen assets. Please remember that the price of an asset may go down as well as up and will vary from day to day.
- Past performance is not a guide to future performance.
- Tax legislation and practice may change in the future. Any changes may affect your tax position.
- The return on your investment may be lower than that shown in your illustration as supplied by your chosen Offshore Bond Provider and the benefits you receive may be less than you hoped for.
- Your circumstances may change forcing you to cash in your Offshore Bond earlier than you expected, in which case you may

get back less than you invested.

- Any foreign assets will be affected by fluctuations in currency exchange rates.
- If you arrange to take withdrawals from your Offshore Bond which exceed the investment growth, your investment will be depleted.
- If you exercise your right to cancel the Offshore Bond within 30 days of receiving your cancellation notice, the amount you will get back will be reduced by any fall in the value of your investment and any external expenses incurred in carrying out the asset Transactions.
- If you or a trustee, if your bond is held under a trust, becomes resident or takes up citizenship in some jurisdictions, the tax treatment and/or reporting of your Offshore Bond may change. For example, under US law your Offshore Bond will not qualify as a life insurance contract and gains made each year will need reporting.
- Any change in general interest rates could significantly affect the value of your investments.

These Key Features should be read in conjunction with your Offshore Bond Provider's Terms and Conditions.

What are the permitted investment options?

You can invest in the assets of your choice within your chosen Offshore Bond Provider's current permitted investments list. Offshore Bond Providers normally only allow investments in cash and collectives such as UK Authorised Unit Trusts and Open Ended Investment Companies (OEICs). For a full list of the current permissible investments please refer to the relevant permitted investments list of your chosen Offshore Bond Provider or speak to your Financial Adviser. Your Financial Adviser can assist you in making your investment choices.

Can the choice of investments be changed?

You can decide how your investment is allocated among the range of assets available and you can switch assets within your chosen Offshore Bond at any time. Your Financial Adviser will normally deal direct with the Offshore Bond Provider. We will not pass on instructions.

What might be the return when the Offshore Bond is sold?

This will depend on the amount you invest, the performance of the assets you have chosen over the lifetime of your Offshore Bond, the amount of any charges and any cash withdrawals you may have taken. Your illustration will show you what you might get back.

The amount you receive will depend on the following factors:

- How much you invested
- The fund performance
- Any fees and charges
- Any withdrawals you have taken
- The terms and conditions of the investment
- The terms and conditions of the Offshore Bond.

Can cash be taken out?

You can take some or all of your investment out as cash at any time but there may be tax implications of doing this. Please refer to the Offshore Bond Provider's literature for further details. Please note that there may be a charge made by your Investment Manager/Financial Adviser.

Please refer to the Offshore Bond Provider's terms and conditions for any charges that they may apply. You can choose to take regular

withdrawals from your Offshore Bond. You can choose to take a single lump sum withdrawal at any time but you should discuss with your Financial Adviser any tax implications before doing so.

How do I withdraw my money?

If you would like to make a withdrawal your Offshore Bond Provider will send you a cheque for the amount of the withdrawal or it can be paid into another account in your name including your GIA Account. Please note that payment cannot be made to third parties. PLEASE NOTE

that we cannot accept responsibility for any tax consequences of such withdrawals, which should be discussed with your professional advisers. Please also refer to your chosen Offshore Bond Provider's product literature.

How will I know what my Offshore Bond is worth?

Every quarter we will make available to you a statement of your wealth within your Wealthtime Select Platform account, including the value of the assets of your Offshore Bond that are administered within the Wealthtime Select Platform ; the value is also available on a daily basis through the Wealthtime Select online service.

Can the Offshore Bond be closed at any time?

You can close your Offshore Bond at any time. However, you will need to check with your chosen Offshore Bond Provider or the underlying provider of your investment whether they will make a charge to sell assets. You can also contact your Financial Adviser to find this information. There may also be tax consequences. If you choose to close your Offshore Bond there will be no death benefit available and the guaranteed maturity value will cease to apply. You will

need to contact your Financial Adviser to discuss your options.

What happens at the maturity date? (Capital Redemption Version or on death).

Please refer to your chosen Offshore Bond Provider's product literature.

What are the tax implications of an Offshore Bond?

Please refer to your chosen Offshore Bond Provider's product literature.

Can the Offshore Bond be set up under trust?

Please refer to your chosen Offshore Bond Provider's product literature.

How much is needed to open an Offshore Bond?

You will need to make a single investment to start the Offshore Bond, of whatever the Offshore Bond Provider requires as a minimum.

Where can more information be found about the Offshore Bond?

For more detailed information on the Offshore Bond please refer to your chosen Offshore Bond Provider's terms and conditions and product literature.

How do fees and charges affect the Offshore Bond?

Your Offshore Bond will be charged in the way described in your chosen Offshore Bond Provider's product literature. The Offshore Bond Provider's administration and investment charges are taken from within your Offshore Bond.

In addition, there is a Fee for administering your Offshore Bond within the Wealthtime Select Platform . Please refer to the latest Wealthtime Select Platform Fees Schedule for up to date information. In addition to these charges and Fees you will need to check whether your Financial Adviser applies charges for their services. They should be able to supply full details of these charges and confirmation of how they will affect your investment on request.

Can I change my mind?

Your Offshore Bond will be opened when your application is accepted by your chosen provider. As a UK resident, once your chosen provider accepts your application you will be sent a cancellation notice detailing your right to cancel your Offshore Bond. You will be able to cancel your investment during a period which is normally 30 days after concluding the agreement with your chosen provider and receive a refund less any shortfall to reflect any fall in the value of the assets in the interim and any external expenses incurred in carrying out the asset Transactions. You will be told of this right in more detail, including when it begins and ends and how to exercise it, in documents that will be sent to you at the relevant time. Your right to cancel will remain unaffected if any event beyond your control makes it impractical for you to communicate the wish to cancel. All decisions regarding your Offshore Bond should be taken with your Financial Adviser.

Can the Offshore Bond be shared with someone else?

You may be able to share ownership of your Offshore Bond with someone else subject to what your chosen Offshore Bond Provider will allow. However, if the investment is an investment of Trust assets, all Trust assets will be owned by the trustees of that Trust. In addition, if the investment is an investment of corporate assets, the company will own the assets on behalf of its shareholders.

Which legal jurisdiction applies?

Please refer to your chosen Offshore Bond Provider's terms and conditions to establish which legal jurisdiction applies to your Offshore Bond.

Can I claim compensation?

Your Offshore Bond Product will not be subject to the Financial Services Compensation Scheme but may be covered by the relevant offshore Compensation Scheme.

Please refer to your chosen Offshore Bond Provider's product literature and terms and conditions or contact them for further details.

What if I have a complaint?

Wealthtime Select is authorised and regulated by the Financial Conduct Authority and as such is bound by its rules. If you have a complaint about the Wealthtime Select service you should write to the Compliance Officer at Wealthtime Limited, 1 London Road Office Park, London Road, Salisbury, SP1 3HP.

If the complaint is not dealt with to your satisfaction then the matter may be referred to the Financial Ombudsman Service, Exchange Tower, London E14 9SR (telephone: 0800 023 4567).

Any such action will not affect your right to take legal action. For more information, you will find our Complaints Leaflet in the Literature Library.

In respect of the Offshore Bond Provider, please refer to their website for details of their complaints procedure.

Any complaint regarding the advice given to you by your Financial Adviser should be referred to them for review under their own complaints process, details of which should already have been provided by them.

Important Notes

- The information in these Key Features is not intended to constitute legal and/or tax advice. You should discuss the suitability of your investments with your Financial Adviser and must read the terms and conditions of your chosen Offshore Bond Provider which will override these Key Features where different.
- The Offshore Bond will be subject to a Letter of Instruction signed by you to enable us to administer the Offshore Bond within the Wealthtime Select Platform.
- The valuation of your Offshore Bond will be displayed on the Wealthtime Select website at www.wealthtime.com by logging onto the Wealthtime Select Platform but please note this will only be as accurate as the information we are supplied by your chosen Offshore Bond Provider.
- Wealthtime Select has no legal connection with any Offshore Bond Provider and is unable to accept any liability for any matters other than those arising from its own administration. Both Wealthtime Select and your chosen Offshore Bond Provider have the right to return an application for an Offshore Bond, including any monies, until the full application requirements are met.
- Your rights as an Offshore Bond Policyholder are set out in your chosen Offshore Bond Provider's terms and conditions. These may be subject to change in the future.

If you purchase an Offshore Bond and later cease to be resident in the UK, your Offshore Bond may no longer be held within the Wealthtime Select Platform. We reserve the right, therefore, in these circumstances to require your Offshore Bond to operate outside of the Wealthtime Select Platform.

Whilst the Offshore Bond is within the Wealthtime Select Platform it will only be permitted for:

- a) Individuals who are resident in the UK.
- b) Trusts where the sole or majority of trustees are resident in the UK.
- c) Companies resident in the UK.

Please note these Key Features should be read in conjunction with your Offshore Bond Provider's Key Features and Terms and Conditions.

WEALTHTIME SELECT FUNDS LIST KEY FEATURES

Introduction

This document provides you with the Key Features about the Wealthtime Select Funds List. It should be read in conjunction with the Wealthtime Select Funds List Terms and Conditions, Wealthtime Select Platform Terms and Conditions and the Product Terms and Conditions (as appropriate) and their respective Funds List.

The Wealthtime Select Funds List Facility is operated and administered by Wealthtime Limited.

We recommend you speak to your Financial Adviser if you are considering using the Wealthtime Select Funds List. You should ask your Financial Adviser whether it is suitable for you.

Make sure that you understand the 'Risks' shown in this Key Features document.

This document is based on our interpretation of current legislation and HM Revenue & Customs practice and should not be relied upon for detailed advice or as a statement of law. Please remember that current tax provisions may change in the future. This is an important document. You should keep it safe for future reference.

The position may be different if you are a Legacy Customer, including as to how you can invest, how your assets and money are held and our responsibilities and liability to you. Please refer to "What happens if I am a Legacy Customer?" and Clause 16 of the Terms and Condition for further information.

IMPORTANT: Before using the Wealthtime Select Funds List you should read the Key Features and speak to your Financial Adviser. If you wish to use the Wealthtime Select Funds List this is an "advised only" facility so you will normally need to have a Financial Adviser to access it.

Aims

- The Wealthtime Select Funds List provides the facility to buy and sell individual collective funds from a range of leading fund managers within your Wealthtime Select Platform account.

Your Commitment

- You can make regular and/or single lump sum investments.
- All money for investment must be paid from the relevant Product.
- Your investments will be held within your selected Wealthtime Select Platform Product.
- You should look at your investment as a medium to long term one, in other words five years or more.
- Your money will be pooled with other investors when investments are purchased, but a separate record of your investments will be maintained by Wealthtime Select.

Risk Factors

- The value of your investment and any subsequent income can rise and fall, and is not guaranteed at any time.
- Past performance is not necessarily a guide to the future. What you get back is going to depend on the performance of the investments you have chosen, and will vary from day to day.
- Some funds carry greater risk so they can provide greater potential returns.
- If you cash in your investment, its value could be less than you have invested.
- Fees may have to rise in the future, and this could reduce the value of your investment.
- Changes in exchange rates could affect the value of your investment.
- Any change in general interest rates could affect the value of your investment.
- Investment in emerging markets carries a higher level of risk as these funds can be more volatile, with greater price fluctuations than investments in more mature markets.
- It is our policy to aggregate client Instructions to take advantage of cost savings of dealing. There may also be situations in which such aggregation does not provide the cost advantage that we have sought to achieve on your behalf.
- The cut off for Exchange Traded Fund (ETF) Instructions is 12.00 (noon). Instructions will only be placed from 12.10pm onwards on each business day and Instructions received after 12.00 (noon) on any day will normally be placed from 12.10pm onwards on the next business day. This means that the price of assets may rise or fall in the period between the receipt of your Instruction and the time it is actioned. ETF Instructions will be executed by Wealthtime Select's chosen stockbroker using an omnibus account established by Wealthtime Select with them.
- For some investments there may be a delay in processing large disinvestments should these be a high proportion of the overall fund or issued stock and/or there may be higher costs, levies or charges applying to any such disinvestment. Whilst aggregating Instructions provides you with a number of benefits, one of the risks of aggregation is that such delays and/or costs, levies or charges may be triggered by the aggregated investments being dealt at that time. Where this occurs, these costs, levies or charges are applied across all clients dealing in the investment in question at that time in proportion to their disinvestment. This means that you may suffer such delays and/or costs, levies or charges even where your own disinvestment would not have triggered this/these on its own.

Questions and Answers

What happens to my investment?

This depends on which fund you choose. Your investment will either buy you units in a Unit Trust or shares in an OEIC or ETF.

Some fund managers will have an initial charge, which applies to the amount you invest. This initial charge covers their costs for setting up and registering your investment with them.

How do I invest?

Your Financial Adviser should send a transaction Instruction via the online facility through our website.

Can I make regular investments?

The minimum regular investment is subject to the chosen fund manager's minimum requirements.

Regular investments can be made on a monthly, quarterly, half yearly or annual basis.

What methods of payments are acceptable?

If you wish to purchase an investment you will need to have sufficient cleared funds in the relevant Product.

How will I know my investment transactions have taken place? After your investment has been purchased, the Wealthtime Select Online Service will be updated after we have received the contract notes from the fund managers/stockbrokers and settlement has taken place. A Trade Order Confirmation will be stored in the Document Store on the Wealthtime Select Platform. A Trade Schedule showing your investment will also be stored in the Document Store. You and your Financial Adviser should



check that the details on the Trade Order Confirmation, Trade Schedule and contract notes are correct and inform us immediately if there are any discrepancies.

No unit or share certificate will be issued.

Where do I find information on the funds?

Wealthtime Select provides Key Information Documents (KIDs/KIIDs) for the funds available through the Wealthtime Select Funds List. You must have been supplied with a KID/KIID before an investment is made. This will be provided through your Financial Adviser.

Do I have the right to cancel?

Yes, on your fund investments apart from ETFs, the investments can be cancelled within 14 days of receiving the cancellation form. Wealthtime Select will send you a cancellation notice for each investment you make on behalf of the fund manager.

In order to exercise your right to cancel, you must send signed confirmation to the Wealthtime Select Platform Client Services Team at the address shown in the 'How to Contact Us' section at the end of this document.

If you cancel an investment, you may not get back the full amount you invested if the value of any units or shares has fallen.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 12.1) and you may be liable to pay any outstanding adviser charges.

If you do not want to cancel, then you do not need to do anything.

Wealthtime Select will not send you a cancellation notice for any investments which are re-registered with us or for ETFs.

Your right to cancel will remain unaffected if any event beyond your control makes it impractical to communicate the wish to cancel.

All decisions regarding your investments should be taken with your Financial Adviser.

Can I increase my investment?

You or, on your behalf, your Financial Adviser can increase or decrease your investment at any time.

All Instructions to invest should be made via your Financial Adviser.

Can I switch between funds?

You can switch from any fund to any other fund available on the Wealthtime Select Funds List.

You will pay the initial charge (if any) of the fund being switched into.

All switches between funds are normally treated as a sale and then purchase. The date of the purchase will normally be dependent on the settlement monies for the sale being received from the fund manager. This is normally five working days after the sale. Wealthtime Select will not be liable for any delays caused by non-receipt of funds. If switching out of more than one fund, normally none of the buy trades will be placed until we have received all sale monies.

If you are switching out of a fund that does not trade daily then this will cause an additional delay before the buy elements of the switch can be placed.

How do I sell?

You can sell all or part of your investment at any time. You or, on your behalf, your Financial Adviser can instruct us to sell your investment and should send a transaction Instruction via the online facility through our website.

We will credit the relevant Product with the value of the amount you have sold. This will happen when we receive the cleared funds from the fund manager which is normally within five business days of the date of the sale, but some fund managers may take longer to send the monies.

When must instructions to buy, sell or switch funds be given?

Unit Trusts, OEICs and Pooled Pension Funds

Instructions must be received by Wealthtime Select before the cut off time specified by Wealthtime Select for the particular fund to enable the Instruction to be processed that day. Any Instructions received after that time will normally be processed the next business day. The cut off times for most funds is 10.30am but for others it is 9.30am.

Some funds may not trade every business day and for these funds the Instruction will be processed on the fund's next dealing day.

The cut off times for the particular fund are shown on the Funds List. Exchange Traded Funds (ETFs)

The cut off for ETF Instructions is 12.00 (noon). Instructions will only be placed from 12.10pm onwards on each business day and Instructions received after 12.00 (noon) on any day will normally be placed from 12.10pm onwards on the next business day.

Can urgent purchase or sell Instructions on ETFs be given?

No.

How will I know what my investment is worth?

We will issue a quarterly statement and this will be stored in the Document Store on the Wealthtime Select Platform. This will show the value of your investment and will give details of the transactions that have been made over this period. If you want to know the value of your investment at any other time you should login to the Wealthtime Select Platform or contact your Financial Adviser who will be able to obtain this information from us.

The prices of most funds you hold are available on the Wealthtime Select Platform. Most fund managers also publish their fund prices in The Financial Times or on their own website.

Will I receive any income?

If you invest in a fund offering income units or shares, any distributions will be paid into the relevant Product. A scrip option whereby income is automatically reinvested to buy additional units or shares is not available.

If you invest in a fund offering accumulation units or shares, any income received by the fund remains within the fund and is reflected in the price.

In whose name are the units or shares I buy held?

All units and shares purchased within the Wealthtime Select Funds List will be held in the name of our Trustee in respect of the Wealthtime SIPP or in the name of our Nominee in respect of other Products. In respect of ETFs, we may appoint our chosen stockbroker as a sub-custodian, in which case the shares will be held in our chosen stockbroker's nominee company. We will record the ownership of such shares in our records for your benefit, in accordance with the FCA's client assets rules.

What if a fund is suspended?

If a fund manager suspends dealing in a fund for any reason for any period of time, we will not be able to accept Instructions on that fund until it is reinstated.

Can I invest outside the Wealthtime Select Funds List?

You can trade in any permitted investment within the Wealthtime Select Platform. Please see the Wealthtime Select Permitted Investment List.

What if I die?

This depends on what you have invested in and what Products you have. You will find further information in the relevant Product Terms and Conditions.

What about tax?

This will differ depending on which Product the fund is held in. A general guide is given below but we cannot accept any responsibility for the accuracy of tax information and you should check with your advisers if you require further information.

- UK interest distributions, where paid net, are paid net of 20% income tax.
- If you are investing through your SIPP, ISA or Offshore Bond, no additional tax is payable on either the dividend or interest distribution.
- For your SIPP or ISA it may be possible to reclaim tax on any UK interest distributions.
- You may be liable for additional tax on either the dividend or interest distribution if the fund is held within the General Investment Account. Your Financial Adviser will be able to give you more information in respect of this.
- Your SIPP or ISA is not liable to capital gains tax when you sell your investment.
- You may be liable to capital gains tax if you sell a holding held within your General Investment Account. Your Financial Adviser will be able to give you more information in respect of this.

Fees and Examples

How will fees and expenses affect my investment?

Please refer to the relevant Wealthtime Select Fees Schedule as amended from time to time for details of fees that you may have to pay to Wealthtime Select which are not directly related to investments in the Wealthtime Select Funds List. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com The charges explained below are applied by the fund managers.

Different funds have different charging structures and the amount charged may also vary between fund managers.

There may be an initial charge when we buy units or shares for you from the respective fund manager. Some funds have no initial charge.

Each fund manager also has an annual management charge for investing and managing your money.

Other expenses such as trustee fees, registrar fees, audit fees, stamp duty and regulatory fees are also taken from the funds by the fund managers.

For ETFs under the omnibus arrangement, the stockbroker's charges are as shown in the relevant Wealthtime Select Fees Schedule.

The fund managers', stockbrokers' and our charges may change in the future.

i. Units in dual priced unit trusts:

Units in dual priced unit trusts have two prices

- The buying (offer) price which you pay when you invest, and
- A lower selling (bid) price when you are selling all or part of your investment.

The difference between these prices is known as the 'spread'. The bid offer spread includes any initial charge, as well as the cost to the unit trust of buying and selling investments on the stock market. In most cases, Wealthtime Select has negotiated a discount on the initial charge that will result in a lower buying price, and hence a smaller bid offer spread.

ii. Single priced unit trusts & OEICs

Shares in an OEIC and some unit trusts are priced on a single price basis. This is the price used to buy and sell shares or units, although purchases may be subject to an initial charge.

iii. Single swinging prices

Some fund managers price their funds on a single swinging basis. The price of the units/shares will be determined by the net level of demand in each fund on any given dealing day. If there are more buyers than sellers on a particular day, then the price quoted will be what is normally referred to as the offer price. If there are more sellers than buyers on a particular day, then the price quoted will be what is normally referred to as the bid price. This mechanism is known as single swinging price.

Dilution Levy

In certain circumstances, the fund manager may decide to apply a dilution levy on the purchase or sale of units or shares. This may happen if a high number of purchases or sales take place which would adversely affect the net asset value of the units or shares held by the remaining investors. This levy is intended to ensure that the remaining investors are not unduly disadvantaged.

Example

The example shows the effect of the fund manager's charges on a typical fund.

The actual effect of the fund manager's charges and expenses will depend on the performance of the fund.

The deductions cover fund management and administration costs and may alter if costs change.

The returns you receive may be higher or lower than the returns shown in the example table.

Example – Unit Trusts and OEICs

This example assumes:

FUND A
Initial amount invested £1,000
Initial Charge 0.0%
Annual Management Charge 0.75%
Total Ongoing charges (OCF)* 0.85%
Fund growth 3 % a year

At end of year	Investment to date	Effect of deductions to date	What you might get back assuming 3.0% growth p.a.
1	£1,000	£8	£1,020
3	£1,000	£27	£1,060
5	£1,000	£48	£1,110
10	£1,000	£109	£1,230

This shows the effect on an investment of £1,000, assuming growth of 3.0% p.a. is set out above. The last line of the table shows that over

ten years, the effect of the total fund manager's charges could amount to £109. Putting it another way, this would have the same effect as bringing the illustrated investment growth down from 3.0% a year to 2.1% a year.

* Ongoing charges (OCF) is the cost of investing in a fund, expressed as a percentage of the value of your investment. The cost is used by Fund Managers to pay for investment management, administration and independent oversight of the fund.

WEALTHTIME SELECT KEY FEATURES ADDITIONAL

Information

What if I have a complaint?

If your complaint is about the service you have received from us, please write to the Compliance Officer at the address shown in the 'How to Contact Us' section at the end of this document. You can ask us for a copy of our complaints procedure at any time.

If the complaint is not dealt with to your satisfaction then the matter may be referred to The Financial Ombudsman Service, Exchange Tower, London E14 9SR (telephone: 0800 023 4567) or, where relevant, The Pensions Ombudsman, 10 South Colonnade, Canary Wharf, London E14 4PU (telephone: 0800 917 4487).

Alternatively, you may use the Online Dispute Resolution Platform at www.ec.europa.eu/odr

Any complaint regarding the advice given to you by your Financial Adviser should be referred to them for review under their own complaints process, details of which should already have been provided by them.

If you have a complaint regarding an individual investment, this should be directed to the individual fund manager concerned and again, details should be provided by your Financial Adviser.

Making a complaint will not affect your legal rights. For more information you will find our Complaints Leaflet in the Literature Library.

Can I claim compensation?

If you make a valid claim against us in respect of your investments and we are unable to meet our liabilities in full, you may be entitled to redress from the Financial Services Compensation Scheme (FSCS) by which we are covered and which enables an individual and small business to claim for 100% of any loss up to £85,000. For further information about the scheme including the amounts covered and eligibility to claim please refer to the FSCS website at www.fscs.org.uk

We hold all monies received from you or for your benefit in a client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules. In the event that a bank defaults where we hold a client bank account and we are not liable to you, you may be entitled to redress from the FSCS. Most depositors including individuals and small businesses are covered by the scheme and an eligible depositor is entitled to claim up to £85,000. The £85,000 limit relates to the combined amount in all the eligible depositor's accounts with the relevant bank including their share of any joint account and not to each separate account.

If you have the Offshore Bond Product you will not be protected by the FSCS but may be covered by the relevant offshore Compensation Scheme. Further details are available from your chosen Offshore Bond Provider.

The individual product providers for your underlying investments may themselves offer protection under the FSCS in respect of their products held within your individual Products. Please enquire of your Financial Adviser or the product providers for further information.

Where can I see your Terms and Conditions?



These are set out in the Wealthtime Select Platform Terms and Conditions at the end of this document and at www.wealthtime.com. They may be subject to change in the future.

How is this affected by the law?

In the absence of an agreement to the contrary, the contract will be governed by the Law of England and Wales.

Will I receive interest on my Accounts?

Yes. Monies will start to earn interest as soon as they are cleared in your Account. The rate you will receive will be based on but may not be the same as the rate we receive. The basis on which we calculate interest is set out in the Wealthtime Select Fee Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com/literature-our-fees.html.

What happens if I am a Legacy Customer?

The position stated may be different if you are a Legacy Customer, including as to how you can invest, how your assets and money are held and our responsibilities and liability to you. This is because we have previously offered the ability for clients with SIPP Products to appoint their own Execution Only Stockbroker or Discretionary Investment Manager in relation to their Account. We no longer offer this service to our clients. Please refer to Clause 16 of the Terms and Condition for further information.

TERMS AND CONDITIONS FOR THE WEALTHTIME SELECT PLATFORM, FUNDS LIST AND THE INDIVIDUAL PRODUCTS

INTRODUCTION

IMPORTANT: Before applying for the Wealthtime Select Platform service and the individual Products held under it you should read the Key Features of the individual Products available and speak to your Financial Adviser.

This service facilitates access to potentially complicated Products. Wealthtime Select will only accept clients advised by a Financial Adviser registered with ourselves.

One view of your wealth

The Wealthtime Select Platform helps you to hold and manage all your investments by giving you one view of your investment portfolio through the Wealthtime Select online service. Please note it is a condition of membership of the Wealthtime Select Platform that you register and activate your Account for the Wealthtime Select Online service.

Once you have signed up to the Wealthtime Select Platform and provided you are eligible, you can then open any of the Wealthtime Select individual Product wrappers including a Wealthtime SIPP (Self Invested Personal Pension), Wealthtime Select ISA (Individual Savings Account), Wealthtime Select GIA (General Investment Account) or Offshore Bond or any combination of these.

Your entire portfolio in one place

Details of all your investments across the whole range of Products are held together where they can be viewed, analysed and managed. As a result, you are able to receive the most accurate and timely information and your resulting decisions can be made and implemented efficiently by you in conjunction with your Financial Adviser.

Effective monitoring

Consolidating your investments within the Wealthtime Select Platform makes it easier for you and your Financial Adviser to adjust the overall mix to match your risk profile and financial objectives as your needs change.

WEALTHTIME SELECT PLATFORM TERMS AND CONDITIONS

1. INTRODUCTION

When you submit your Application for a Wealthtime Select Platform account and individual Products please understand that by signing the Application Forms you agree to these Terms and Conditions.

These Terms and Conditions give you important information about the Wealthtime Select Platform and the individual Products you have applied for and together with the Application Forms represent a legally binding agreement between yourself and Wealthtime Select once your Application has been accepted. Acceptance of your Applications is at our complete discretion. We reserve the right not to accept an Application and need not give any reason for doing so.

The SIPP and ISA Terms and Conditions will not apply to you if you have not applied for these particular individual Products. All the remaining Terms and Conditions will apply in all cases.

These Terms and Conditions set out the contract between you (the Client) and us (Wealthtime Select) and should be read in conjunction with the Key Features of such of the individual Products you have applied for.

These Terms and Conditions may be varied. See Clause 26.2 for details. The headings to clauses are for convenience only and do not limit their scope.

2. DEFINITIONS

In these Terms and Conditions:

Account means your account relating to a Product and includes any and all of your Accounts as relevant to the context.

Act means the Financial Services and Markets Act 2000 as amended and re-enacted and all regulations under it.

Adviser Charge means the adviser charges paid from your Account to your Financial Adviser for acting as intermediary as



specified in your Adviser Charges Agreement as agreed between you and your Financial Adviser amended by any later agreement in writing between you and the Financial Adviser and notified to us.

Application and Application Form means the form completed and signed by you to open your Wealthtime Select Wrap and individual Products.

Arrangement means a Client's SIPP or ITP under the Plan which may be divided into separate parts to allow benefits to be paid at different times and in different forms.

Benefit Crystallisation Event means a defined event or occurrence that triggers a test of the benefits 'crystallising' in your SIPP at that point against the individual's available Lifetime Allowance.

Business Day means any day other than a Saturday, a Sunday or any day which is a public holiday in England.

Client means the person who completed the Application Form for the relevant Product.

Client Number means a unique number assigned by us to you, to identify your Wealthtime Select Platform account.

Crystallised means the part of the SIPP fund on which you have drawn benefits and will be known as the crystallised part of the fund. The part on which you have not drawn benefits will be known as the uncrystallised part of the fund.

Deposit Account means an account with a third party bank opened in the name of the Trustee on your instruction for your benefit, made available to you for investment in respect of your Wealthtime SIPP from time to time.

Discretionary Fund Manager means a discretionary fund manager authorised by the FCA and any successors to them nominated or appointed by the financial adviser to manage the financial adviser's client portfolios online using model portfolios.

Discretionary Investment Manager means an investment manager authorised by the FCA, appointed by a Legacy Customer and accepted by us in accordance with Clause 16.

Execution Only Stockbroker means a third party execution only stockbroker authorised by the FCA, appointed by a Legacy Customer and accepted by us in accordance with Clause 16.

FCA means the UK Financial Conduct Authority of 12 Endeavour Square, London E20 1JN, telephone number +44 (0)20 7066 1000 and website www.fca.org.uk.

Fees means fees charged by us in relation to administration and Transactions and any other fees as set out or referred to in these Terms and Conditions and the relevant Wealthtime Select Fees Schedule as amended from time to time, and any other fees levied by us in respect of your Wealthtime Select Platform and the Transactions that take place within it. Although referred to elsewhere in these Terms and Conditions, you should refer in particular to the Fees in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

Financial Adviser means the intermediary, and any separate investment manager, authorised by the FCA as detailed on the Application Forms who provides you with financial and investment advice and who introduces you to the Wealthtime Select Platform, and any successors to them appointed by you and notified to us.

Income Transfer Plan or ITP means the Arrangement established to receive transfers of registered pension scheme arrangements in drawdown as prescribed by the relevant legislation.

Intended Retirement Date means the date you intend to retire for the purposes of regulatory reporting. For regulatory reports, unless you have specified a different intended retirement date to us, we will assume this to be your state pension age.

Instruction means an instruction received by us in connection with your Product in accordance with the terms of your Product, or which is deemed to have been received by us pursuant to one or more of the terms of your Product.

ISA means Individual Savings Account as referred to in the ISA Regulations.

ISA Account means each separately held ISA Account. It refers to the relevant portfolio of Qualifying Investments (as selected by you or your Financial Adviser) and any uninvested cash holding. It is this which the Manager has on record as existing for your benefit and attributable to your ISA.

ISA Account Investments means your Account in terms of your Stocks and Shares ISA.



ISA Regulations means the Individual Savings Account Regulations 1998 as amended from time to time.

JISA means Junior Individual Savings Account as referred to in the ISA Regulations.

Legacy Customers means certain clients who we have previously permitted and continue to permit to use Discretionary Investment Managers or Execution Only Stockbrokers in respect of their SIPP Products within the Wealthtime Select Platform. For the avoidance of doubt, these services are no longer available to anyone except Legacy Customers.

Offshore Bond means the relevant Offshore Bond as chosen by the client and/or Financial Adviser and held under the Offshore Bond Product facility, under the Wealthtime Select Platform.

Other Assets and Liabilities means your assets and liabilities that you or your Financial Adviser enters onto our Wealthtime Select Website for viewing purposes (sometimes known as the notepad), but which are not to be held within the Wealthtime Select Platform and are therefore not covered by the Wealthtime Select Platform or administered by Wealthtime Select.

Our Nominee means Wealthtime Select Trustees Limited, or such other nominee of our choosing as we may appoint from time to time, in each case as our nominee for the purposes of the FCA's client assets rules.

Pension Transfer and Pension Opt Out have the meanings provided in the FCA Handbook Glossary.

General Investment Account (GIA) means your investments (outside of the Wealthtime SIPP, ISA and Offshore Bond) held within your Wealthtime Select Platform account.

Plan means your part of the Wealthtime Self Invested Pension Plan including both the SIPP and ITP.

Product means an ISA, a JISA, a SIPP (including the ITP), an Offshore Bond, the GIA or any other Product, including client bank accounts that may be permitted by Wealthtime Limited to be held within the Wealthtime Select Platform from time to time.

Product Anniversary Date means the anniversary of your Product Start Date.

Product Number means a unique number assigned by us to each of your Products.

Product Start Date means the date your Product was set up.

Qualifying Investments means those investments permitted to be held in an ISA according to the Regulations.

Registered Contact means the person with parental responsibility for the child who takes out a JISA on the child's behalf.

Self Invested Personal Pension or SIPP means the Wealthtime Self Invested Pension Plan "the Scheme" established to receive contributions and/or transfer payments as prescribed by the relevant legislation. The Scheme is a Registered Pension Scheme established for the sole purpose of the provision of pension and lump sum benefits for eligible individuals under the Finance Act 2004.

Transaction means a Transaction in relation to the Wealthtime Select Platform and the individual Products in respect of which we are providing a service which results in a change in the legal and/or beneficial ownership of any assets held within the Wealthtime Select Platform or the addition of further assets. This will include your buying and selling of investments, the switching of investments, and the re-investment of dividends, interest and income. It also includes any payment in or out of monies in a Deposit Account. In respect of Legacy Customers only, it may include a transaction initiated by a Discretionary Investment Manager or through an Execution Only Stockbroker.

Transaction Fees means our Fees in respect of Transactions as set out in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com.

Trustee means Wealthtime Trustees Limited in its capacity as the trustee of the Wealthtime SIPP.

Uncrystallised means the part of the SIPP fund on which you have not drawn benefits and will be known as the uncrystallised part of the fund.

UK means England, Wales, Northern Ireland and Scotland, excluding Isle of Man and Channel Islands.

U.S. Person means any U.S. citizen or other person specified as being a U.S. Person in the Foreign Account Tax Compliance Act 2010 (FATCA).

We, us and our means Wealthtime Select.

Wealthtime Select means Wealthtime Limited or Wealthtime Trustees Limited where appropriate in the particular context and unless a specific company name is mentioned. Wealthtime Select is a trading name of Wealthtime Limited, registered in England No. 6016480. Registered Office: 1 London Road Office Park, London Road, Salisbury, SP1 3HP.

Wealthtime Select Permitted Investment List means the list of asset types that can be purchased by Clients along with any limitations within a particular product or advice channel.

Wealthtime Select Funds List means the funds list operated and administered by Wealthtime Select in conjunction with its Products, which list those funds available for Clients to purchase.

Wealthtime Select Funds List Facility means the technology provided by Wealthtime Select that enables you and your adviser to choose the funds you wish to invest in from the Wealthtime Select Funds List and transmit the order to your chosen fund manager.

Wealthtime Limited means the company providing the Wealthtime Self Invested Pension Plan and the administration services for the SIPP and ITP. Wealthtime Limited is the Provider, the Establisher, the Operator and Scheme Administrator of the Wealthtime Self Invested Pension Plan. It is also the manager of the Wealthtime Select ISA and provides administrative services for the Wealthtime Select General Investment Account.

Wealthtime Select Online means the World Wide Web site operated from URL www.wealthtime.com or any successor URL and which you and your Financial Adviser will register for access.

Wealthtime Select Platform means the facilities including services in relation to administration and Transactions provided by us in respect of your portfolio of Products. The Wealthtime Select Platform will be provided according to these Terms and Conditions.

Wealthtime Select Self Invested Pension Plan means the registered pension scheme established by Wealthtime Limited.

Wealthtime SIPP, the **Wealthtime ITP** and/or the **Plan** mean the Wealthtime Self Invested Pension Plan.

Wealthtime Select Website means the World Wide Web site operated from URL www.wealthtime.com or any successor URL and which you and your Financial Adviser will register for access.

You and **your** means the person in whose name(s) the Wealthtime Select Platform account and the relevant Products are opened.

3. SIPP SPECIFIC TERMS AND CONDITIONS

3.1 Introduction

In the case of a conflict between the following Terms and Conditions and any other Terms and Conditions the former shall prevail.

This Agreement is made between the Client and Wealthtime Limited ('the Scheme Establisher', 'the Scheme Provider', 'the Scheme Administrator' and 'the Scheme Operator') and Wealthtime Trustees Limited in its capacity as trustee of the SIPP ('the Trustee').

The Scheme is a Registered Pension Scheme. It has been established for the sole purpose of the provision of pension and lump sum benefits for eligible individuals under the Finance Act 2004.

The Scheme is governed by a declaration of trust and rules ("the Rules") (in which a Client is referred to as a Member) and any subsequent deeds amending these. Under the provisions of these documents each separate Arrangement is a separate trust fund distinct from the other Arrangements under the Scheme. Wealthtime Limited is the Scheme Establisher and Operator and Wealthtime Trustees Limited is the

Trustee of the Scheme. Wealthtime Limited is appointed by the Scheme Establisher to administer the Scheme on its behalf and undertakes to administer the Scheme in accordance with the Rules. A copy of the Rules is available upon written request.

3.2 Contributions and Transfers (Applicable To SIPP Only)

The Client and/or his/her employer (if applicable) may contribute, to the Scheme at any time subject to any restrictions that may be imposed by legislation.

The Client may also arrange for a transfer of any other pension entitlement he/she may have to the Scheme. Please note that at the outset the Plan will normally have one separate arrangement ('Arrangement'). Further Arrangements may be created in the future if required. All contributions and transfer payments received in respect of the Client will be paid into the Arrangement.

3.3 Income In Payment Transfers (Applicable To ITP Only)



The Client may arrange for a transfer from any registered pension scheme that is currently providing benefits in respect of the whole of the assets transferred. No other types of transfers to the ITP are permitted.

3.4 Requirement for Advice

Pension transfers in, whatever the value, and SIPP's being established for the purpose of a Pension Opt Out will only be accepted when accompanied by a positive recommendation from a Financial Adviser appropriately qualified in accordance with the FCA requirements.

Taking pension benefits is a significant and irreversible step. The Wealthtime SIPP is an adviser only platform therefore any client must have taken advice to access pension benefits.

3.5 Benefits

These are subject to complex rules which are explained in the Wealthtime Select Platform Key Features.

As Wealthtime Select is an adviser only platform you must take financial advice to take benefits or vary benefits from your Wealthtime SIPP.

4. WEALTHTIME SELECT ISA SPECIFIC TERMS AND CONDITIONS

In the case of a conflict between the following Terms and Conditions and any other Terms and Conditions the former shall prevail.

Wealthtime Limited and our Nominee are involved in your Wealthtime Select ISA as follows:

- Wealthtime Limited (the ISA Manager) administers your Wealthtime Select ISA in terms of the Regulations.
- Our Nominee is the nominee company of Wealthtime Limited in whose name investments will be registered in accordance with the FCA's client assets rules. Investments will however be in your beneficial ownership.

4.1 Opening Your Wealthtime Select ISA

You can open an ISA if you are resident in the UK and are aged 18 or over. You can also apply if you are a Crown employee working outside of the UK but being paid out of UK public revenue, or are married to such a person. You cannot open a Wealthtime Select ISA jointly with anyone else. We are unable to accept applications by fax or email.

You can subscribe to one Stocks and Shares ISA with us each year. You cannot subscribe more than the HM Revenue & Customs permitted limit in total per tax year. To be eligible to subscribe the same conditions as for opening an ISA apply (see above).

The choice of investments is restricted to those available from the Wealthtime Select Funds List and indicated as being permissible with an ISA. Wealthtime Select does not offer a cash ISA, a Help to Buy ISA, Lifetime ISA or an Innovative Finance ISA. Your Wealthtime Select ISA will begin when your subscription is paid to your Wealthtime Select ISA. Any future subscriptions must comply with the ISA Regulations and these Terms and Conditions.

When you apply for the Wealthtime Select ISA, you sign a statement confirming that the content of your application form is correct. It is a condition of providing the ISA service that you confirm to us that you meet the eligibility requirement for the ISA for which you are applying.

We reserve the right to ask you to provide proof of your status and eligibility for a Wealthtime Select ISA before we accept your application.

Our Fees in respect of the Wealthtime Select ISA are described in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com

4.2 Transferring your existing ISA to a Wealthtime Select ISA

This is normally possible but you need to check on what terms with your existing ISA manager. Your Wealthtime Select ISA with us will begin when we receive your ISA cash and/or holdings from your current plan manager.

4.3 Eligibility for a Wealthtime Select ISA

If you do not comply with these terms and conditions or with the ISA Regulations then we may have to close or void your Wealthtime Select ISA. If so, then we will write to tell you.

You must write to us immediately if you are no longer eligible to open a Wealthtime Select ISA or to add to your existing Wealthtime Select ISA. You will be able to keep your existing Wealthtime Select ISA open but will not be able to make further subscriptions to it.

4.4 Subscribing to your Wealthtime Select ISA

You can fund your Wealthtime Select ISA by following the instructions on Wealthtime Select Online. Regular payments to your Wealthtime Select ISA must be by Direct Debit.

You can also subscribe to your Wealthtime Select ISA by sending us a cheque, together with written instructions as to which

Account that cheque is to be applied. All cheques should be made payable to "Wealthtime Limited Client Account".

Wealthtime Select can accommodate the flexibility rules that came into effect from 6th April 2016. This means that withdrawals made and replaced within the same tax year will not affect your annual limit.

You must make payments into your Wealthtime Select ISA with your own money. If the subscription comes from a third party you must be able to show that it is your money. Your payments must not go over the limits laid down in the Regulations.

You can make lump sum (or one off) payments from your General Investment Account.

If you do not pay into your Wealthtime Select ISA during a tax year and want to pay in a following tax year, you will need to make a fresh application before we can accept your further payment. This is a requirement of the Regulations.

4.5 Your payments

Your payments into your Wealthtime Select ISA will be received and paid as required into a specified client bank account which is designated as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules. Further information is set out in Clause 9.

4.6 Tax

You will currently not pay tax on any income from your Wealthtime Select ISA investments or on any interest on cash held within your Wealthtime Select ISA.

4.7 Administering your Wealthtime Select ISA

We will comply with the ISA Regulations in looking after your Wealthtime Select ISA and if one of your investments is not a qualifying investment under these regulations (or these Terms and Conditions), or any changes to them in the future means that it is no longer a qualifying investment, then we will ask you or your Financial Adviser to sell it and pay the proceeds to your Wealthtime Select ISA or re-register it into your own name.

471 Qualifying Investments

The categories of investments permitted by us to be held as Wealthtime Select ISA Account Investments are restricted to the ISA approvable investments offered by the Wealthtime Select Permitted Investment List. You should refer to your Financial Adviser for our latest requirements.

You may purchase Qualifying Investments providing:

- These are acceptable to us
- You have sufficient cleared funds held in your Account
- They are approvable under the Regulations, any legislation and HM Revenue & Customs requirements applicable to the Wealthtime Select ISA.

472 Buying, selling and switching ISA Account Investments

All funds must appear on the Wealthtime Select Funds List and be purchased via the Wealthtime Select Funds List Facility.

473 In whose name are the Wealthtime Select ISA assets registered?

All assets purchased through the Wealthtime Select Funds List Facility will be registered in the name of our Nominee unless they have been purchased through a stockbroker in which case they will be registered in the name of its nominee company for the benefit of our clients.

All assets purchased through the Wealthtime Select Funds List Facility will normally be registered collectively with those of other clients of ours holding similar assets and may not be identifiable by separate certificates or other physical evidence of title. Investments may be held not only in dematerialised form electronically, but may also be aggregated with investments of our other clients so that your interest in investments will only be evident from our internal records.

You are not permitted to use any assets as collateral or as security or a pledge. You undertake that any assets transferred to us will be free of all third party interests.

We, or Our Nominee, may give the issuer or trustee of your investments your name and address and size of your holding. Other parties holding your investments will also do likewise. Due to your assets being registered in the name of our Nominee on a pooled basis, additional benefits may arise that would not otherwise have occurred had your investment been registered in your own name. By registering investments in this manner you may also lose benefits which you might otherwise have gained had investments been registered in your own name.

474 Tax

We will contact HM Revenue & Customs (on your behalf) to:

- Reclaim UK interest tax deducted from distributions arising from Wealthtime Select ISA Account Investments where appropriate; and

- Make any other appropriate claims relating to tax for Wealthtime Select ISA Account Investments.

For these purposes, we may carry out appeals and agree, on your behalf, liabilities for and reliefs from tax. You do not have to pay tax on the income and capital gains of Wealthtime Select ISA Account Investments as long as we and you keep to the Regulations. This exemption may change in the future.

4.7.5 ISA manager delegation of duties

As ISA manager we will need to satisfy ourselves that any person to whom we delegate any of our functions or responsibilities under the terms agreed with the investor is competent to carry out those functions and responsibilities.

4.8 Income

Any distributions, dividends, interest or other proceeds received in respect of the Wealthtime Select ISA will be credited to your Account.

4.9 Transfers, withdrawals and closures of your Wealthtime Select ISA You can write to us at any time to close your Wealthtime Select ISA or to withdraw or cash in some or all of your Wealthtime Select ISA.

Under the ISA Regulations, we can take up to 30 days to process your request. If you only withdraw or cash in some of the Wealthtime Select ISA Account Investments you must keep to any minimum or limits and restrictions specified in the Key Features. The amount you get may be affected by any money we keep under Clause 4.10.

We can pay proceeds to you by:

- Transferring the amount to a bank account in your name; or
- Cheque.

We can:

- Transfer any ISA you hold with another ISA manager to your Wealthtime Select ISA provided the investments are permitted on the Wealthtime Select Permitted Investment List for ISA and are available within the Wealthtime Select Funds List.
- Transfer all of your Wealthtime Select ISA to another ISA manager. Partial transfers are not available.
- Withdraw funds from your Wealthtime Select ISA and make payment to you. You can withdraw funds as long as you are not in default and/or we do not have grounds for refusing to act on your Instructions.
- Arrange for the sale of investments held in your ISA so that you can withdraw funds if you have given us instructions to do so.
- Close your ISA. We will transfer the cash or proceeds of sales of the investments to you, subject to any charges.

All requests must be made in writing.

If you choose in the future to combine more than one ISA we will not be able to split these again if you choose to transfer.

You must ensure that there are sufficient funds in your Wealthtime Select ISA to pay any tax liability and charges incurred.

Any charges levied by us and deducted from your Wealthtime Select ISA may reduce the tax benefits available to you.

4.10 When we can keep the money from the proceeds of your Wealthtime Select ISA

We are entitled to use any cash in your Wealthtime Select ISA or arrange for the sale of any Wealthtime Select ISA Account Investments:

- To pay our Fees; and
- To pay any tax or other amount necessary to HM Revenue & Customs or other Government agency in relation to your Wealthtime Select ISA.

If we do not know how much the tax or other amount will be, we may keep an amount of cash that we feel is reasonable and appropriate.

4.11 Statements

We will issue statements quarterly and these will meet the ISA Regulations and the rules of the FCA and any other relevant regulator. Each statement will contain a note of the value of your Wealthtime Select ISA Account and details of any Transactions carried out since:

- You set the Wealthtime Select ISA up, or
- The date of the last statement, if this is later.

These statements and the Transactions can be seen on the Wealthtime Select Platform.

If you ask to transfer, withdraw or cash in any or all of your Wealthtime Select ISA Account you will be able to see the value of the relevant Wealthtime Select ISA Account assets and how we have arrived at the value on Wealthtime Select Online.

4.12 Who owns the cash and investments in your Wealthtime Select ISA? The Wealthtime Select ISA investments will be, and must remain in, the beneficial ownership of the investor and must not be used as security for a loan. Cash will be held for your benefit in a client bank account which is set up as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules. Further information is set out in Clause 9.

You are not allowed to transfer your rights to your cash or investments to any other person.

Our relationship is with you and we will not recognise the interest or claim of any other person, unless, by law, we have to. For example, this means that you cannot use any of the Wealthtime Select ISA Account assets as security for any borrowing or other money, which you owe.

4.13 Transactions

We may refuse to carry out or allow any Transaction on your behalf on the Wealthtime Select ISA if we are not reasonably satisfied that:

- The Transaction is legal,
- It is allowed by the ISA Regulations, and
- It is you or your Financial Adviser who has asked for or authorised it, or we have any other reasonable grounds for questioning the validity of the instruction.

4.14 Transfers

Transferring an ISA to us

You may transfer all of your current tax year ISA or part, or all, of a previous tax year ISA to us from another manager. The transfer

will depend on the other manager agreeing. You cannot transfer the insurance component of an ISA to us. There is no maximum amount that can be transferred.

Our Fees for this service are described in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.Wealthtime Select.co.uk/literature-our-fees.html. Your existing ISA manager may apply an exit charge.

Transfers may be in cash or in specie, providing the investments types are included in the Wealthtime Select Permitted Investment List for ISA and are available within the Wealthtime Select Funds List. In the latter case, there may be additional charges raised by the existing manager or fund managers with whom underlying investments are held.

Transferring to another manager

You may ask us, at any time, to transfer all of your Wealthtime Select ISA to another manager suitably authorised under the Act and approved under the Regulations. The transfer will depend on the other manager agreeing.

Your Financial Adviser will need to cash in the relevant Wealthtime Select ISA Account investments using Wealthtime Select Online before the transfer, or we will transfer assets where requested to do so. Except for any money we keep under Clause 4.10, we will pay the proceeds to the other manager on a date we, you and the other manager agree.

4.15 When we may close your Wealthtime Select ISA

We may close your Wealthtime Select ISA at any time but will endeavour to give you three months written notice if we plan to stop administering your Wealthtime Select ISA because:

- We decide in good faith that it is no longer reasonably practical for us to keep to the Regulations; or
- We decide that administering the type of ISA which you hold has stopped being commercially worthwhile for us.

During the period of notice you can transfer your Wealthtime Select ISA to another manager (Clause 4.14). If you do not transfer your Wealthtime Select ISA during the period of notice, we may then close it.

We may close your Wealthtime Select ISA either immediately or at the end of the tax year if you withdraw or cash in all of the Wealthtime Select ISA Account.

We may close your Wealthtime Select ISA immediately if you have already paid in the maximum amount allowed by the Regulations during the tax year. Otherwise we will wait until the end of the tax year in case you decide to make any further payments.

If we discover, or HM Revenue & Customs tells us, that your Wealthtime Select ISA has or will become invalid and is irreparable, we will give you written notice of this straight away, and we will have to close your Wealthtime Select ISA. If we close your Wealthtime



Select ISA, we must follow the relevant Regulations and after meeting any tax liability the monies will be returned to you.

We will not be liable for any loss, liability or damage that you suffer as a result of our closing the Wealthtime Select ISA.

We will give you all relevant information and certificates that you need, that relate to tax under the Regulations.

Except for any amount we keep under Clause 4.10 or provisions referred to in it, we will pay you the Wealthtime Select ISA Account proceeds after sale of non cash assets, although we may transfer the non cash Wealthtime Select ISA Account assets, to you.

Wealthtime Select will notify you if, by reason of any failure to satisfy the provisions of the ISA regulations, the Wealthtime Select ISA has, or will, become void and on your instructions all the investments held in the Wealthtime Select ISA and proceeds arising from those investments will be transferred or paid to you within 30 calendar days of the request being received by Wealthtime Select.

4.16 Death

If you die, we will deal with the Wealthtime Select ISA Account as instructed by your personal representatives. They must first prove they have authority to give us this instruction. They can ask us to cash in the Wealthtime Select ISA Account Investments and pay the proceeds to them in cash, including the balance in the ISA client bank account, or they can ask us to transfer the Wealthtime Select ISA Account Investments to them. We may have to keep some money under Clause 4.10.

Where the holder of an existing Wealthtime Select ISA dies after 3rd December 2014 a surviving spouse/civil partner is entitled to an Additional Permitted Subscription equal to the value of the deceased's Wealthtime Select ISA at the date of their death, in addition to their normal Annual Allowance, irrespective of whether the ISA is left to the surviving spouse/civil partner by the deceased.

The additional subscription must be made within 3 years of the date of their death or 180 days after the administration of the estate is completed, whichever is later.

The Wealthtime Select ISA will accept Additional Permitted Subscription allowance transfers in and subscriptions. The Additional Permitted

Subscription must be made as a single cash payment to the Wealthtime Select ISA. Any allowance available that is not used with the initial

Additional Permitted Subscription will be lost. In specie asset transfer subscriptions are not permitted.

An Additional Permitted Subscription allowance can be transferred to another ISA Manager providing no subscription under the Additional Permitted Subscription allowance has already been made.

4.17 Changes to our Wealthtime Select ISA Terms and Conditions

If we change or add to our Terms and Conditions to your disadvantage, you can transfer your Wealthtime Select ISA to another ISA manager or close your Wealthtime Select ISA Account without loss of interest and without having to pay any extra Fees.

You should note the power of other service providers to amend their Terms and Conditions including Fees and refer to the relevant Terms and Conditions.

4.18 Liability

We have no liability for errors of judgement or for any other action we have taken in good faith, or not taken, in connection with your Wealthtime Select ISA, unless there has been default or negligence by us.

Nothing in these Terms and Conditions excludes or restricts any liability that we may have by law or as a result of breaking the rules of a regulator or as a result of breaking the Regulations.

We do not guarantee the performance of your Wealthtime Select ISA or the profit you may make from it. We will not be responsible for any loss of opportunity through which the value of the Wealthtime Select ISA could have been increased, or for any reduction in the value of the Wealthtime Select ISA, unless the loss is caused by our default or negligence.

The above provisions are in addition to the Wealthtime Select Platform Terms and Conditions which describe the limits to, and exclusions from, our liability and also describe our exclusion of liability and responsibility for the actions and omissions of the Financial Adviser and other bodies associated with your Wealthtime Select ISA. In no event will this Clause exclude or restrict any liability which we may have under the Act or by virtue of the Regulations or other statutory or regulatory provisions.

You may ask us for a statement describing your rights to compensation if we become unable to meet any of our liabilities to you in connection with your Wealthtime Select ISA.

5. WEALTHTIME SELECT JISA SPECIFIC TERMS AND CONDITIONS

The preceding Wealthtime Select ISA Terms and Conditions and any references to ISAs in the Wealthtime Select Platform Terms



and Conditions shall also apply to the Wealthtime Select JISA subject to any JISA specific Terms and Conditions, rules and regulations and HM Revenue & Customs guidance which differ from them.

The application for the Wealthtime Select JISA shall be made by the Registered Contact.

The Wealthtime Select JISA investments shall be in the beneficial ownership of the child.

Wealthtime Select will make available to the Registered Contact all information that would be made available to the Client under a Wealthtime Select ISA.

6. WEALTHTIME SELECT FUNDS LIST SPECIFIC TERMS AND CONDITIONS

6.1 General

You may choose on the advice of your Financial Adviser to invest in the Wealthtime Select Funds List range of funds that are available to be utilised within the Wealthtime Select Platform. Your Financial Adviser will have details of the current range of funds available. You must have appointed a Financial Adviser to be able to use this facility.

The funds available within the Wealthtime Select Funds List may be subject to change or closure without notice. The inclusion of funds within the Wealthtime Select Funds List does not indicate they may be suitable for your individual circumstances and we recommend you seek advice from your Financial Adviser prior to instructing a purchase or sale.

Wealthtime Select provides Key Information Documents (KIDs/KIIDs) for the funds available through the Wealthtime Select Funds List. You must have been supplied with a KID/KIID before an investment is made. This will be provided through your Financial Adviser.

You can give Instructions for regular investments or sales. The minimum regular investment is subject to the chosen Fund Manager's minimum requirements. Regular investments can be made on a monthly, quarterly, half yearly or annual basis.

All Instructions must be through your Financial Adviser to buy, sell or switch funds and must be communicated to Wealthtime Limited by your Financial Adviser sending a Transaction Instruction via the trading tab on the Wealthtime Select Online Service – other forms of email Instructions are not acceptable. You will not be able to submit Limit Orders or At Best Orders for ETFs through the Wealthtime Select Online Service.

Unit Trusts, OEICs and Pooled Pension Funds

All Instructions submitted via the Wealthtime Select Website must be received by our cut off time for the particular fund, to enable the Instruction to be processed that day. Any Instructions made after such time as the aggregated trade process has been run for that fund, will be processed the next Business Day.

Exchange Traded Funds (ETFs)

The cut off for ETF Instructions is 12.00 (noon). Instructions will only be placed from 12.10pm onwards on each Business Day and Instructions received after 12.00 (noon) on any day will normally be placed from 12.10pm onwards on the next Business Day. ETF Instructions will be executed by our stockbroker using an omnibus account established by Wealthtime Select with them.

If the fund manager does not trade every Business Day on a fund, the trade will normally be placed on the next trading date for that fund.

If you wish to delete an Instruction, your Financial Adviser may be able to do so via the Wealthtime Select Website before the trade is placed. We will not be liable should we reasonably not be able to fulfil your request.

Where you request that we delete an Instruction prior to completion of the transaction in question, we will use reasonable endeavours to effect that cancellation. However, if having used such reasonable endeavours we are unable to cancel the Instruction in question, we shall have no liability to you for failing to effect such cancellation request.

A dilution levy may be applied to trades by the fund managers at their discretion.

6.2 Form of instruction

621 Wealthtime Select will not be liable for any delays due to Instructions being made which they reasonably deem to be unclear and therefore require clarification from the sender.

622 You or your Financial Adviser on your behalf must ensure that Instructions are complete and unambiguous.

You must ensure that:

- a) you have included in your Instruction the full name of any investment to which your Instruction relates and checked any applicable SEDOL number (or equivalent);
- b) you have checked in your Instruction any applicable designation or class of the particular investment to which your Instruction relates;

- c) where your Instruction relates to the purchase of an investment, that you have only given an Instruction in respect of an investment
 - (i) of a kind which is suitable for the Product in respect of which you are proposing to purchase the investment in question, and
 - (ii) in respect of which you are an eligible investor, pursuant to the terms of the investment in question.

623 Where you have failed to provide the information specified in, or have otherwise failed to comply with Clause 6.2.2 above, or where the Instruction in question is otherwise incomplete or ambiguous we shall be entitled, at our discretion, to:

- a) deem any such Instruction in respect of unit trusts or OEICs for which different classes of units or shares are available, to be an Instruction to purchase accumulation units or shares;
- b) delay the acceptance, and/or suspend our deemed acceptance pursuant to Clause 6.2.5 below, the Order of Transmission Policy, of any such Instruction whilst we seek clarification from you and/or your Financial Adviser;
- c) reject any such Instruction; or
- d) process the Instruction in respect of the investment, or such class or designation of the investment, which appears to us to be the closest to the investment described in your Instruction;

In each case, without liability to you for any loss which you may incur as a result.

624 Instructions may not have been processed by us, and are not accepted by us, if they do not appear on your Latest Valuation, your Asset Transaction or your Trade History pages on the Wealthtime Select Website. The details of an Instruction which we have processed and accepted will be set out on your Latest Valuation and your Asset Transaction pages on the Wealthtime Select Website in addition to the transaction in question being contained in your trade schedule/contract note and to the details being set out in any confirmatory Trade Order. We provide access for you and your Financial Adviser to your Latest Valuation and your Asset Transaction pages on the Wealthtime Select Website on a daily basis in order that you can review your Wealthtime Select Platform account, and the transactions for which you have provided us with Instructions. As we provide transmission only services in conjunction with your Financial Adviser, it is the responsibility of you and your Financial Adviser to ensure that you check that the Instruction has been accepted and accurately interpreted by us and notify us of any discrepancy within 14 days of the date on which you gave, or believed that you had given, the Instruction in question. Where you or your Financial Adviser notify us outside of this 14 day period, you accept

and acknowledge that any compensation payable for loss suffered or sufferable if we have negligently failed to carry out an Instruction we have received will be restricted to the value of the loss on the last day of the 14 day period, and you will indemnify us against any payment which we make pursuant to a claim in respect of any loss suffered as a result of any such discrepancy to the extent that such payment exceeds the value of the loss on the last day of the 14 day period in question.

625 Where a fund manager or product provider divests or modifies your holding at any time in accordance with the rights afforded to them under the terms of the investment in question at that time, you will be deemed by us to have given us an Instruction to liquidate or so modify the holding in question.

626 Use of model portfolio templates

Where your Financial Adviser uses a model portfolio template in order to make transactions in cash and investments which you have from time to time in the Wealthtime Select Platform, the following terms will apply and shall take precedence over any other term of this agreement which deals with the same issue:

- a) re-balance and fund switch Instructions may be subject to a de minimis of £10 and also subject to the individual fund manager's minimum requirements;
- b) re-balance and fund switch Instructions are construed by us as a single transaction Instruction and, therefore, we send out a single Trade Schedule/contract note at the completion of the entire Instruction only; and
- c) when undertaking re-balance or fund switch Instructions, we cannot guarantee exact replication of model portfolio template proportions as the Instruction utilises historic prices but the transactions take place at the price actually achieved.

6.3 Instruction conditions

631 Instructions are subject to any minimum levels or restrictions set by law or regulation of the market in question, or the fund or product manager in question in respect of any such instruction. In addition, in each case from time to time, some fund managers and ETFs may only allow whole numbers of units and not fractions.

Such above minimum values shall apply per Instruction per investment.

632 Any sell Instruction on a value basis which exceeds 80%* of the last known value will not be processed because of the risk that the price may have fallen before execution. The trade will need to be resubmitted on a number of units basis.

* This percentage may be amended in volatile market conditions.

633 All Instructions are deemed to be inclusive of costs, expenses and charges. This means that, for example, a buy Instruction for £15,000 will have any applicable costs, expenses and charges taken from that amount prior to it being used to make the purchase in question.

634 You are prohibited from:

- a) signing up to the Wealthtime Select Funds List if you are a US Person as defined by the Foreign Account Tax Compliance Act (FATCA).
- b) giving any Instructions if, at the time in question, you are situated in the USA or any of its territories or possessions or areas subject to its jurisdiction or to or for the benefit of a U.S. Person.
- c) purchasing the investments as a nominee for, or for the account or benefit of, any U.S. Person.
- d) transferring investments to a U.S. Person or within the USA or otherwise in a transaction that would give rise to the registration requirements of the U.S. Securities Act of 1933 as amended, (the "1933 Act") or the U.S. Investment Company Act of 1940 as amended, and engage in hedging transactions with respect to investments that are not in compliance with the 1933 Act or other U.S. legislation.

If a client currently resident outside the USA becomes resident in the USA (and consequently comes within the definition of a U.S. Person), they must notify Wealthtime Select and will be required to transfer out and may need to sell certain investments.

If you are in any doubt as to your status please obtain appropriate legal advice.

6.4 Order transmission policy

6.4.1 Introduction

Under FCA rules, Wealthtime Select is required to set out its policy on receiving and transmitting orders for investments within its Products, and how it ensures that it acts in its client's best interests as a transmitter of client orders.

6.4.2 The role of Wealthtime Select

Wealthtime Select acts as transmitter of client investment orders which may be transmitted to and from the relevant parties by fax, post or electronically depending on the investment.

Wealthtime Select will not amend client orders.

Wealthtime Select does not "execute" any transactions, so is not required to meet all of the "best execution" requirements but instead relies on the best execution policies of the executing venues – it does not actually undertake the transaction itself but passes it on to fund managers and/ or stockbrokers, who will undertake the transaction. The fund managers and stockbrokers each have their own best execution policies normally described in their own Terms and Conditions.

Wealthtime Select monitors and reviews these arrangements but it is recommended that clients and their advisers check the "best execution" policy of the chosen investment provider or stockbroker before proceeding.

6.4.3 Client categorisation

All Wealthtime Select clients are categorised as retail customers.

6.4.4 Entities to which orders are transmitted Unit Trusts, OEICs and Pooled Pension Funds

Entities within the EEA to which orders are transmitted are fund managers with which Wealthtime Select normally has written agreements. They should have execution arrangements in line with FCA requirements that enable Wealthtime Select to comply with its obligations to obtain the best outcome when it transmits orders to them for execution. If you want to see a copy of these Execution Policies you can obtain these from the fund managers concerned.

Exchange Traded Funds (ETFs)

Orders in respect of ETFs will be transmitted to our chosen stockbroker and executed using an omnibus account established by Wealthtime Select with them. If you wish to see a copy of their Execution Policies we will direct you to their website.

Entities outside the EEA

Wealthtime Select will not transmit orders to an entity outside the EEA.

6.4.5 Dealing with Fund Managers

Normally, written Fund Manager Agreements are drawn up between the Wealthtime Select Funds List and each fund manager including general terms of dealing.

Any Adviser Charges paid to Financial Advisers by Wealthtime Select must be in accordance with the client's agreement as evidenced by the Adviser Charges Agreement the client has entered into with the Financial Adviser.

Client fees are set out in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com/literature-our-fees.html. Clients need to check with the investment provider for any additional fees or charges that they charge.

64.6 Aggregated Instructions

We aggregate all valid Instructions of the same investment and place them as a single transaction in the name of our Nominee. We do not net off buy Instructions against sell Instructions. We do not carry out non-aggregated fund Instructions as, by aggregating all valid Instructions received relating to the same investment, we are able to achieve the best possible result for clients by providing fair allocation of all Instructions. Subject to Clause 6.6 below in respect of Exchange Traded Funds (ETFs) the following applies:

The cut off for ETF Instructions is 12.00 (noon). Instructions will only be placed from 12.10pm onwards on each Business Day and Instructions received after 12.00 (noon) on any day will normally be placed from 12.10pm onwards on the next Business Day. ETF Instructions will be executed by Wealthtime Select's chosen stockbroker using an omnibus account established by Wealthtime Select with them.

In respect of Unit Trusts and OEIC Instructions from you or your Financial Adviser these must be received by Wealthtime Select before the cut off time specified by Wealthtime Select for the particular fund to enable the Instruction to be processed that day. Any Instructions received after that time will normally be processed the next Business Day.

Some funds may not trade every Business Day and for these funds the Instruction will be processed on the fund's next dealing day.

If, for any reason, we are unable to process your Instruction on any Business Day then we will attempt to process your Instruction on the following Business Day(s) until such time as we determine, acting in good faith and in a commercially reasonable manner, that the Instruction is unlikely to be placed whereupon such Instruction shall be deemed to be cancelled.

We believe that the aggregation of Instructions will result in us obtaining the best overall result, particularly with regard to overall dealing costs and obtaining access to and/or discounts on investments. However, as we process all of your Instructions on an aggregated basis this, in some circumstances, may result in a fund or product manager, market or other third party:

- a) applying additional levies, penalties or charges such as a dilution levy, a redemption penalty or cancellation charge, or scaling back; or
- b) delaying the dealing of a proportion of the aggregated total until a later valuation point;
- c) allowing you to purchase an investment in an amount which will be insufficient, without being aggregated with Instructions from other clients, to allow you to sell it; and/or
- d) allowing you to purchase an investment in an amount which would be insufficient, without being aggregated with holdings of other clients in that investment, to meet its minimum holding requirements;

and, in each case, this may not have occurred if the Instructions were placed individually.

In these circumstances, respectively:

- e) such levies, penalties or charges will be apportioned to all underlying clients in respect to their proportion of the aggregated sale or purchase Instruction in question;
- f) we will wait until the entire aggregated Instruction is dealt before allocating the assets or proceeds to underlying clients;
- g) we will hold your sell Instruction until such time as we have sufficient sell Instructions in respect of the same investment with which it can be aggregated to meet the minimum dealing limit in question; and
- h) we will credit to your Account the settlement monies we receive from the manager of the investment in question in respect of any compulsory, required or automatic liquidation of your investment by such investment manager.

64.7 Execution Venues

We consider whether or not the then current venue(s) achieve the best possible service in executing your Instructions. We assess execution venues by taking into account factors such as:

- a) speed, certainty of execution and completion;
- b) accuracy of execution and completion; and
- c) costs, fees and commissions for executing Instructions. In particular, we currently place significant reliance on our chosen stockbroker.

For orders relating to units in funds, the only method available is to transmit them to the appropriate fund manager for execution; the fund management group will be deemed to be the "execution venue" for these purposes and as in practice there is only ever one execution venue per fund manager available to us, we will use this venue regardless of the impact on the factors above.

64.8 General

We do not accept liability for any loss resulting from the failure or delay on the part of a third party in respect of the execution of your Instruction, or for your Instruction being executed at a different price than that which could have been obtained if the Instruction had been executed at the time anticipated by you.

Notwithstanding the above, we reserve the right to delay the processing of any Instruction if:

- a) we cannot readily deal in the investment to the value of the Instruction on the processing date and within the times set out

above; or

- b) it is not reasonably practicable for us to process the Instruction on that date due to circumstances beyond our control (including, but not limited to, any minimum dealing limit applied to the investment in question).

In such circumstances, we will normally process the Instruction on the first Business Day upon which it becomes reasonably practicable for the Instruction in question to be processed after the end of the period of delay, subject to the sub-clauses above.

6.4.9 Monitoring and review

Wealthtime Select will monitor and review this policy at least annually.

6.4.10 Record keeping

Whenever Wealthtime Select transmits an order to another person for execution a record will be made of the following details after making the transmission:

- The name or other designation of the client whose order has been transmitted
- The name or the designation of the person for whom the order was transmitted
- The terms of the order transmitted
- The date of transmission

Records will be retained and destroyed in line with Wealthtime Select record keeping policy.

6.5 Non-complex investments

In providing services to you in relation to investments which the FCA designates as non-complex instruments, for example shares traded on regulated markets and units in a regulated collective investment scheme, we are not required to assess the suitability or appropriateness of the instrument or the service provided or offered to you and, as a result, you will not benefit from the protection of the FCA's rules on assessing suitability or appropriateness. We will not assess whether:

- a) the relevant product or service meets your investment objectives;
- b) you would be able financially to bear the risk of any loss that the product or service may cause; or
- c) you have the necessary knowledge and experience to understand the risks involved.

6.6 Variation to normal business hours in December Notwithstanding anything to the contrary in these Terms & Conditions, our offices will close at 1400 hours (London time) on the Business Day immediately preceding Christmas Day and on the Business Day immediately preceding New Years' Day, and on each such day the times set out in Clause 6.4.6 above shall all be read and construed as if reduced by 2 (two) hours; and we shall not, therefore, have received or be deemed to have received any Instruction or communication sent to us after that time on those days. Any such Instruction or communication shall be deemed to be received by us on the next following Business Day.

6.7 Conflicts of interest policy

Wealthtime Select gives priority to the interests of its clients and always aims to avoid situations where conflicts of interest may arise. Accordingly, we maintain and operate effective arrangements to enable us to take all reasonable steps to identify conflicts of interest between you and us, or between you and another client, in order to ensure fair treatment. In determining what steps are reasonable, we will take into account the level of risk that the conflict may constitute to your interest together with its nature and materiality. We will notify you of any such conflicts identified which may entail a material risk to your interests. A copy of our Conflicts of Interest policy is available on request.

6.8 Buying funds on the Wealthtime Select Funds List

Instructions to buy funds including ETFs will only be processed where we have cleared available funds in your appropriate client bank account. If an Instruction is received after the deadline for receiving Instructions, the order will be placed (subject to cleared funds) on the following Business Day. If the fund manager does not trade every Business Day on a fund, the trade will be placed on the next trading date for that fund.

In the event that your chosen fund(s) offer accumulation and income units, we will default to buying accumulation units unless we are advised to the contrary.

6.8.1 Property Portfolio Pricing

Certain Property Funds are subject to a 'large deal' provision meaning that the Fund Manager can choose to price purchase deals, which meet 'large deal' criteria, at the prevailing creation price when the fund is being priced on a cancellation basis.

6.9 Selling funds on the Wealthtime Select Funds List

The funds will be credited to the appropriate client bank account on the Business Day following receipt from the fund manager. The average time taken to receive funds upon encashment is normally five Business Days, but some fund managers may take longer to send funds.

6.9.1 All withdrawals are subject to a right of set-off against any monies which you owe to us but which remain unpaid at the time in question.

6.10 Switching funds on the Wealthtime Select Funds List

Switches between the funds are normally processed as a sale and then purchase. The date of the purchase and the price obtained will normally be dependent on the settlement monies for the sale being received from the fund manager. This is normally 5 working days after the sale, but Wealthtime Select will not be liable for any delays caused by non-receipt of the funds. This provision also applies to switches and rebalancing within model portfolios.

If switching out of more than one fund, none of the buy trades will be placed until we have received all sale monies. If you are switching out of a fund that does not trade daily, then this will cause a delay before the buy elements of the switch can be placed.

6.11 Re-registering existing investments on the Wealthtime Select Funds List

If Instructions to re-register existing investments into the Wealthtime Select Funds List are received this may change the existing holding conditions that apply. Once re-registered, the units and shares will be held in accordance with these General Conditions.

6.12 Cleared funds

6.12.1 We will be under no obligation to process any:

- a) purchase Instruction;
- b) withdrawal Instruction; and/or
- c) Financial Adviser payment Instruction;

In each case during any period for which you have insufficient cleared funds to cover the value of such Instruction. In these circumstances the Instruction in question will not be construed as a valid Instruction unless we, in our discretion, choose to accept it. You should bear this in mind in particular before submitting an Instruction to purchase particular investment(s) with settlement monies received from the sale of other specified investment(s), as there may be a delay whilst the settlement monies are received and reconciled to your Product.

6.12.2 Without prejudice to Clause 6.12.1 above, where cleared funds are not provided by you within what we, acting in a commercially reasonable manner, consider to be a reasonable time period in respect of the Instruction in question, we shall be entitled to construe the Instruction as withdrawn or cancelled by you.

6.13 Asset Allocation

6.13.1 We allocate assets in client Products as soon as is reasonably practicable following receipt of contract notes from the execution venue in question, and in any event within the timescales set down in the regulatory obligations applicable to us at the time in question.

6.13.2 Where we have to place aggregated Instructions over more than one dealing time and/or day, the price applicable on each such day will be applied to clients weighted in proportion to each client's proportion of the aggregated sale or purchase Instruction in question.

6.13.3 The allocation of cash proceeds to your Accounts is subject to a right of set-off against any monies which you owe to us but which remain unpaid at the time in question.

6.13.4 Where a third party settles an Instruction in one or more parts (rather than in a single, final settlement of the Instruction in question), we may, at our discretion, allocate the assets of any such part settlement in circumstances where we believe that it would not be prejudicial or detrimental to any affected client to do so as soon as is reasonably practicable following receipt of such part settlement.

For the avoidance of doubt, where we do not exercise our discretion in this regard, we shall follow our normal procedures for settlement in accordance with sub-clauses 6.13.1 to 6.13.3 above.

6.14 Distributions

Any distributions in respect of your holdings will be credited to your Account once the monies have been received and reconciled. This will be within ten Business Days of receipt from the fund manager. A scrip option is not available. Tax reclaims, where appropriate, will be processed upon receipt of the tax vouchers from the fund managers. The cash amount will be added to your Account once the monies have been received and reconciled from HM Revenue & Customs.

6.15 Confirming details of transactions

Within one Business Day of us receiving correct contract notes from the fund managers the Wealthtime Select Website will be updated. Within five Business Days of receiving correct contract notes from the fund managers a printable hard copy confirmation will be available on the Wealthtime Select Website.

For regular investments and disinvestments details of the transaction will be updated on the Wealthtime Select Website.

6.16 Suspension or closure of funds

In the event that a fund manager suspends dealing in a fund within the Wealthtime Select Funds List for whatever reason we accept no responsibility for any inability to process Instructions relating to this fund.

6.17 Mergers and closures



We will not exercise any voting rights attaching to funds within your Wealthtime Select Funds List that is subject to merger or closure. We will in such circumstances always abstain from voting.

If a fund is withdrawn from the Wealthtime Select Funds List at short notice, we reserve the right to encash the holding and credit the proceeds to your Account. Your Financial Adviser will be notified if that is the case.

7. TAX REPORTING AND WITHHOLDING

Wealthtime Select may be required by legislation or by agreement with tax authorities to report certain information about you and your relationship with us, including information about your Account, to the tax authorities in the UK, which may then pass that information on to the tax authorities in other countries where you may be subject to tax.

Where we are required to report information about you or your Account, this information may include (but is not limited to) your client and product numbers, the amount of interest paid or credited to the Account or dividends and/or other income received, the Account balance or value, your name and address, country of residence and national insurance number or taxpayer identification number.

In order to fulfil these obligations we may need you to provide us with additional information, documents or certifications about your identity, tax residence, nationality and status. Where the client is a Corporation or Trust we will require this information about the directors, controllers, trustees or beneficiaries as appropriate.

If we are required to report information about you and your Account, you agree that:

- You will provide all of the information or documents we request in a timely manner and that confidentiality rights under applicable data protection laws or similar laws will not apply to the information we obtain from you or report to the relevant tax authorities to comply with our obligations.
- If you do not provide us with the information or documents we need or in providing the documents and information it becomes apparent you have breached any of the acceptance restrictions for the Wealthtime Select Platform, we may (a) apply a withholding tax to amounts we pay to you and/or (b) close your Wealthtime Select Products accounts and/or (c) transfer your assets to another provider willing to accept such accounts.

In such cases Wealthtime Select will not be liable to you for any loss you may suffer as a result of our complying with legislation or agreements with this condition, unless that loss is caused by our gross negligence, wilful default or fraud.

8. OPENING YOUR WEALTHTIME SELECT PLATFORM ACCOUNT AND PRODUCTS

The Wealthtime Select Platform and Products are available to all private individuals who are resident in the UK through their Financial Adviser. See Clause 11 for the role of your Financial Adviser. It is also available, in respect of appropriate Products, to UK based trusts and companies at our sole discretion. We will operate your Wealthtime Select Platform account in accordance with these Terms and Conditions which come into force when we accept your Application for the Wealthtime Select Platform and for each Product held under it.

Your individual Wealthtime Select Products and associated Account(s) are opened when the relevant Application(s) is accepted.

Wealthtime Select will not normally be able to accept applications from non UK residents, in particular we will not be able to accept Applications from U.S Persons because of onerous reporting requirements that have been introduced by the USA under the Foreign Account and Tax Compliance Act 2010 (FATCA). Because of this we need to ask a range of FATCA related questions in our application form you complete. If a client currently resident outside the U.S. becomes resident in the U.S.

(and consequently comes within the definition of a U.S. Person), they must notify Wealthtime Select and may be required to transfer out and may need to sell certain investments. If you are in any doubt as to your status please obtain appropriate legal advice.

Please also note that the majority of fund managers with whom we deal will not accept instructions from or on behalf of US Persons.

Even if the preceding paragraph does not apply to you, you may be prohibited from giving any instructions if, at the time in question, you are situated in the USA.

We also need to know whether you are a Politically Exposed Person (PEP) (see definition in the Application Form for the Wealthtime Select Platform) when you apply to become a member and also if you later become a PEP you must inform Wealthtime Select in writing within 30 days of this happening.

The Wealthtime Select Platform is available to you automatically when we accept your Application to open a Wealthtime Select Platform account.

Payments may be made by cheque, electronic bank transfer, direct debit or by transfer of assets, subject to these payments

being permissible in respect of each Product and under these Terms and Conditions.

We will send you a Welcome letter when your Wealthtime Select Platform account is opened and this will include confirmation of your Client Number. We will send you an Acknowledgement/Acceptance letter in respect of each Product opened. We reserve the right to refuse to accept payments or the transfer of assets into your Account or the Wealthtime Select Platform at any time for any valid reason which will be determined at our sole discretion.

9. YOUR MONEY

9.1 How we hold your money

All monies not applied for investment purposes, including monies pending investment or return to you but excluding monies invested in Deposit Accounts, will be held as client money in accordance with the FCA's client money rules. Such monies will be held in client bank accounts which we hold with one or more banks authorised in the UK or third countries, each of which will be set up as a trust account and ring-fenced from our own assets. We will exercise all due skill, care and diligence in the selection, appointment and periodic review of such banks but will not be responsible for any act, omission or default of such banks where we have done so.

Your money may be pooled with money belonging to other clients. This means that in the event of a default, you would have a claim against the pool, not against a specific amount, and you may bear any shortfall with other relevant clients pro rata to your claim. If a relevant account is held with a bank authorised in a third country different rules may apply, which could affect the return of your monies (including to reduce the amount available).

We may allow a third party such as an exchange, intermediate broker or OTC counterparty to hold or control your money for the purpose of one or more transactions for your benefit through that third party. Provided we have not been negligent, we will not be responsible for the acts or omissions of any such third parties. Such third parties may hold your money in a pooled account, for example with money belonging to clients of different firms, and may have different arrangements for dealing with and holding money. In the event of our default, client monies will be ring-fenced from our own assets and will not be available to our creditors. In the event of the default of a third party, your money may be at risk. Where a third party is located outside the UK different rules may apply, which could affect the return of your monies (including to reduce the amount available).

Where it is appropriate to do so, we may place client money in deposit accounts which have fixed terms or notice periods of up to 95 days. In the ordinary course this will not affect your ability to make withdrawals from your Account. However, in certain circumstances (such as exceptionally high outflows) this may result in a delay in returning your monies to you.

Where there has been no movement on your Account for a period of at least six years (disregarding any payment or receipt of interest, charges or similar items) and we have attempted to contact you (as we are required to do under the FCA's client money rules), we may pay away any client money that we hold for you to a registered charity of our choice. If that amount exceeds £25, at that time we or a member of our group will unconditionally undertake to pay that money back to you, should you validly claim the balance in the future.

In the future we may transfer all or part of this business to a third party. You agree that we may transfer your money to another person (including a member of our group) as part of such a transfer (having deducted any amounts that you owe to us). We will transfer your money to a person who will continue to hold it in accordance with the FCA's client money rules, or else we will exercise all due skill, care and diligence in assessing whether the person to whom the money is to be transferred will apply adequate measures to protect your money. We will transfer your money on terms which will require the recipient to return it to you as soon as possible if you ask them to. We will notify you once a transfer has taken effect (as we are required to do under the FCA's client money rules). You also agree that we may transfer any other non-cash assets that we may hold for you as part of a transfer of business (having deducted any amounts that you owe to us).

Monies will start to earn interest as soon as they are cleared in your Account. The rate you will receive will be based on but may not be the same as the rate we receive. The basis on which we calculate interest is set out in the Wealthtime Select Fee Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com.

When you open the Wealthtime SIPP, all contributions and transfer values (and all transfer values under the ITP) are paid to the Trustee, who holds legal title to all cash in the Wealthtime SIPP on your behalf. We hold all such monies for the Trustee in accordance with the FCA's client money rules, as set out in this Agreement.

9.2 Deposit Accounts

How can I invest in Deposit Accounts?

You may place money on deposit with third party banks, in Deposit Accounts that you have chosen. Each Deposit Account will be opened by the Trustee and held on trust for your benefit. Once you have decided to open a Deposit Account and selected an amount to invest in it, provided you have sufficient funds in your Account, the relevant amount will be transferred to the Deposit



Account. Such monies will be held on deposit with the relevant bank and will not be held by Wealthtime Limited in accordance with the FCA's client money rules whilst invested.

Deposit Accounts are governed by the terms and conditions applied by the relevant bank from time to time, including the interest rates that may be payable and any applicable charges. Your Financial Adviser will be responsible for making the relevant terms and conditions and other documents available to you. We are not responsible for the content of any such documents including any inaccuracies or errors in such documents, or for ensuring they are up-to-date. Deposit Accounts may be subject to fixed terms or notice periods which it may not be possible to break or which if broken could result in a penalty being applied. This means that there may be a delay in withdrawing money from a Deposit Account for investment in stocks and shares or other investments and you may not get back the full amount you have invested.

You will be exposed to the credit risk of the relevant bank whilst invested in a Deposit Account. You may be eligible for compensation from the Financial Services Compensation Scheme in the event that a relevant bank fails (further information in this respect is provided below).

9.2 Payments in to your Account

You may make a payment into your Account electronically by Bankers Automated Clearing Services (BACS) and the Clearing House Automated Payment System (CHAPS) or by sending us a cheque. All cheques should be made payable to "Wealthtime Limited Client Account".

No bank charges, except CHAPS and Foreign Payments charges, are currently payable on Accounts but this may change in the future.

You should keep sufficient available funds in your Account to pay Fees and allow us to process investment or cash withdrawal instructions. If there is a shortfall, your Financial Adviser will be contacted to provide further instructions. If you have no Financial Adviser we will contact you direct.

We will not accept post dated cheques. Cheques normally become out of date six months after they are drawn. You should therefore send them to us promptly so that we can present them for payment in time.

9.3 Payments out

With the exception of SIPP/ITP Accounts, you may instruct us in writing to withdraw your money at any time via Wealthtime Select Online Secure Messaging. Monies will be transferred by BACS to an account in your name that you nominate.

9.4 General Investment Account interest

From 6th April 2016 interest will be paid gross.

9.5 General

We reserve the right to refuse to carry out a Transaction if we are not reasonably satisfied of:

- The identity or authorisation of any person requesting the Transaction; or
- The lawfulness of the Transaction.

You cannot transfer your rights in your Account to someone else and we will not recognise the interest or claim of any person in your Account, unless we are required to do so by law. This means, for example, that you cannot use the money in your Account as security for loans with any other party.

9.6 YOUR RIGHT TO CHANGE YOUR MIND

Your individual Wealthtime Select Products are opened when the relevant Product Applications are accepted. You will have the opportunity to withdraw your application for a Wealthtime SIPP, Wealthtime Select ISA, Wealthtime Select GIA or Offshore Bond Product and the investments underlying the Products as set out below. In these circumstances, a 'Cancellation Notice' will be sent to you after your Product Application has been accepted which you may use to cancel your application as explained below.

Should this Notice be received from you, the net proceeds will be returned (less any amount by which the value of the Product may have fallen in value).

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement (Section 11.1) and you may be liable to pay any outstanding adviser charges.

In respect of the underlying investments you should refer to the relevant Product and investment documentation and your Financial Adviser for the cancellation rights that apply, if any.

9.3 Wealthtime SIPP

Once we accept your Application for the SIPP/ITP you will acquire a right to cancel. We will send you a Cancellation Notice as

soon as we have opened your SIPP or where you enter Benefits for the first time.

You will have 30 calendar days during which you have the right to change your mind by sending the Cancellation Notice back to Wealthtime Select. Your SIPP will then be cancelled.

If you cancel a contribution payment we will give you your money back less any fall in the investment value and if you are cancelling a transfer payment we will try and return the monies back to the original pension scheme less any fall in investment value.

PLEASE NOTE: It may not always be possible to return a transfer payment to the original pension scheme if you cancel the SIPP, or a particular transfer payment, within the cancellation period, after the transfer has been received by Wealthtime Select. In this circumstance, you will need to arrange for another pension scheme to accept the transfer value.

9.4 Wealthtime Select ISA (and JISA)

If you make subscriptions or make a transfer to the Wealthtime Select ISA, you can change your mind and cancel your Wealthtime Select ISA within 14 days of receiving the cancellation form we send you. We will normally send you the form before we collect the first payment. In order to exercise your right to cancel, you must send a signed Cancellation Notice to the Wealthtime Select Platform Client Services Team at the address in the 'How to Contact Us' section at the end of this document.

If you are cancelling a transfer payment we will try and return the monies back to the original ISA Manager less any fall in investment value.

PLEASE NOTE: It may not always be possible to return a transfer payment to the original ISA Manager if you cancel the ISA, or a particular transfer payment, within the cancellation period, after the transfer has been received by Wealthtime Select. In this circumstance, you will need to arrange for another ISA Manager to accept the transfer value.

If the value of any Wealthtime Select ISA Account Investments bought with your money has fallen by the time we receive your Cancellation Notice, we will reduce the amount we pay back to you to reflect that fall in value.

Cancellation rights may not apply to switches of investments within your Wealthtime Select ISA Account, but this will depend on the Terms and Conditions of the Qualifying investment you are switching from or to.

If you do not tell us that you have changed your mind before the end of the appropriate cancellation period you will lose the right to cancel and your right to close the Product will be as set out in Clause 25.

9.5 Wealthtime Select GIA

Once we accept your Application for the Wealthtime Select General Investment Account you will acquire a right to cancel. You will have 14 days, starting from the date the Cancellation Notice is issued, during which you have the right to change your mind.

In order to exercise your right to cancel the Wealthtime Select General Investment Account, you must send a signed Cancellation Notice to the Wealthtime Select Platform Client Services Team at the address shown in the 'How to Contact Us' section at the end of this document.

If you cancel, this will have the effect of closing your Wealthtime Select General Investment Account. You will get a refund of any monies paid into your Account, less any amounts used to purchase individual investments. If the value of any Wealthtime Select General Investment Account investments bought with your money has fallen by the time we receive your Cancellation Notice, we will reduce the amount we pay back to you to reflect that fall in value.

10. ROLE OF YOUR FINANCIAL ADVISER

IMPORTANT: You need to speak to your Financial Adviser before using this service. Wealthtime Select only accepts clients introduced by a Financial Adviser. This service facilitates access to potentially complicated Products and it is a requirement that you appoint and maintain a Financial Adviser to continue to access the Wealthtime Select Platform. Wealthtime Select is unable to provide any pensions and investment advice and is not regulated to do so.

You must provide us with your Financial Adviser's details upon opening your Wealthtime Select Platform account and authorise your Financial Adviser to provide us with instructions regarding your Wealthtime Select Platform account. Your Financial Adviser must agree to our Financial Adviser Terms of Business.

Please note, if you wish to open an Offshore Bond, the product provider will also require a Financial Adviser to enter into a separate terms of business with them and other product providers may also require this.

The Financial Adviser will be treated as the Client's representative and agent. Investment and disinvestment instructions from the Financial Adviser will be accepted from them on the basis that such instructions are the Client's instructions. Wealthtime Limited will enter into any necessary agreements with the Financial Adviser. All investments must be registered in the name of the Trustee in respect of the Wealthtime SIPP. We will register investments in the name of our Nominee in accordance with the FCA's client assets rules in respect of other Products. The Trustee will insist upon limiting its liability (and any liability of the Scheme Operator

The Client will be responsible for agreeing the investment strategy with the Financial Adviser, subject to the restrictions on allowable investments Wealthtime Select may impose. Please refer to the Wealthtime Select Permitted Investment List available on the Wealthtime Select Website.

In the event that the Client has appointed a Financial Adviser who subsequently ceases to be FCA regulated the Client must appoint an alternative Financial Adviser who is FCA regulated and who is acceptable to Wealthtime Select.

You may change your Financial Adviser provided you notify us in writing to that effect and the new Financial Adviser must agree to our Financial Adviser Terms of Business and meet our due diligence requirements. You will also need to enter into a Wealthtime Select Adviser Charges Agreement with your new Financial Adviser if you wish Wealthtime Select to facilitate the payment of Adviser Charges to them.

10.1 Refund of Adviser Charges on Cancellation

You may cancel the Adviser Charges Agreement at any time by sending Wealthtime Select an Adviser Charges Agreement Cancellation Notice. If you cancel your Adviser Charges Agreement you will need to contact your Financial Adviser to discuss the position with regards to any outstanding charges as this will depend on the agreement you have with your Financial Adviser.

If you exercise any of the cancellation rights attaching to the Wealthtime Select Products any refund will not include any adviser charges that we have facilitated under your Adviser Charges Agreement and you may be liable to pay any outstanding adviser charges.

Adviser Charges due to your Financial Adviser, calculated up to the date of receipt of your Cancellation Notice by Wealthtime Select, will be paid as normal at the next payment date. You will need to discuss with your Financial Adviser whether any refund from them is due to you.

10.2 Disputes regarding Adviser Charges

Wealthtime Select is unable to adjudicate in any disputes between you and your Financial Adviser regarding Adviser Charges. At your written request Wealthtime Select will provide you with copies of the Adviser Charges Agreements and any Adviser Charges Agreement Cancellation

Notices that it holds on file. If any complaints are received directly by Wealthtime Select they will be investigated using Wealthtime Select's Complaints Procedure and a formal written response will be provided to you in line with the FCA rules and those of any successor.

11. ACCOUNTING AND INVESTMENT STATEMENTS

Wealthtime Select will maintain records of Transactions and provide the Client with statements on the basis set out in the Product Key Features. If your Account contains money or non-cash assets, we will provide you with a statement of those assets at least quarterly, which may be delivered to you via Wealthtime Select Online.

You and your Financial Adviser can access information on the Wealthtime Select Website. This information, including statements and/ or letters related to the administration of your Wealthtime Select Platform account, is important and it will be your responsibility to check Wealthtime Select Online on a regular basis for items that may require action.

12. INVESTMENTS

The scope of asset types into which monies in the Product may be invested by you are set out in the Wealthtime Select Permitted Investment List. These may be amended from time to time by Wealthtime Select in its sole discretion.

The investment objectives of a SIPP must have due regard to the overall objective to provide retirement benefits.

All investment Transactions must be carried out on a commercial basis. Wealthtime Select reserves the right to decline to make an investment in a particular asset for any reason it deems appropriate. In respect of our SIPP, Wealthtime Select does not accept any liability for any tax charges should the Client or their Financial Adviser invest in assets which are deemed to be taxable property by legislation or HM Revenue & Customs.

Wealthtime Select cannot accept instructions which purport to apply on an ongoing basis to future investments.

Wealthtime Select does not accept liability for any loss occasioned by a Financial Adviser or any other person or body which is responsible for managing or providing your investments or ancillary services connected therewith.

The fees and charges of your Financial Adviser are in addition to Wealthtime Select's Fees and will be payable from funds within the Wealthtime Select Platform Products unless otherwise agreed.

Wealthtime Select reserves the right to sell investments to pay benefits or Fees and charges.

14 REGISTRATION OF OWNERSHIP OF YOUR INVESTMENTS

14.1 How we hold your investments

All assets purchased through the Wealthtime Select Funds List Facility are registered in the name of the Trustee or our Nominee, depending on the Product.

Where those assets are purchased within a SIPP/ITP, the Trustee will hold those assets in its capacity as trustee of the SIPP/ITP. The Trustee may appoint a custodian to hold cash and/or assets on its behalf.

Where those assets are purchased within an ISA or GIA, we will register those assets in the name of our Nominee to hold those assets on your behalf, in accordance with the FCA's client assets rules and the ISA Regulations.

All other assets in the General Investment Account (GIA) will normally be registered in the name of our Nominee, which will hold those assets on your behalf in accordance with the FCA's client assets rules.

All assets in the Offshore Bond will usually be held in the name of or by the nominee of the Offshore Bond Provider's choosing.

We accept responsibility for assets registered in the name of our Nominee. We may deposit assets with sub-custodians in certain circumstances, including where we use an external stockbroker to access certain asset classes such as ETFs. We will exercise all due skill, care and diligence in the selection, appointment and periodic review of sub-custodians. Assets that we deposit with a sub-custodian will usually be held in a pooled account that is identified as belonging to our clients and we will identify those accounts in our books and records as belonging to our clients. If there is a shortfall on such an account in the event of the sub-custodian's insolvency, you may share in that shortfall with other clients. Any losses arising from a shortfall will usually be shared pro rata with other clients in the same position. As long as we have exercised due skill, care and diligence in the selection, appointment and periodic review of a sub-custodian, we will not be liable to you in the event of the default or insolvency of the sub-custodian.

The costs of the transfer of assets into the name of the Trustee or our Nominee (as appropriate) or other body as above will need to be met by you and are payable in addition to our Fees.

All assets purchased through the Wealthtime Select Funds List Facility will normally be registered in the name of the Trustee or our Nominee (as appropriate), collectively with those of other clients of holding similar assets and will not be identifiable by separate certificates or other physical evidence of title. Investments may be held not only in dematerialised form electronically, but may also be aggregated with investments of other clients so that your interest in investments will only be evident from Wealthtime Select's internal records. This means that in the event of a default, you would have a claim against the pool, not against a specific amount, and you may bear any shortfall with other relevant clients pro rata to your claim.

You are not permitted to use any assets as collateral or as security or a pledge. You undertake that any assets transferred to us will be free of all third party interests.

We may give the issuer or trustee of your investments your name and address and size of your holding. Other parties holding your investments will also do likewise. Due to your assets being registered in the name of our Trustee or Nominee on a pooled basis, additional benefits may arise that would not otherwise have occurred had your investment been registered in your own name. In such circumstances, you will not receive these additional benefits. By registering investments in this manner you may also lose benefits which you might otherwise have gained had investments been registered in your own name. We accept no liability should this happen.

Where we have not received any instructions from you in relation to your Account investments for a period of at least 12 years and we have attempted to contact you (as we are required to do under the FCA's client assets rules), we may liquidate those assets and pay away the proceeds to a registered charity of our choice, or else transfer those assets to such a charity. If we do so, at that time we or a member of our group will unconditionally undertake to pay you a sum equal to the value of those investments at the time they were liquidated or paid away, should you validly claim those investments in the future.

15. CARRYING OUT TRANSACTIONS IN YOUR WEALTHTIME SELECT PLATFORM ACCOUNT

15.1 Letter of Instruction

In order for us to effect your instructions and to enable us to deal with third parties in respect of your Wealthtime Select General Investment Account (GIA) you may need to complete a Letter of Instruction allowing us to act on your behalf. The form of this Letter of Instruction is available by contacting Wealthtime Select. Please note that certain investments may require in addition a Power of Attorney to be completed, particularly Bonds.

15.2 Permissible investments

The categories of investments permitted to be held within each Product of the Wealthtime Select Platform are set out in the Wealthtime Select Permitted Investment List which is available on our website. The Wealthtime Select ISA can only invest in a range of collective funds within the Wealthtime Select Funds List.

Permissible investments may be purchased providing:

- These are acceptable to us
- You have sufficient cleared funds held in your Account
- They are approved under any legislation and HM Revenue & Customs requirements applicable to the particular Product.

15.3 Other assets and liabilities

You and your Financial Adviser are responsible for entering and updating details for any Other Assets and Liabilities to be held on our Wealthtime Select Website records, but outside the Wealthtime Select Platform and Products. We are not responsible for the administration nor valuation of these assets and such details are held purely for the convenience of you and the Financial Adviser and do not form part of the Wealthtime Select Platform.

15.4 Investment Transactions – general

All investment decisions should be made after taking advice from your Financial Adviser, Discretionary Fund Manager or, where relevant in respect of Legacy Customers only, your Discretionary Investment

Manager. It should be on the basis of all relevant information relating to the proposed investment, such as Product Terms and Conditions and the particulars and prospectuses, the Key Information Documents (KIDs/ KIIDs), and other documents relating to the underlying investment.

We do not provide investment advice, nor act as investment manager via the Wealthtime Select Platform. We need our liability to be limited to the value of your relevant Wealthtime Select Product in any dealings we have with third parties on your behalf. We do not accept any liability for your choice of Financial Adviser, Offshore Bond Provider, Discretionary Fund Manager or other investment third party, nor accept responsibility for your, or their, decisions and omissions in regard to your acquisition, retention and sale of investments.

We reserve the right to reverse an investment effected by you or on your behalf (including by your Financial Adviser or Discretionary Fund Manager) or to instruct the suspension of any Transaction in progress which breaches the provisions of these Terms and Conditions or the Terms and Conditions of any Product. This includes breaches which might reasonably be viewed by us as exposing us to adverse financial or legal or reputational consequences. This right of ours does not imply a duty on us to so act unless required by statute or regulation. In any event we will not accept liability for the consequences of such original investment decisions and the unwinding of the position and any losses you may incur as a result.

No investment Transaction is permitted where the investment will, or might, require supplementary cash or other assets to be paid or transferred to us, or any body, in order to meet the Terms and Conditions attaching to any investment. As a consequence, without limiting the preceding restriction, investments in partly paid shares or investments, including derivatives, where margin may be required are not permitted.

There may be circumstances, particularly when awaiting funds arising from the disposal of investments or when executing asset transfers, in which we must rely on third parties in order to complete a Transaction. In this case the process may take significantly longer than expected and we cannot be held liable for any losses arising from the delays in the process.

16. LEGACY CUSTOMERS

16.1 When this Clause 16 is relevant

This Clause 16 is only applicable in respect of our Legacy Customers. Legacy Customers are certain clients who we have previously permitted and continue to permit to use an Execution Only Stockbroker or Discretionary Investment Manager in respect of their Wealthtime SIPP.

All such Execution Only Stockbrokers and Discretionary Investment Managers must at all times be approved by us for use in relation to the Wealthtime Select Platform and must be authorised and regulated by the FCA. For the avoidance of doubt, these services are no longer available to anyone except Legacy Customers. These services are only made available, and will only continue to be available, so long as your SIPP is at least £250,000 in value.

To the extent of any conflict between this Clause 16 and any other provision of these Terms and Conditions, this Clause 16 shall prevail.

16.2 Legacy Customers' money and investments

Where an Execution Only Stockbroker is acting for you, assets purchased through them will be held by it, or its nominee or custodian. We will not provide custody services to you in circumstances where you have appointed an Execution Only Stockbroker, unless you arrange for the transfer of assets from that Execution Only Stockbroker to us and we agree to accept such transfer.

Where a Discretionary Investment Manager is acting for you, assets purchased through the Discretionary Investment Manager will be held by it, or its nominee or custodian.

Where accounts are opened and/or assets purchased through the Wealthtime Select Funds List Facility, the account or assets will be registered in the name of the Trustee. Deposit Accounts that you have chosen will be opened by the Trustee and held on trust

16.3 Reporting

You will normally receive confirmation of investment Transactions directly from your chosen Execution Only Stockbroker or Discretionary Investment Manager in line with their relevant Terms and Conditions.

16.4 Discretionary Investment Managers

Discretionary Investment Managers must agree to our relevant Terms and Conditions, including our limitation of liability clause and administration requirements, as amended from time to time.

Your Discretionary Investment Manager will act on your behalf and provide you with investment advice or transmit dealing instructions on your behalf.

We will enter into an appropriate agreement with your Discretionary Investment Manager. We also limit our liability to the value of your fund in all circumstances. You will be required to pre-approve the terms of appointment of the Discretionary Investment Manager and their charges and should discuss with your Financial Adviser and/or the Discretionary Investment Manager the implication of the terms, including any exclusions from, and limits to, the liability of the Discretionary Investment Manager. You will be responsible for agreeing the investment strategy with the Discretionary Investment Manager, subject to our standard restrictions on permissible investments.

You will be responsible for among other things:

- a) All decisions by you, your Financial Adviser and Discretionary Investment Manager in relation to the Wealthtime Select Platform and Products including those in respect of the purchase, retention, corporate actions and sale of investments,
- b) Reviewing the Discretionary Investment Manager's financial status and their investment and risk strategies, and
- c) Ensuring that all of these are suitable for your needs.

We accept no responsibility for these matters. If your Discretionary Investment Manager is in material breach or has persistently failed to observe fully our Terms of Business we reserve the right to insist you appoint an alternative Discretionary Investment Manager within a reasonable period of time.

16.5 Execution Only Stockbrokers

If you choose not to appoint a Discretionary Investment Manager, you can appoint an Execution Only Stockbroker to provide execution-only services. You will normally be required to deal with them direct. This includes trades and corporate action instructions. You should note that instructions to deal once given cannot be cancelled and that deals can only be placed when cleared funds are available. Investments purchased through a stockbroking service will be registered in the name of their nominee company, as described in Clause 16.2 above.

They will have to agree to our standard Terms of Business and administration requirements prior to their appointment. You will be required to deal with your chosen Execution Only Stockbroker direct, including to carry out trades and to give corporate action instructions.

16.6 Our liability

We do not provide investment advice, nor act as investment manager via the Wealthtime Select Platform. Our liability is limited to the value of your relevant Wealthtime Select Product in any dealings we have with third parties on your behalf. We do not accept any liability for your choice of Financial Adviser, Offshore Bond Provider, Discretionary Investment Manager, Fund Manager, Execution Only Stockbroker or other investment third party, nor accept responsibility for your, or their, decisions and omissions in regard to your acquisition, retention and sale of investments.

We reserve the right to reverse an investment effected by you or on your behalf (including by your Execution Only Stockbroker or Discretionary Investment Manager) or to instruct the suspension of any Transaction in progress which breaches the provisions of these Terms and Conditions or the Terms and Conditions of any Product. This includes breaches which might reasonably be viewed by us as exposing us to adverse financial or legal or reputational consequences. This right of ours does not imply a duty on us to so act unless required by statute or regulation. In any event we will not accept liability for the consequences of such original investment decisions and the unwinding of the position and any losses you may incur as a result.

When your Financial Adviser, Discretionary Investment Manager, /Fund Manager or Stockbroker has placed an instruction on your behalf we accept no responsibility for any errors or omissions.

All investment Transactions must be carried out on a commercial basis. Wealthtime Select reserves the right to decline to make an investment in a particular asset for any reason it deems appropriate. In respect of our SIPP, Wealthtime Select does not accept any liability for any tax charges should the Client or their Financial Adviser invest in assets which are deemed to be taxable property by legislation or HM Revenue & Customs.

All investment Transactions must be carried out on a commercial basis. Wealthtime Select reserves the right to decline to make an



investment in a particular asset for any reason it deems appropriate. In respect of our SIPP, Wealthtime Select does not accept any liability for any tax charges should the Client, their Financial Adviser, Execution Only Broker or Discretionary Investment Manager invest in assets which are deemed to be taxable property by legislation or HM Revenue & Customs.

If applicable, share dealing and/or corporate action instructions should be directed to your nominated Execution Only Stockbroker or Discretionary Investment Manager.

Wealthtime Select does not accept liability for any loss occasioned by any Financial Adviser, Execution Only Stockbroker, Discretionary Investment Manager or any other person or body which is responsible for managing or providing your investments or ancillary services connected therewith.

The fees and charges of your Execution Only Stockbroker or Discretionary Investment Manager are in addition to Wealthtime Select's Fees and will be payable from funds within your Wealthtime Select Products unless otherwise agreed.

17. VOTING RIGHTS

We will forward you copies of reports and accounts, scheme particulars, or meeting and voting information issued by the providers or issuers

of investments or managers where necessary due to legislative or regulatory requirements. We will not exercise any voting rights attaching to your investments.

If you have appointed an Execution Only Stockbroker or Discretionary Investment Manager, they will be responsible for providing you with such information and processing your instructions in this regard.

18. WITHDRAWALS

You can elect to have withdrawals paid to you from any Product within your Wealthtime Select Platform account provided you have funds available and the Terms and Conditions of the Product permit e.g. HM Revenue & Customs rules restrict this for the SIPP.

Payments of withdrawals can be made monthly or ad hoc according to your instructions. Payments for withdrawals will normally be made on, or around, the first Business Day of each month or other such day as advised by us.

If necessary, money to meet your withdrawals will be disinvested from the investment(s) specified in your instructions. If there are insufficient cleared funds in the relevant Account to fund the withdrawal, the withdrawal will not be paid and your Financial Adviser will be contacted for further instructions. If you have no Financial Adviser we will contact you direct. Withdrawals will be paid by BACS to your nominated bank or building society account in your name. If a CHAPS payment is requested, there will be a bank charge for this service.

19. FEES

Wealthtime Select will apply the Fees for the Service and each Product as set out in the relevant Wealthtime Select Fees Schedule as amended from time to time. You can find the latest version of the Wealthtime Select Fee Schedule on our website at www.wealthtime.com.

Our fees will normally be taken from the relevant Account but please note we reserve the right to take fees from your other Accounts if there is insufficient available in the relevant Account and to disinvest if necessary from any Product to pay fees. Any payment received from an external source in relation to a SIPP/ITP will normally be treated as a contribution. We reserve the right to charge interest on late payment at 3% over Barclays base rate from time to time.

If additional services are offered in the future, or additional forms of investment are permitted, then Fees for these may not be reflected in the relevant Wealthtime Select Fees Schedule and you should ensure you refer to the latest Fee Schedule for up-to-date information.

Please note that although Wealthtime Select does not automatically increase Fees annually to reflect increases in National Average Earnings or the Government's Retail Price Index it reserves the right to increase Fees on not less than 30 business days' notice by not more than the increase in the Government's Retail Price Index since the Fees were last fixed unless a higher increase is required because of additional legislative or other external requirements.

VAT may be payable on services provided by third parties. Wealthtime Select also reserves the right to charge VAT should this become applicable.

20. KEEPING YOU INFORMED

You and your Financial Adviser can access information on your Wealthtime Select Platform account from the Wealthtime Select Website, known as Wealthtime Select Online. Information may include statements and letters. It will be your responsibility to check Wealthtime Select Online on a regular basis.



Although your Wealthtime Select Platform account details will be accessible online to you and your Financial Adviser via the Wealthtime Select Website, you may at any time print hard copies of your records directly from our Wealthtime Select Website.

We will maintain records of Transactions and will provide you with quarterly valuation reports on your Wealthtime Select Platform account and these can be viewed on and downloaded from Wealthtime Select Online.

You, or your Financial Adviser on your behalf, must check that we have carried out your or your Financial Adviser's instructions correctly. If we have made any errors, you or your Financial Adviser must notify us within 14 Business Days of receipt of notification of execution of the instructions or we will not accept responsibility for any loss.

When your Financial Adviser or Discretionary Fund Manager has placed an instruction on your behalf we accept no responsibility for any errors or omissions.

Where your Wealthtime Select Platform account contains funds that are managed by third parties, we rely on and report information provided to us by those third parties. We therefore accept no liability for errors or omissions that may occur in this third party produced information, including where transmitted by us or incorporated into our own literature.

We make no express or implied representations as to the suitability of funds, or other investments held on your behalf, including in the event that we pass on literature or information produced by or on behalf of the providers, issuers or managers of such investments whether in hard copy or through the internet. Any market news, prices or other data you get from the Wealthtime Select Website is provided by us in good faith, but we cannot guarantee its accuracy or completeness or that it is up to date. No express or implied endorsement is made by us in relation to any of these items.

22. COMPLAINTS

We are authorised and regulated by the FCA and as such are bound by its rules. If you have a complaint, you should contact the Compliance Officer at Wealthtime Limited, 1 London Road Office Park, London Road, Salisbury, SP1 3HP.

You can ask us for a copy of our complaints procedure and the Financial Ombudsman's guidance.

For complaints relating to the services of any external provider these should be addressed to the relevant provider but we will be pleased to progress this on your behalf as far as we are able to do so.

If the complaint is not dealt with to your satisfaction then the matter may be referred to The Financial Ombudsman Service, Exchange Tower, London E14 9SR (telephone: 0800 023 4567) or, where relevant, The Pensions Ombudsman, 10 South Colonnade, Canary Wharf, London E14 4PU (telephone: 0800 917 4487). Any such action will not affect your right to take legal action.

However, for complaints relating to your Offshore Bond which are not dealt with to your satisfaction and remain unresolved you can contact the relevant Financial Services Ombudsman of your chosen Offshore Bond Provider. Further details are available on request.

23. FINANCIAL SERVICES COMPENSATION SCHEME

If you make a valid claim against us in respect of your investments and we are unable to meet our liabilities in full, you may be entitled to redress from the Financial Services Compensation Scheme (FSCS) by which we are covered and which enables an individual and small business to claim for 100% of any loss up to £85,000. For further information about the scheme including the amounts covered and eligibility to claim please refer to the FSCS website at www.fscs.org.uk.

We hold all monies received from you or for your benefit in a client bank account which is set up as a trust account and ring-fenced from our own assets in accordance with the FCA's client money rules. In the event that a bank defaults where we hold a client bank account and we are not liable to you, you may be entitled to redress from the FSCS. Most depositors including individuals and small businesses are covered by the scheme and an eligible depositor is entitled to claim up to £85,000. The £85,000 limit relates to the combined amount in all the eligible depositor's accounts with the relevant bank including their share of any joint account and not to each separate account.

However, if you have the Offshore Bond Product you will not be protected by the Financial Services Compensation Scheme but may be covered by the relevant offshore Compensation Scheme. Further details are available from your chosen Offshore Bond Provider.

The individual Product Providers for your underlying investments may themselves offer protection under the FSCS in respect of their products held within your individual Products. Please enquire of your Financial Adviser or the product providers for further information.

24. CLOSING YOUR WEALTHTIME SELECT PLATFORM ACCOUNT OR ANY INDIVIDUAL PRODUCTS UNDER IT

Unless you have a SIPP/ITP* you may close the Wealthtime Select Platform account at any time on giving us one month's notice.



We may close your Wealthtime Select Platform account immediately in the event that:
you are in material breach of these Terms and Conditions or

- you have persistently failed to observe fully these Terms and Conditions and our reasonable procedures notified to you or your Financial Adviser
- you come within the definition of a Politically Exposed Person or are otherwise deemed to be a higher risk under our anti-money laundering or financial crime procedures
- your Financial Adviser is in material breach of the Financial Adviser Terms of Business or has persistently failed to observe fully the Terms and Conditions of that document and our reasonable procedures notified to them
- the FCA, or other regulator, requires us to take such action, or we are required to do so act by law or regulation.

For any other reason, we may close the Wealthtime Select Platform account on giving you and the Financial Adviser three months' notice in writing.

Once notice of closure has been given, no further Products will be permitted in respect of your Wealthtime Select Platform account although the investments underlying the Products can continue to be managed by you or on your behalf. No Fees or charges at that time paid shall be refunded and those payable shall remain so. Termination will be without prejudice to the completion of Transactions already initiated and the settling or receiving of monies and paying expenses or fees.

* If you have a SIPP/ITP this can only normally be terminated by the payment of a transfer value to another registered pension scheme or the provision of annuity or death or payment using Flexi-access Drawdown in the appropriate form.

25. CLOSING YOUR WEALTHTIME SELECT PLATFORM ACCOUNT

This includes individual Products held under it and the associated Account(s).

If your Wealthtime Select Platform account or any individual Product held under it is closing this means our administration of the individual Product(s) will cease so you will have to take one or more of the following actions:

25.1 General Investment Account

- sell the investments in accordance with the applicable Product Terms and Conditions and request the proceeds are paid to a bank account in your name
- request transfer of the investments and any uninvested cash to you or another suitably regulated provider.

25.2 SIPP

Subject to any legislative and regulatory requirements:

- instruct Wealthtime Select to transfer the value of your arrangements to another HM Revenue & Customs registered pension arrangement
- purchase a pension annuity provided you have reached your minimum pension age or
- take the full fund via Flexi-access Drawdown.

25.3 ISA

Subject to any legislative and regulatory requirements:

- instruct Wealthtime Select to transfer your ISA to a new ISA manager authorised under the Act
- sell the investments and have the proceeds paid to a bank account in your name
- return any uninvested cash to you.

25.4 Offshore Bond

Subject to any legislative and regulatory requirements:

- surrender the Policy and sell the investments in accordance with the Offshore Bond Policy Conditions and arrange for the Offshore Bond Provider to pay the proceeds to a bank account in your name
- continue the Policy outside the Wealthtime Select Platform, under the Terms and Conditions described in your Offshore Bond Policy Conditions. The Terms and Conditions are available on request from your chosen Offshore Bond Provider.

25.5 Fees and costs for closing your Wealthtime Select Platform account

You will need to pay all our Fees and meet all costs for which you may be liable in respect of the underlying Products, and will also have to arrange to our satisfaction for the due settlement of Fees for any outstanding investment Transactions. Where relevant, this will involve the fees of Discretionary Investment Managers, Execution Only Stockbrokers, your chosen Offshore Bond Provider and other third parties' fees and expenses being settled. Any residual monies will then be transferred as stated above. Fees paid in advance are not refundable.

25.6 Closing your Wealthtime Select Platform account on death

When we are notified of your death, we will immediately cease to execute new Transactions related to the Wealthtime Select Platform. When we receive appropriate proof of title, we will then accept instructions from any authorised personal representatives subject to the provisions governing the individual Products, particularly the SIPP.



We will be entitled to assume you are alive until we are put on notice of your death when Transactions in respect of the Wealthtime Select Platform will be suspended (pending legal confirmation of death) and investment providers advised by us of such fact.

26. GENERAL CONDITIONS INCLUDING AN INDEMNITY FROM YOU We may delegate any functions under these Terms and Conditions to third parties (subject to any statutory or regulatory limitations). If we do so, we will reasonably satisfy ourselves that such parties are competent to carry out those functions but shall not require your comment or agreement to do so.

26.1 Indemnity and liability

We shall exercise due care and diligence in the administration of the Wealthtime Select Platform. But, subject to Section 71 of the Act, and our obligations under the Act, and in these Terms and Conditions, we shall not be liable to you, nor will we compensate you, for any loss arising as a result of us doing (or not doing) anything in reliance upon an instruction given (or which we reasonably believe to have been given) by you, your Financial Adviser, Discretionary Investment Manager, Discretionary Fund Manager or other authorised representative.

Wealthtime Select will not accept responsibility for any losses how so ever incurred as a consequence of having to return any monies received from any third party not containing the correct reference numbers to enable the payment to be banked.

You agree to release, indemnify and compensate us from and against any and all costs, claims, demands, taxes (save for taxes in respect of trading profits), duties, losses, expenses and liabilities incurred by us and/or them in any way in connection with the Wealthtime Select Platform. The exception will be where these arise as a result of our negligence, wilful default or breach of any statutory or regulatory obligations and in this respect we are not liable for any indirect or consequential loss, nor for any loss caused by a fall in the value of the underlying investments or depreciation in the value of your Wealthtime Select Platform account or for loss of investment opportunity.

You should also note the exclusions from, and limits to our liability, stated elsewhere in these Terms and Conditions, and also any exclusions from, and limits to liability, contained in the Financial Adviser terms of business, the Discretionary Investment Manager agreement, the Discretionary Fund Manager agreement, the Execution Only Stockbroker agreement, your chosen Offshore Bond Provider terms and conditions/ policy conditions and the terms of business of any other body nominated or appointed by you or your Financial Adviser.

If we cannot provide the Wealthtime Select Platform because of something beyond our reasonable control (including without limiting the effect of the overall exclusion of liability strikes, industrial action or the failure of equipment, including technology and communications or power supplies) we will not be liable to you for any loss which you may suffer.

Your rights and obligations under these Terms and Conditions are not assignable or transferable, unless specifically permitted by us.

Where subscriptions, contributions and transfers of monies are made via the BACS Direct Debit Scheme into any of your Accounts these are covered by the rules of the BACS Scheme and you agree to be bound by and cooperate with the operation of these rules. In cases where a valid indemnity claim under the BACS scheme rules is made by a payer bank for and on behalf of the bank account owner from where any amounts received into your Accounts have been debited from, you authorise Wealthtime Select, in advance and without further referral to you, to take all necessary steps to make available the monies from your Account required to meet the indemnity claim value in full. For the avoidance of doubt, you authorise Wealthtime Select in such situations to, on its own initiative, arrange the disinvestment of assets if appropriate and transfer the cash balances to the value of the indemnity claim to the payer bank on demand. In such circumstances you agree not to hold Wealthtime Select liable for any loss that you may incur due to the timing of such disinvestments. Further, if having disinvested investments the value of the cash balance in your Account is found to be insufficient to meet the full value of the BACS indemnity claim and/or any associated claim for consequential loss, you agree to indemnify Wealthtime Select and make good such short-fall directly to Wealthtime Select within 14 days of a demand being made to do so in writing by Wealthtime Select. Failure to make good any short- fall within the specified 14 days will entitle Wealthtime Select to add interest to the balance outstanding at the rate of 3% per day for each and every day beyond the original 14 day payment period.

26.2 Changes to Terms and Conditions

We may remove, change, or add to these conditions or any details forming part of the contract between us without your agreement:

- a) To conform with or anticipate any changes in law, regulation order, code of practice or to react to any change in the interpretation of any of these.
- b) To react to recommendations of the FCA.
- c) To provide for the introductions of new or improved systems, methods of operation, services or facilities.
- d) To enable us to harmonise our banking or charging arrangements.
- e) To reflect market conditions.
- f) To reflect general banking or other financial services practice.
- g) To make them clearer or more favourable to you.
- h) To rectify any mistake that may be discovered in due course.

- i) To enable us to change the provider of banking services to another bank authorised under the Act.
- j) We may also remove, change or add to these Terms and Conditions for any reason which we may consider is valid.
- k) To facilitate the use of services provided by third parties for any purpose in connection with the services we provide to you under the Wealthtime Select Platform.
- l) Generally to improve the service we provide or to facilitate more efficient administration and/or to achieve cost savings.

We have the right to make any amendment to these Terms and Conditions in order to comply with a change of applicable law or regulation or FCA or HM Revenue and Customs requirements.

We will give you 30 Business Days prior written notice of material changes unless the change is to your advantage or is of neutral effect in which case we will notify you within 30 Business Days after the change.

We will not amend these Terms and Conditions if this or the direct consequences of the change would be prohibited by the Act or other statute or regulation including provisions relating to SIPPs, ISAs or Offshore Bonds.

Please note that third parties may amend their Terms and Conditions including fees.

27. ONLINE SERVICE

27.1 Registering for the Online Service

It is a condition of membership of the Wealthtime Select Platform that you register for, and activate, the Wealthtime Select Online service at the time you are accepted as a client. You may appoint a nominee to register on your behalf if you wish. Please see the Online Registration Form for more information.

27.2 Limitation of liability

You acknowledge that your uninterrupted access to the Service and use of the Service may be prevented by certain factors outside the reasonable control of Wealthtime Select including, without limitation, the inefficiency, or unsuitability, the unavailability or interruption of Internet or other telecommunication services. Non-performance by Wealthtime Select of its obligations under these Terms and Conditions will not be a breach of these Terms and Conditions where such non-performance results directly or indirectly from such factors outside the control of Wealthtime Select and Wealthtime Select does not accept any responsibility and will not be liable for any loss or damage arising out of or in connection with any such factors.

27.3 Security

It is your responsibility to maintain adequate procedures to ensure that the information available through the Wealthtime Select Website is kept secure in particular you should make sure that the arrangements for receiving mail at your email address are safe and that you can receive email from us.

27.4 Phishing

Clients may receive unsolicited emails claiming to be from ourselves. These emails attempt to direct the recipient to internet sites asking for personal, security or account information. These emails are completely random and not from ourselves.

They are fraudulent attempts to obtain personal details and you must be wary of them and not respond to them. If you receive such an email, before deleting it, please attach it to a new email and send it to ourselves.

If you think you may have responded to a phishing email with your security details, please call us immediately.

28. COMMUNICATION

You understand and agree that these contractual arrangements are based on an online service which may not necessarily be accompanied by paper-based information and that you have no right to require this and that other than if required by law we will post such documents to the Wealthtime Select Online document store.

Communication from us however referred to in these Terms and Conditions, the Key Features and any other documentation, including "in writing" includes email, electronic online correspondence, online documents, statements and letters, and online secure messages unless we provide otherwise.

If you change your name, address, email address or other contact details, you must inform us immediately in writing.

29. DATA PROTECTION

Wealthtime Limited is a Data Controller, as defined in and authorised under the Data Protection Law to collect and process your personal data. Your Financial Adviser and any Discretionary Fund Manager or other third party you appoint (such as, where permitted in accordance with Clause 16, Execution Only Stockbrokers, Discretionary Investment Managers, Offshore Bond Providers and banks providing Deposit Accounts) may also be Data Controllers and they will be separately responsible for disclosing the legal basis for processing your data.

We may obtain data from you or your Financial Adviser (acting as your agent) in the course of providing the Wealthtime Select Platform to you.

In providing this service we may monitor, record, store and use any telephone, secure message or other communication with you.



Any new information that you or your Financial Adviser provide may be used to update our existing records we hold for you.

Wealthtime Select will process your data to enable us to provide the Wealthtime Select Platform to you and to administer your Product Wrappers and Accounts and for other purposes as set out in our Data Protection Privacy Notice available on our Website. We will only use your personal data for the purposes set out in this Privacy Notice and we will never sell or trade your data. We will keep your data confidential and we will only disclose it where we have a legal basis for doing so and:

- To our partners, suppliers and sub-contractors including with whom we deal in the operation and management of the Wealthtime Select Platform;
- To people acting as our agents in providing the Wealthtime Select Platform;
- To your Financial Adviser, Discretionary Fund Manager or other third parties you appoint;
- To others who perform tasks for us to enable your Financial Adviser to service your Product Wrapper(s);
- To third-parties that your Financial Adviser has authorised under a written agreement to be able to process your data (including accessing the data electronically);
- Or to governmental, judicial, law enforcement or regulatory bodies and other parties as required by law.

We have the right to retain your data for at least 7 years after we cease to provide the Wealthtime Select Platform to you, or indefinitely where necessary to comply with FCA rules. Full details can be found in our Data Protection Privacy Notice available on our Website.

We may transfer your information to a country outside the European Economic Area, provided that one of the following applies:

- The country to which your information is transferred ensures an adequate level of protection for your rights and freedoms;
- You have given your consent;
- The transfer is necessary for one of the reasons set out in the Data Protection Law, including the performance of the contract between us;
- The transfer is legally required on important public interest grounds or for the establishment, exercise or defence of legal claims; and
- The transfer is authorised by the relevant data protection authority where we have confirmed adequate safeguards with respect to the protection of your privacy, fundamental rights and freedoms, and the exercise of your rights.

If we introduce new products or services that involve changes to the way we use your information and we believe you may not reasonably expect us to do so, we will write to you to notify you of the proposed change.

Important: Your Rights

- You have the right to be informed about the personal information we collect and process on you and the legal basis and legitimate interests we rely on to be able to do so.
- You have the right to inspect your personal information we hold about you.
- If any of the information held by us is inaccurate, you can ask us to correct it.
- Where legal requirements do not prevent it you can in certain circumstances object to our processing of your personal data or ask for processing to be restricted or for your personal data to be erased.
- You have the right to request your personal data be transferred to another provider. We will confirm to you what can be transferred and how this will be done on request.
- You have the right to request a copy of your personal data we hold about you.

Exercising your rights under the Data Protection Act

If you wish to exercise any of the above rights please write to:

The Compliance Officer, Wealthtime Limited, 1 London Road Office Park, London Road, Salisbury, SP1 3HP.

If you have a concern about how we use the information we hold about you, you can contact the Information Commissioner's Office by calling their helpline on 0303 123 1113.

30. MISCELLANEOUS

We will provide you, upon request, with copies of these Terms and Conditions and details of the Fees currently prevailing.

Any notice from us will be valid if sent to you at your address as shown in our records. Notices sent by post will be considered to have been received by you within seven Business Days of the date of posting or, in the case of notices sent by fax or email, when the transmission is shown to us as complete.

Notices sent from you to us will only be valid when actually received by us.

We may operate a telephone recording system and calls may be recorded for training and monitoring or security purposes.

References to other lists, documents, guides or schedules in these Terms and Conditions are to other lists, documents, guides and Wealthtime Limited. Registered in England No. 6016480. Registered Office: 1 London Road Office Park, London Road, Salisbury, SP1 3HP. Telephone: 01725 512925. Web: www.wealthtime Select.co.uk. Wealthtime Limited is authorised and regulated by the Financial Conduct Authority, based at 12 Endeavour Square, London, E20 1JN, under Firm Reference Number 468461 and you can check this authorisation at fca.org.uk/register.



schedules published by Wealthtime Select from time to time which set out more details relating to specific terms of this Agreement.

If you require this document in an alternative format please contact us.

31. LAW

These Terms and Conditions are governed by English law and any disputes are subject to the exclusive jurisdiction of the Courts of England and Wales. The provisions of these Terms and Condition are enforceable only by you and us, and no rights are conferred upon any third party whether by statute or otherwise.

How to Contact Us

Call the Wealthtime Select Client Services Team on: 01725 512925.

Lines are open 9am to 5pm Monday to Friday. To help us improve our service we may record or monitor calls for training and monitoring or security purposes.

Our address is: The Wealthtime Select Platform Client Services Team, Wealthtime Limited, 1 London Road Office Park, London Road, Salisbury, SP1 3HP. Telephone: 01725 512925 Fax: 01725 513493