

Transfers and Novations Request Form

For IFA use only.

Transfer and Novation Guidelines (Please read carefully before proceeding)

Before you proceed, please check that all of the following are in place:

- The specific agencies that will receive the transferred business must be set up prior to the novation. The Receiving Firm must also have Royal London Terms of Business in place where required prior to the transfer. The Origo Agency Registration Service can be used to request Terms of Business where required.
- Any Transfers of Business required at Adviser level (registered individual) must have their own Royal London designated registered individual number in place to transfer from.
- This form needs to be completed by the principal firm.

1. Important information

Please ensure that you have read and accept the following:

- The Receiving Firm should be advised to confirm and understand the amount of unearned liability they are taking on because of this Transfer of Business. If you require a liability report, please request this from distributionMI@royallondon.com prior to the novation taking place.
- The Receiving Firm should be advised to confirm and understand the amount of existing debt they are taking on because of this Transfer of Business. It is recommended that any existing debt is cleared insofar as possible before business is transferred. If you require any details regarding the debt, please contact BQCManagement@Royallondon.com.
- Both Receiving and Ceding Firms should seek independent legal advice.
- Both Ceding and Receiving Firms must have obtained any necessary approval from their Regulatory Body prior to submitting this form and be prepared to provide evidence of this if required.
- Written permission must have been obtained and validated from any client where there is an on- going adviser charge being facilitated confirming their agreement for the transfer of payment of this charge to the Receiving Firm prior to the form being submitted, and the Receiving Firm should be prepared to provide evidence of this upon request.
- 1 directors' signature is required for each principal firm, if the principal(s) is/are a partnership then at least 2 partners will need to sign this form
- Please print and complete this form in full and return to protectionagency@royallondon.com.

2. Firm Details

A) Receiving Firm Details

(to be completed by or on behalf of Receiving Principal Firm)

Name of Firm			
Address			
		Post Code	
Email Address			
Telephone No.			
Contact Name			
Regulatory Reference Number			
Name(s) of Firm Principals			

B) Ceding Firm Details

(to be completed by or on behalf of Ceding Firm Principal)

Name of Firm			
Address			
		Post Code	
Email Address			
Telephone No.			
Contact Name			
Regulatory Reference Number			
Name(s) of Firm Principals			

3. Transfer and Novation Details

Please indicate below whether the transfer of all agencies is required or whether only a subset of policies / agencies should be transferred:

Please note: If existing applications/pipeline business is to be transferred this needs to be selected below.

☐ Transfer all agencies associated with Ceding Firm/registered individual

☐ **Agency** specific transfer request

☐ **Policy** specific transfer request

☐ **Pipeline** to be included

If you only wish to transfer a subset of agencies/policies, please provide a separate list of the relevant agency / policy details to avoid whole agencies being novated in error.

Please use this section to add any supporting information relating to this transfer:

4. Transfer Declaration

Ceding Firm's Declaration:

1. We confirm that all clients affected by the transfer have been informed and have consented to the transfer including the transfer of commission and charges.
2. We confirm that we will no longer supply servicing to the clients affected by the Transfer.
3. We confirm we relinquish the remuneration liability.
4. We acknowledge that responsibility for all advice given to our clients prior to the date of this transfer remains with us.

Agreed on behalf of Ceding Firm

We confirm that all information provided in this form is correct and complete to the best of our knowledge and belief.

(Please note only 1 directors' signature is required, where there are two or more Partners in place, at least two Authorised Signatories should sign the declaration.)

Signature		Please Print Name	
		Job title	
		Date	
Signature		Please Print Name	
		Job title	
		Date	

Receiving Firm's Declaration:

1. We confirm acceptance of the transfer of clients and remuneration liability.
2. We confirm that all clients affected by the transfer have been informed and have consented to the transfer including the transfer of commission and charges.
3. We confirm that initial and renewal/trail commission, initial adviser charges and ongoing adviser charges (as applicable) are continuing the same basis as before and that the level of Client Servicing is the same as before;
4. We agree to undertake the repayment of any reclaims of unearned remuneration which may occur from the Effective Date of the transfer in accordance with the Terms of Business.
5. We agree to undertake the repayment of any actual debt balance at the date of transfer in accordance with the Royal London Terms of Business.

Agreed on behalf of Receiving Firm

(Please note only 1 directors signature is required, where there are two or more Partners in place, at least two Authorised Signatories should sign the declaration.)

Signature		Please Print Name	
		Position in Company	
		Date	
Signature		Please Print Name	
		Position in Company	
		Date	



Royal London
royallondon.com

**We're happy to provide your documents in a different format, such as braille,
large print or audio, just ask us when you get in touch.**

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