

# Adviser registration form



## Online process available

Has your firm or network already registered with AJ Bell Investcentre? If so, the quickest way to setup a new branch or Appointed Representative is [online](#).

AJ Bell Investcentre will only transact business with advisers who are registered with us and authorised by the Financial Conduct Authority (FCA).

Once registered, you will have access to all areas of our website. This will allow you to use our illustration tools, access literature, set up and administer SIPPs, RIAs, ISAs and GIAs for your clients and buy / sell investments on their behalf.

### Business details (head office)

Your firm's trading name (if different from registered company name)

Your firm's registered company name

FCA firm reference number

Address



Postcode

Contact telephone number

Fax number

Email address

Website

You can email a scanned copy of this completed form to [adviserservicing@investcentre.co.uk](mailto:adviserservicing@investcentre.co.uk), or send it to:  
**AJ Bell Investcentre, 4 Exchange Quay, Salford Quays, Manchester M5 3EE.**

Please use **BLOCK CAPITALS** only and blue or black ink, ticking boxes where appropriate.

If you would like a copy of this, or any other item of our literature, in large print, Braille or audio format, please contact us on 0345 83 99 060 or by email at [enquiry@investcentre.co.uk](mailto:enquiry@investcentre.co.uk).

## Permissions

Does the firm have discretionary permissions?  Yes  No

**If the firm has discretionary permissions, please complete the supplementary discretionary permissions form.**

If the firm is an appointed representative of another firm, or is a member of a network, please state the name of that firm or network and, if appropriate, the membership number of the firm named above within the network.

Name of firm or network

Membership number

## Adviser firm bank account details

Your firm's bank details will be required to pay any initial, ongoing, or one-off adviser charges.

Please ensure you use the exact name of the bank account, rather than a shortened version, otherwise the account could fail our checks, which may lead to a delay in the payment of your adviser charges.

Bank name

Bank address

Postcode

Account number

Sort code

Account name

## Adviser charging

Should we add VAT to your initial adviser charge?  Yes  No

Should we add VAT to your ongoing adviser charges?  Yes  No

Note: We cannot give any advice as to whether or not you should add VAT to your adviser charges.

## Management and staff details

Please list all relevant contacts based at the head office mentioned above. Staff based at another location should be listed under the appropriate address in the next section.

Title	Forename(s)	Surname	FCA-registered <i>Insert individual reference number</i>	Not FCA-registered <i>Insert job title</i>	Direct telephone	Direct fax	Direct email

## Branch offices

If your firm has any other offices, subsidiaries or appointed representatives, please give details below. Please list the relevant contacts at each office. (If you require extra space to list your branches, please continue on a separate sheet or sheets.)

Branch / company name

Address

Postcode



Telephone number

Fax number

## Staff details

Please list all relevant contacts based at the branch office mentioned above.

Title	Forename(s)	Surname	FCA-registered <i>Insert individual reference number</i>	Not FCA-registered <i>Insert job title</i>	Direct telephone	Direct fax	Direct email

Branch / company name

Address

Postcode

Telephone number

Fax number

### Staff details

Please list all relevant contacts based at the branch office mentioned above.

Title	Forename(s)	Surname	FCA-registered <i>Insert individual reference number</i>	Not FCA- registered <i>Insert job title</i>	Direct telephone	Direct fax	Direct email

Branch / company name

Address

Postcode

Telephone number

Fax number

### Staff details

Please list all relevant contacts based at the branch office mentioned above.

Title	Forename(s)	Surname	FCA-registered <i>Insert individual reference number</i>	Not FCA- registered <i>Insert job title</i>	Direct telephone	Direct fax	Direct email

## Declaration

I declare that the information provided above is correct and complete, and I request that the firm referred to in 'Business details (head office)' and the individuals listed above be registered with AJ Bell Investcentre on the basis of the information contained in this adviser registration form.

On behalf of the firm, I confirm that I have read and understood the AJ Bell Investcentre adviser handshake (available on the AJ Bell Investcentre website, [investcentre.co.uk](http://investcentre.co.uk)) and that all registered individuals and other employees or representatives of the firm will act in accordance with the terms of the adviser handshake in their dealings with AJ Bell Investcentre.

Signed

Date

Name

Job title

For and on behalf of (insert name of firm)