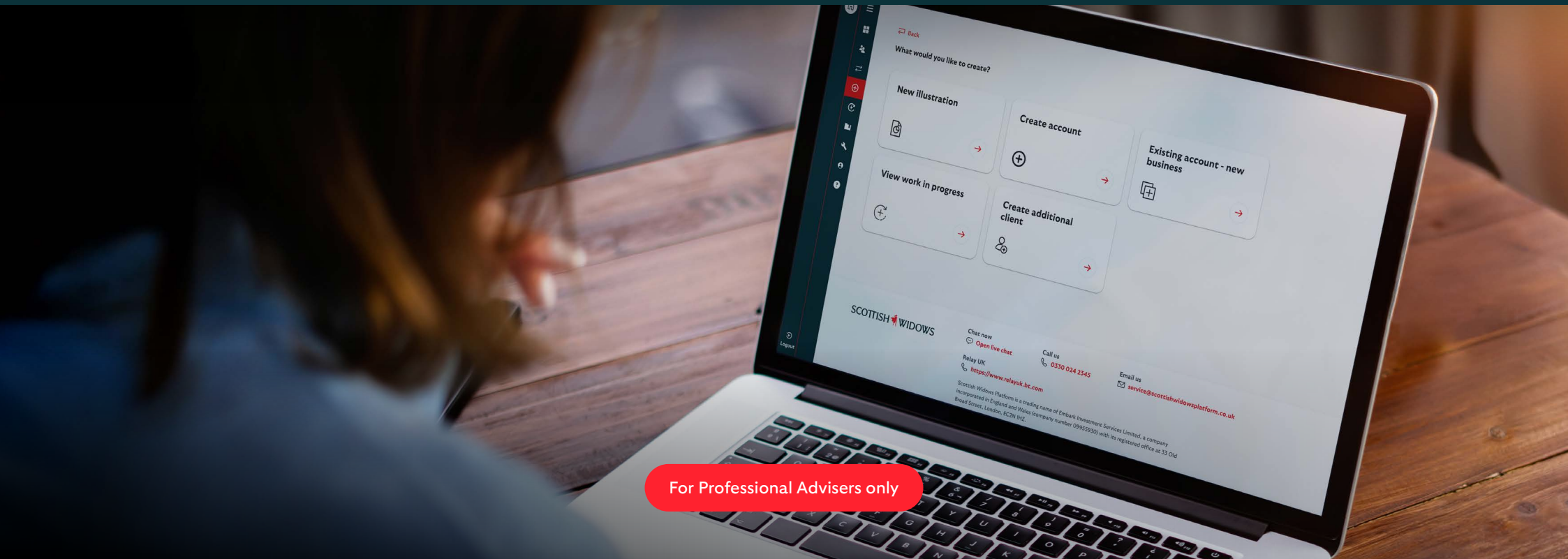
SCOTTISH WIDOWS

Scottish Widows Platform

Third Party Investment Account (TPIA)
Adviser Guide



For Professional Advisers only

Third Party Investment Account

In some instances, your client may not want to move from an existing provider but would still like to access the investment options available through Scottish Widows Platform. That's when a Third Party Investment Account may be of help.

Our Third Party Investment Account (TPIA) allows clients to retain the product features of their existing third party product (i.e. pension or offshore bond) whilst accessing investments opportunities through Scottish Widows Platform.

This guide sets out what a TPIA is and how you can set this up on Scottish Widows Platform. The guide does not cover SSAS TPIAs. Please contact us for support with these cases.

TPIA in more detail

A TPIA allows a third-party product provider e.g. a pension scheme or offshore bond provider to hold and invest assets on Scottish Widows Platform for an underlying member, member trustee, or client.

Setting this up on the Platform means:

- The third party provider is the account holder
- The member/member trustee/client is the underlying beneficiary
- The third party must already be set up and approved by Scottish Widows Platform

How to set up a TPIA – three simple steps

1

Third Party Provider set up

Any third party provider must be set up and approved by Scottish Widows Platform before a TPIA can be set up. To do this they must have competed and signed a **Third-Party Provider set-up form**.

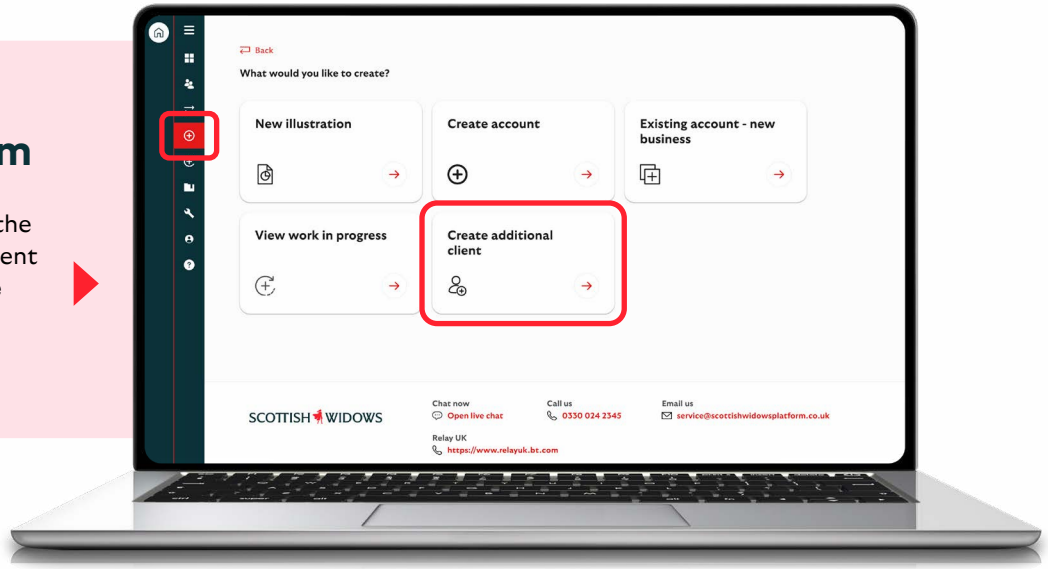
Pre any TPIA application, you should always check whether the provider has already **completed this form**, or are in the process of doing so.

To check this, or to obtain the **Third-Party Provider set-up form**, please email **service@scottishwidowsplatform.co.uk**

2

Client set up on the Platform

A client's record must exist before any TPIA can be set-up. If the client is not already on the Platform, you can create a new client by navigating to the Platform dashboard and selecting **create new** ⊕ from the navigation menu, and if necessary, select **Create additional client**.



3

Submit a TPIA Application Form

Once the third-party provider has been set up and client records are in place, the third-party provider must complete and submit a **TPIA Application Form** to our servicing team.

This can be found within the Scottish Widows Platform website literature library, or through the following link: **TPIA-application-form.pdf**.

After the form is submitted, the application will be linked to the client ID.

Questions and Answers

How much can be saved in a TPIA?

A TPIA can be started with a minimum cash or assets transfer from the Provider of £5,000. There is no maximum amount that can be transferred into a Scottish Widows Platform TPIA.

The Scottish Widows TPIA can accept the following payments in:

- One-off payments from the Provider bank account;
- A re-registration transfer of investments held elsewhere.

Cash payments should be made electronically by Direct Credit (BACS, CHAPS, or Faster Payment).

What are the charges?

The following shows the type of charges that could be applied to an Account depending on the services chosen. Charges are deducted from the 'Available Cash' within an Account. A more detailed description of our charges can be found in your Client's Charges Guide.

The initial charges include any initial adviser charge.

Ongoing and ad-hoc charges can include:

- ongoing Scottish Widows Platform charge;
- ongoing adviser charge;
- discretionary investment manager charge.

You should check with the third-party provider whether adviser charges are to be taken from Scottish Widows Platform or from the third party provider themselves. For third-party Offshore Bonds from Canada Life International or Utmost, any adviser charges have to be taken from the third-party provider.

What about tax?

The Scottish Widows Platform TPIA is an account held within a third-party product. Tax treatment depends on the type of product selected (for example, pension or bond).

Income and capital gains generated within the TPIA are not subject to tax within the account itself; however, tax may still apply depending on the product wrapper and the client's circumstances.

For details on how tax applies, please refer to the third-party provider.

What investments can be held in a TPIA?

The range of investments available through the platform includes:

- mutual funds;
- exchange-traded instruments (ETIs) including securities;
- mutual funds and ETIs contained in model portfolios.

A third-party provider may apply its own investment selection criteria that needs to be observed when selecting investments to be held within Scottish Widows Platform. Any such criteria or restrictions must be agreed with the provider.

Can investments within the TPIA be changed?

Yes, you can make changes to your client's investments, subject to any restrictions set by the third-party provider.

If the investments are held within a model portfolio, the discretionary investment manager may also instruct us to buy and sell investments when necessary to rebalance the model portfolio. This is done to make sure that the overall objective of the portfolio is maintained.

In some instances, there may be restrictions on the sale of investments, for example, if an investment is suspended from trading or where there are restrictions on when an investment can be sold.

Questions and Answers (continued)

Can the money be taken out?

Yes, either one-off or regular withdrawals can be made to the third-party provider's bank account at any time. We do not apply any charges for taking money out of the Account, however there may be charges involved in selling certain investments. The third-party provider is responsible for making any onward payments to the client.

Regular withdrawals

Regular withdrawals can be made to the Provider bank account either monthly, quarterly, half-yearly or yearly. Such withdrawals must be taken from Available Cash in the Account. You may need to give instructions to sell investments to generate cash.

Regular withdrawals can be stopped and re-started at any time when we are able to facilitate it. There is no charge for doing this.

One-off withdrawals

A one-off withdrawal can be made to the Provider at any time from Available Cash in the Account. You may need to give instructions to sell investments to generate cash for such withdrawals. There is no charge for this.

What are distribution, dividend and interest payments?

Depending on the type of investments held, the Account may be eligible to receive a certain type of income payment from an investment. The different types of income payments are:

- distribution payments;
- dividend payments;
- interest payments.

More information this is available within the Client Terms & Conditions.

Can a transfer of assets be made from another TPIA arrangement?

Any transfer will require the agreement of the third-party provider.

If a transfer progresses, any cash transfer would normally be made to the third-party provider, who would then allocate the funds to the TPIA.

We may allow a re-registration transfer in on a case-by-case basis, subject to agreement from the third-party provider. Where this is required, you should contact us to discuss.

Can the Account be cashed in or a transfer out arranged?

Yes, you can instruct us to sell all investments and arrange payment to the third-party provider's bank account at any time.

You could also instruct us to transfer or re-register the investments to another provider where the other provider agrees to accept the investments held in the Scottish Widows Platform TPIA.

We may allow a re-registration transfer out on a case-by-case basis. Where this is required, you should contact us to discuss.

What happens if my client dies?

In the event of death, the third-party provider will instruct a return of monies from the Scottish Widows Platform TPIA to their bank account, thereby enabling them to provide death benefits in accordance with their own Terms. Any adviser charges and discretionary investment manager charges will be stopped at that time.

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scottishwidows.co.uk/platform

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Scottish Widows Platform is a trading name of Embark Investment Services Limited, a company incorporated in England and Wales (company number 09955930) with its registered office at 33 Old Broad Street, London, EC2N 1HZ. Embark Investment Services Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number 737356).

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