

# Adviser Online Registration Form

Complete this form to gain online access to the Wealthtime Classic platform. This form can only be used by Advisers and intermediaries.

If you are sending this form by post, please complete in CAPITAL LETTERS using black ink and return to: Wealthtime Classic, PO Box 2468, SALISBURY, SP2 2UH.

## User's personal details

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="checkbox"/>	If other please state	<input type="text"/>
First name(s) in full	<input type="text"/>					Last name	<input type="text"/>				
Company name	<input type="text"/>					Business address	<input type="text"/>				
Position	<input type="text"/>						<input type="text"/>				
FCA reference number	<input type="text"/>						<input type="text"/>				
Phone number	<input type="text"/>						<input type="text"/>				
Mobile number	<input type="text"/>					Postcode	<input type="text"/>				

## Memorable information

Security information must be provided so we can verify users, so you'll need to remember this information as we'll ask you about it when you first log in. The sections below need to be completed by you or your nominee. Please use a maximum of 15 characters per answer and avoid the use of punctuation.

Mother's maiden name:

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Memorable date (dd/mm/yyyy):

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Please note: When entering your memorable date, the year should be between 1900 and 2100.

Place of birth:

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Memorable school:

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Memorable place:

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## Online control manager

I've been nominated to act as the online control manager for my organisation.

☐

Yes

☐

No

If 'yes', please tick the box to confirm you've read and understood the Terms and Conditions, which explain the role.

☐

I've read and accept the Terms and Conditions for the online control manager.

## Declaration

Email address for online service (mandatory)

I confirm I'm authorised to view my clients' data. I require access to:

☐

Online trading

☐

Service configuration

☐

Adviser Charge statements

Signature

Date  
(dd/mm/yyyy)

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Once you've registered for this service, you'll be able to view your firm's client data unless we've been advised otherwise by the online control manager.

## Authorisation

Organisation name

Name of authorising individual\*

Position

Signature

Date  
(dd/mm/yyyy)

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\*Authorising individual must be a director, partner or sole trader of the firm, or a previously nominated online control manager.

## Wealthtime Classic online services Terms and Conditions

Below are the Terms and Conditions all Wealthtime Classic online users must agree to before access will be granted. Please read them carefully and make sure you understand all items before signing the declaration.

### General

These Terms and Conditions apply to all our online services.

You must be acting on behalf of your client(s) and also be employed by a company or partnership, or be a sole trader.

From time to time we may notify you of and ask you to accept additional Terms and Conditions online.

### Security

Access to our online service is controlled by each user who'll have a unique user record with associated security information.

As a representative of your organisation, you'll be responsible for making sure you protect your login details or other security identification information, and to do this you must:

- Take reasonable steps to keep it secret.
- Not share your login details with anyone.
- Not allow anyone else to use it.
- Never write your security information down without disguising it.
- Not leave a PC unattended while logged onto the service.
- Destroy or securely store any information printed off from the service.

**Data protection**

Please refer to the data protection clauses included in the Adviser Registration Application Form, Terms of Business document and our Data Privacy Policy available at [wealthtime.com](https://wealthtime.com).

**Revoking access**

We reserve the right to revoke any online user access at any time, for any reason.

**Individual leaving your organisation**

We won't accept liability for any loss or damage suffered by you or your clients arising from continued access to our online services after an individual user has left your organisation and has ceased to act with their client's authority.

**Additional users**

We may seek verification of any additional requests and reserve the right to impose any other checks we consider necessary before additional users can be set up.

**Availability/alteration of service**

Availability of our online services depends on our own system's availability and normal internet availability. We won't accept liability for any consequences of unavailability of the system for any reason. We may also amend, extend or withdraw any online service at any time.

**Access rules**

The information relating to your client's account can only be accessed using your online access number, password and pin number.

The service may have limited update facilities allowing the user to inform us of changes. If an individual has access rights to change data, it's their responsibility to make sure the changes are accurate. If any changes are made to the data, we won't accept responsibility for its accuracy.

**Information available**

The details available under your client's account are for illustrative purposes only. The date when the information for a client was last updated will be indicated where possible.

**Errors and omissions**

We endeavour to keep our records up to date at all times. However, there may be changes we may not have been notified of by you or a third party. If you access a record, which you believe contains errors or omissions, please tell us immediately.

We act as a central collection point for investment information. We rely on third parties to get up-to-date information and are dependent on their efficiency and accuracy.

We won't accept liability for any claims by you and/or your clients for damages or loss arising from an inaccurate record.

**Role of online control manager**

The online control manager will act as a contact point for us.

The role of the online control manager will primarily be to establish and maintain all Wealthtime Classic online users for your particular organisation.

It's your responsibility to keep us informed of your current client portfolio and authorised online users. We'll send you a list of your organisation's Wealthtime Classic clients and/or your organisation's online users if requested.

You can delegate the role of online control manager to anyone you see fit within your organisation, as long as they're a new or existing Wealthtime Classic online user who's signed up to the Terms and Conditions.

If you'd like to change your designated online control manager for your organisation at any time, please contact us as soon as possible.

If you require this document in an alternative format please contact us.

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