BARNETT WADDINGHAM
beyond the expected

FlexibleSIPP

SIPPS ONLINE GUIDE

A step by step guide for Advisers and Paraplanners

SIPPs Online works in a different way for advisers in comparison to paraplanners. Only FCA registered individuals can advise clients so applications have to be made in the name of an adviser, not a paraplanner.

A **If you are an ADVISER please read Section A**

B **If you are a PARAPLANNER please read Section B**

A Advisers

Advisers can start the registration process by emailing SIPPNewBusinessEnquiries11@BarnettWaddingham.onmicrosoft.com

Before authorising this, we carry out adviser checks and our terms of business and adviser charging form MUST be completed (see below for further details).

B Paraplanners

Please email us at SIPPNewBusinessEnquiries11@BarnettWaddingham.onmicrosoft.com for access to SIPPs Online.

We provide paraplanners with their own log in, which provides access to the SIPPs Online accounts of all the advisers they work with who have registered.

For clarity, a paraplanner can submit a new SIPP application on behalf of an adviser who has already registered for SIPPs Online.

SIPPs Online shows both adviser and paraplanner who produced each illustration and application.

Terms of business and adviser charging

Before full SIPPs Online access can be granted and applications submitted, the terms of business and adviser charging form must be completed at firm level (i.e. not for each adviser). If you do not know whether they have been completed for your business, we can tell you.

If they are not yet in place, we recommend completing them as soon as possible to avoid the risk of delay later on.

The documents need to be signed on behalf of the business by someone with appropriate authority. In simplistic terms, this means someone with a significant influence function such as directors, partners and CF10 compliance oversight.

Applying online

We recommend you download our Online SIPP Application Essentials document. This will help you to prepare before beginning the application process. You may also find it useful to take with you to your client meeting.

We pride ourselves on providing a truly personal service, so if there's anything you are unsure about, please do call one of our client managers on **0344 443 0100** – they are always happy to help.

Added efficiency

Online applications are faster and more efficient for us, which means that in return we can provide you with a faster service and a lower SIPP set up fee for your client. There are other benefits too - we carry out electronic anti-money laundering checks which, if passed, can reduce paperwork.

What happens next?

Advisers submit the application online, including accepting the declaration on behalf of their client. This produces a document pack, which contains any client signing needed, and a draft application summary.

We carry out initial checks on the online application data. Once we receive the document pack, we set up the SIPP and request any transfers. This typically happens within 2-3 working days.

You will receive confirmation of the SIPP set up from us. Your client will receive a final application summary from us, including the declaration.