

Application coversheet

Nucleus client relations
PO BOX 26968
Glasgow
G2 9DY

To enable us to process your application effectively, please complete this form before sending it to us at the above address, along with the corresponding documents. Please note that we do not cross reference the contents of the pack submitted against the coversheet.

Date of submission	Adviser name
Name of adviser firm	Client number
Client name	Adviser phone number

New client application

Please include the following documents.

Form number	Name of form	Included	Quantity
	Copy of online application summary		
0024/0027/0314	Appropriate Nucleus declaration for individuals/corporate/trusts as required (ensuring all sections are completed for the required accounts).		
0017/0016	AML forms - individual/corporate & other non personal entity for any client not verified via the online application e.g. employer, third party payer, Power of Attorney		

Top up applications – to an existing wrapper

	Copy of online application summary
	Cheque or details of bank transfer
0204	Client authority form - top ups and regular contributions

Additional wrapper application

Copy of additional wrapper application and a new declaration form completed and signed

Cheque or details of bank transfer

Account specific forms

Application coversheet continued

Opening a General account

	Re-registration form – funds or securities
0090	Crest forms
0091	Stock transfer forms
0013	General account direct debit mandate
	Share certificates
	Cheque or details of bank transfer
	Authorised signatories list (Trustee/corporate accounts)

Opening an Isa

0020	Isa transfer form
	Re-registration form – funds or securities
0014	Isa account direct debit mandate
	Cheque or details of bank transfer
0091	Stock transfer form(s)
	Share certificate(s)

Opening an Isa via Additional permitted subscription

0358	APS transfer authority form
0270	Declaration - Additional permitted subscription

Opening a Junior Isa

0315	Junior Isa transfer form
	Re-registration form – funds or securities
0014	Junior Isa account direct debit mandate
	Cheque or details of bank transfer
0091	Stock transfer form(s)

Application coversheet continued

Opening a Pension (Sipp)

0028	Pension drawdown form, as required
0021	Pension transfer form
	Is this a defined benefit (DB) pension transfer? Yes No
	Re-registration fund and securities form
0041	Pension discharge money out form
0015	Pension account direct debit mandate
	Ceding companies own discharge form
	Cheque or details of bank transfer

Opening an Offshore Bond

0235	Offshore Bond application form
0163	Client fee authority
	Supplementary evidence of source of wealth (if premium >£900k)
	Cheque or details of bank transfer
	Copy of pre-sale illustration

Offshore Bond top up

0071	RL360 top up form
	Supplementary evidence of source of wealth (If top takes the total premium over £900k or if the policy premium is already over £900k supplementary source of wealth must be provided)
0163	Offshore Bond client fee authority

Opening an Onshore Bond

0156	Supplementary application form
	Cheque or details of bank transfer

Application coversheet continued

Onshore Bond top up

0213	Onshore Bond top up form
0017/0016	AML – individuals/corporate as required
0204	Client authority form - top ups and regular contributions

Fees – Client authority form

0160	Ad-hoc fee - client authority
0410	Change to annual advice fee (GIA, Isa, Pension) - client authority
0149	Onshore Bond and Offshore Bond annual adviser fees - client authority

DFM – Client authority form

0112	DFM client authority
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Withdrawal/income requests

0023	Income withdrawal form (for General and Isa)
0114	Onshore Bond withdrawal/income request
0250	Onshore Bond loss non receipt of policy schedule and agreement
0068	Offshore Bond withdrawal/surrender request