nucleus

Application checklist

This note has been prepared to help adviser firms ensure that all application packs received by Nucleus are submitted with all of the necessary documentation. Please note that we do not cross reference the contents of the pack submitted against the checklist. If you have any questions please contact your regional client relations manager who will be delighted to help.

Personal details

The following details are required in order to complete an online application:

- Name

- Address – you may use an alternative postal address

- Contact details – you must submit at least one telephone number

- Sex

- Date of birth

- Nationalities

- Tax residencies

- Country of residence

- National insurance number

- Bank account details – you will be unable to complete the application process without a valid UK bank account

- Should any of your clients wish to view their accounts online please provide an email address. Please note that this feature is optional.

Important note

Please note that Offshore Bond applications have additional forms to satisfy RL360 application purposes. These can be found in the platform library.

Payments to Nucleus

Remember to key the client's application before sending the payment to Nucleus. This should include all payments (lump sum and regular), together with any adviser fees associated with each wrapper.

Please note that start dates for pension income or direct debits should be at least 10 business days after you expect the completed application pack to be received by us.

If paying by cheque, your client's account number (starting N) should be included in the payment reference or written on the back.

BACS payments can take up to three business days to clear to the Nucleus bank account.

CHAPS or faster payments can clear on the same day.

The payment details for each wrapper are as follows:

Account	Payee	Sort code	Account no
General	Nucleus Financial Services Ltd	16-04-00	31265802
General (gross)	Nucleus Financial Services Ltd	16-04-00	31306886
Isa	Nucleus Financial Services Ltd	16-04-00	31266744
Junior Isa	Nucleus Financial Services Ltd	16-04-00	31266744
Pension	Nucleus Trustee Company Limited	16-04-00	31265985
Onshore Bond	Nucleus Financial Services Ltd	16-04-00	31332151
Offshore Bond	RL360 Nucleus GBP Premium Legacy	18-50-08	13163709

Application checklist continued

Transfers and re-registrations

You will need the following data to complete the relevant form in respect of each Isa, Junior Isa or pension transfer or re-registration/in-specie transfer:

- Full name and address of the ceding company

- Plan or policy number associated with the transfer or re-registration

- Details of holdings to be transferred or re-registered and an estimate of value.

You then need to complete a form in respect of each transfer or re-registration as follows:

- Re-registration form (funds and securities)

- 0020 – Isa transfer form

- 0315 - Junior Isa transfer form

- For Pension transfers, you should complete the ceding company's discharge forms. In the event that these forms are not provided by the ceding company, please complete the Nucleus Pension transfer form (0021).

As part of the online submission, where an in-specie transfer is keyed the platform will pre-populate the re-registration form with all of the relevant details required for the ceding company. This can be printed from the online submission before it's fully submitted.

For more detail on transfers and re-registrations please see the Re-registration and Transfer Q&A (0076) in the transfer and re-registration section of the library.

Additional forms – General account only

You may need to submit stock transfer or CREST forms for individual re-registrations as follows:

Where assets are currently held directly (i.e. not on another platform or in a nominee name) you will need to submit a stock transfer form signed by the client. You will need one form for every line of stock. Please contact us on 0131 226 9535 if you are unsure how to complete this form.

If a client holds share certificates, you will also need to submit a CREST form for each certificate along with the original certificate. If assets are being transferred from a stockbroker to the Nucleus stockbroker, a stockbroker 'broker transfer form' should be completed.

Additional forms – Offshore Bond account only

Please enaure you complete the following sections before submitting the signed Nucleus Offshore Bond application form:

- Compulsory – applicant details, source of funds, source of wealth, death benefit election and lives assured

- As required – trust and trustee details, power of attorney details

- As required – regular withdrawals

- Annual income band is only required to be completed if the trustee/trustees is/are funding the investment.

Additional forms – Onshore Bond account only

Please complete the following sections before you submit the signed supplementary application form:

- Compulsory – applicant details, source of funds, source of investment, death benefit election and lives assured

- As required – trust and trustee details, power of attorney details

- Annual income band is only required to be completed if the trustee/trustees is/are funding the investment.

Completing the application pack

A completed application pack should include the following:

- Application coversheet (0059)

- Application summary – available once application keyed online

- Declaration – put a tick in the box for each required wrapper and sign on last page

- Anti-money laundering (AML) form – manual form required for any person/party where AML has not been completed online e.g. Power of Attorney, third party payer

- Transfer, discharge and re-registration forms as above. It is always useful to provide a recent valuation from the ceding scheme to support any re-registration requests

- Trust Deed, where applicable

- Any stock transfer (0091) or CREST forms (0090) as above

- Cheques or confirmation of chaps or direct credit payments. Where your client is funding two or more different accounts, please ensure separate cheques/payments are sent for each wrapper

- Additional documents such as direct debit instructions (0013, 0014 and 0015) or forms in respect of pension drawdown (0028), RL360 Offshore Bond application and all required AML and source of fund paperwork, Onshore Bond supplementary application form as appropriate.

Please send the completed application pack to Nucleus client relations, PO Box 26968, Glasgow, G2 9DY.

Application checklist continued

What happens next?

Once the complete application pack is received by us, it will be checked and providing we have all of the information we require and everything is in order, we will 'release' the details you have already input to initialise your client's Nucleus wrap. At the same time Nucleus will bank any cheques, associate any Chaps or direct credit payments with the application and forward all transfer and re-registration documentation to the appropriate companies.

After this we will send your client a welcome pack that includes a covering letter together with the post-sales illustrations and cancellation notices associated with each wrap account the client has applied for. Please note the items that constitute the welcome pack will be available in the correspondence section of the Nucleus wrap.

You should now be able to view your client's wrap account online although you should note that where the first payment has not been received for a tax wrapper (perhaps as we are still waiting for a transfer payment or assets to be re-registered in our name) that wrapper would appear as 'pending'. Similarly the status of any cash payments will change from 'uncleared' to 'available' in due course.

If you want to initiate any activity that is not available online, you should browse the platform library to find the appropriate form(s). You should note that applications for additional wrappers and top-up investments should be accompanied by an appropriate declaration form.

As ever if you get a bit stuck and find yourself needing some assistance, please contact your Nucleus client relations manager who will be delighted to help.

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