# Notice of Transfer

PO Box 1411 Sunderland SR5 9RB

0800 022 3131 www.metlife.co.uk

Capitalised terms not defined in this Notice shall have the meaning given to such terms in the Terms of Business. When you have completed this form, please email a scanned copy to aagency@metlife.com (preferable) or post the original to the above address

All fields require completion in order to validate the transfer.

Section 1				
Name of Transferring Firm				(the Transferring Authorised Entity)
			FCA No:	
Name of Recipient Firm				(the Recipient Authorised Entity)
			FCA No:	
Which business line(s) are yo	u registering to do busine	ss with MetLife?		
Wealth Management	Employee Benefits	Individual Protection		

## Section 2

Depending on the business lines selected in Section 1:

## **Employee Benefits**

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights
- Future commission

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that it has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients.

Any changes to the relevant accounts will be processed within 5 working days upon receipt of all correct information.

## **Individual Protection**

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights
- Renewal commission

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that:

- i) It has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients; and
- ii) it accepts full liability in respect of claw back of any unearned commission and accepts that any such liability shall be governed by the Terms of Business it has in place with MetLife and that the rate of claw back applied will be calculated based on the selling firm's commission contract.

Any changes to the relevant accounts will be processed within 5 working days upon receipt of all correct information.



#### Wealth Management

The Transferring Authorised Entity requests that MetLife transfer to the Recipient Authorised Entity the following interests in those Products placed with MetLife by the Transferring Authorised Entity or through any of the Transferring Advisers:

- Future servicing rights;
- Trail commission; and
- Faciliation of ongoing adviser charges (where applicable)

If MetLife has been instructed by a Client to faciliate the payment of ongoing adviser charges to the Transferring Authorised Entity, MetLife will (unless it is instructed by a Client to the contrary) facilitate ongoing adviser charges on behalf of such Client to the Recipient Authorised Entity in accordance with the relevant Product terms and conditions between MetLife and the relevant Client.

By signing this Notice, the Recipient Authorised Entity confirms to MetLife that it has contacted the Clients and it has been appointed as the new financial adviser firm for those Clients and, as a result, it has the ongoing servicing relationship with the Clients.

In the event that MetLife receives this Notice on or before the 20th of the month, changes to the relevant Wealth Management accounts will be effective from the 1st day of the following calendar month. Where MetLife receives this Notice after the 20th of the month then this Notice will be treated as received on the 1st day of the following calendar month.

#### Section 3

Please complete this section if your transfer is agent specific.

Please list all of the Transferring Advisers and the respective Recipient Adviser who will be servicing the policies going forward. Please continue on a separate page if necessary using the same table format.

Transferring Advisers		Recipient Advisers			
Individual FCA Number (if applicable)	Name	Individual FCA Number (if applicable)	Email Address		
	Individual FCA	Individual FCA	Individual FCA Individual FCA		



# Section 4

Please complete this section if the transfer is policy specific.

Please list all of the policies to be transferred and the respective Recipient Adviser who will be servicing the policies going forward. Please continue on a separate page if necessary using the same table format.

Policy Details		Recipient Advisers			
Policyholder Name Policy Numb		Name	Individual FCA Number (if applicable)	Email Address	

# Section 5

Must be completed by either a Director, Partner or Principal of the Transferring Authorised Entity and the Recipient Authorised Entity.

If the Transferring Authorised Entity or Recipient Authorised Entity is an Appointed Representative on the FCA Register then this section must be completed by a Director, Partner or Principal of the respective Directly Authorised firm.

	Name of Directo	r, Partner or Principal	Signature	Dated	
Transferring Authorised Entity					
	Director	Partner	Principal		
	Name of Directo	r, Partner or Principal	Signature	Dated	
Recipient Authorised Entity					
	Director	Partner	Principal		



# **Scope and Definitions**

This Notice of Transfer forms part of the Terms of Business in place between the Transferring Authorised Entity and MetLife. All Transfers will be subject to the Terms of Business and in particular to Section 13 of the Terms of Business which sets out MetLife's requirements in respect of the Recipient Authorised Entity. Following any Transfer effected pursuant to this Notice, this Notice shall form part of the Terms of Business in place between MetLife and the Recipient Authorised Entity.

For the purposes of this Notice, the following terms shall have the following meanings:

Appointed Representative - has the meaning given in the FCA Handbook.

Clients - policyholders of Products in which interests are being transferred under the terms of this Notice.

**Recipient Authorised Entity** - the FCA authorised intermediary identified in this Notice as the recipient authorised entity receiving from the Transferring Authorised Entity any Business (whether in whole or in part) conducted with MetLife pursuant to Terms of Business in place between the Transferring Authorised Entity and MetLife.

Recipient Adviser - Any Appointed Representative or Registered Individual who will have an ongoing servicing relationship with the Clients following the Transfer.

Registered Individual - An individual who has been authorised to perform certain tasks within an authorised intermediary.

**Transferring Adviser** - any Appointed Representative or Registered Individual of the Transferring Authorised Entity who is transferring under this Notice to the Recipient Authorised Entity.

**Transferring Authorised Entity** - the FCA authorised intermediary identified in this Notice as the transferring authorised entity who wishes to transfer to the Recipient Authorised Entity any Business (whether in whole or in part) conducted with MetLife pursuant to Terms of Business in place between the transferring authorised entity and MetLife.

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