



# IW&I Online: User Access Request and Agreement Form for Financial Advisers

In order to ensure that your user access to IW&I Online can be set up quickly and accurately to reflect the level of information required, please complete all sections, before signing overleaf and returning the form to your Investment Manager or other IW&I contact.

**Please complete one form for each user request**

## 1 User Access details

<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS	<input type="text"/> OTHER	
FIRST NAME			LAST NAME		
NAME OF FIRM					
CORRESPONDENCE ADDRESS					
				POSTCODE	<input type="text"/>
EMAIL			MOBILE		
TELEPHONE		AGENCY REFERENCE		FCA NUMBER	<input type="text"/>

As you will now have access to view your clients' quarterly valuations online, we will no longer be sending paper copies to you by post.

We will alert you by email when valuations are available online. However, if you would still like to receive paper valuations by post please tick this box.

Important: If your clients have previously authorised us to undertake all communications via yourself, including their original valuations to you, then it is also intended that we stop sending all paper quarterly client valuations to you for all of your clients linked to your Agency. It would therefore be sensible to ensure these clients also now have access to IW&I Online.

However, if you would still like to receive your clients' valuations (originals) by post please tick this box.

Please note that by ticking this box you understand that you accept the responsibility for forwarding the client valuations to your clients in a timely manner.

## 2 Security

Please provide a memorable six-letter word that will be used for security purposes.

Please Note:

- Each applicant must have their own email address and preferably mobile telephone number.
- To login for the first time it will be necessary to call the Client Service Centre and have access to your PC or laptop, and your mobile phone. Kindly also have your user name (your email address) and the memorable six-letter word used in this application to hand as these will be required.

## 3 Terms and conditions for IW&I Online

Investec Wealth & Investment (IW&I) offers IW&I Online to you in accordance with the applicable 'Terms for IW&I Online'. These are detailed in the Terms and Conditions document provided to you, and are reprinted below for convenience.

### Disclaimer

The information contained on our website is published in good faith and has been obtained from trade and other sources believed to be reliable and accurate. No representation or warranty, express or implied, is made by us or by any person as to its accuracy, completeness or fairness and it should not be relied on as such. Any opinions or estimates expressed reflect our judgement at this date and are subject to change without notice. Any references to tax allowances and reliefs are based upon our understanding of the current legislation, which is subject to change. We are not responsible for the accuracy of information contained within sites provided by third parties which may have links to or from our pages.

### Username and Password

In relation to this Username and Password you acknowledge and undertake that:

- you will be responsible for the confidentiality and use of your Username and Password;
  - other than with our prior written consent, you will not disclose your Username and Password to any other person for any purpose whatsoever;
  - we may rely on all instructions, orders and other communications entered using your Username and Password, and you will be bound by any transaction entered into or expenses incurred on your behalf in reliance on such instructions, orders and other communications; and
  - you will immediately notify us if you become aware of the loss, theft or disclosure to any third party or of any unauthorised use of your Username and Password.
- v. you will immediately notify us if the named Adviser leaves your firm, in order that we can disable access.**

If we believe that your Username and Password is being used without your knowledge by unauthorised persons, we may without prior notice suspend your rights to use IW&I Online. Further, if we believe that you have supplied your

Username and Password to other persons in breach of this Schedule, then we may terminate access to IW&I Online accordingly.

### Data

We will provide you with such market data and information ('Data') through IW&I Online as we may determine from time to time. Data is obtained from both our systems and that of third party data providers, which we believe to be reliable but may be subject to change without notice.

You acknowledge and agree that:

- we do not independently verify and have no responsibility whatsoever for the content or accuracy of the Data and we give no warranty or assurance of any kind:
  - as to the accuracy or completeness of any Data or as to the suitability of any Data for any purpose intended by you; or
  - that the third party provider has the right and entitlement to provide the Data; and we shall have no liability for losses, costs, liabilities or expenses (including, without limitation, any loss of profit) which may arise directly or indirectly from use of or supply of Data or for any infringement of any third party intellectual property rights by reason of the provision of Data;
- all Data is not to be interpreted as constituting any sort of advice or recommendation by us that any investment referred to therein is suitable for you;
- all Data is either our own property or the property of third party data providers and is protected by copyright and other intellectual property laws. It may be displayed, re-formatted, stored or printed for your personal non-commercial use only.
 

you agree not to reproduce, re-transmit or distribute Data to anyone without our prior written consent (and, where relevant, the prior written consent of the relevant data provider) and undertake that you will not sell or supply Data to any third party; and
- you may print copies of any item in hard copy for your personal use or for use by others within your organisation. You may also download any item to a local hard disc provided it is for your personal use or access by others within your organisation.

### 3 Terms and conditions for IW&I Online (continued)

#### Data Protection Legislation

Investec Wealth & Investment Limited is committed to processing your personal data in accordance with EU data protection laws.

We may use your personal data to provide you with services you request from us, or to manage your accounts, make decisions, detect and prevent fraud, fulfil any contractual relationship with you, undertake analysis and assessment, inform you about our products and services, ensure that we comply with legal and regulatory requirements and/or for other purposes where in our legitimate interests.

You must make sure that if you give us personal data about someone else, you should have a lawful basis for doing so, for example, you have their consent to share personal data with us. Where applicable, you should ensure they read this Data Protection Notice and understand how we will use and disclose their information, in the ways described in this Data Protection Notice.

For further details as to how Investec Wealth & Investment Limited uses personal data, please contact the Data Protection Officer or refer to our Data Protection Notice online at: [www.investecwin.co.uk/data-protection-notice](http://www.investecwin.co.uk/data-protection-notice).

#### Liability

You acknowledge that the operation of IW&I Online is dependent upon computer and communication systems and software which may be susceptible to malfunction, unauthorised access, failure or interruption beyond the control of ourselves and that the Internet is not a completely reliable transmission medium and you agree that we shall have no liability and shall not be responsible for any failure to provide IW&I Online on the occurrence of a Force Majeure event and in such circumstances, any obligation we may have to supply or continue to supply IW&I Online shall be suspended pending resolution of the event or state of affairs in question.

#### Copyright Notice

The contents of the pages comprising of IW&I Online are © Investec Wealth & Investment. Reproduction is only permitted in accordance with the terms of IW&I Online.

### 4 Agreement

I confirm my acceptance of the terms of IW&I Online.

SIGNED	NAME	DATE							
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**For internal use only.  
To be completed by Investment Manager**

### 5 Login details

#### Login Type (please tick)

Financial Adviser       Manager       Administration

#### Additional Agency References


Provide access to all clients    Yes     No

### 6 Authorisation

I confirm that the client/s of the above agency/cies listed above has/have given their express consent/s for their account/s to be accessed and evidence can be made available upon request.

I confirm that I have ensured that all client/s of the adviser are linked to the relevant Agency reference (N.B. this is important as financial advisers are only linked via the agency on the new system).

Investment Manager Code       Authorisation  INVESTMENT MANAGER    DATE

<b>Bath</b>	01225 341580	<b>Edinburgh</b>	0131 226 5000	<b>Liverpool</b>	0151 227 2030
<b>Belfast</b>	02890 321002	<b>Exeter</b>	01392 204404	<b>London</b>	020 7597 1234
<b>Birmingham</b>	0121 232 0700	<b>Glasgow</b>	0141 333 9323	<b>Manchester</b>	0161 832 6868
<b>Bournemouth</b>	01202 208100	<b>Guildford</b>	01483 304707	<b>Reigate</b>	01737 224223
<b>Cheltenham</b>	01242 514756	<b>Leeds</b>	0113 245 4488	<b>Sheffield</b>	0114 275 5100

[investecwin.co.uk](http://investecwin.co.uk)

**Please complete this form and return to your Investment Manager or other IW&I contact.**

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