

Guidance notes for Wrap Advisers completing RL360° Terms of Business

These guidance notes have been drafted to support pages 3-11 of the *International Terms of Business Welcome Pack*.

Completing the International Terms of Business Application

RL360° only requires FCA authorised UK financial advisers to complete the following questions:

Questions 1 to 21:	to be completed in full
Questions 22:	not required – please insert N/A
Question 23:	not required – please insert N/A
Question 24:	not required – please insert N/A
Question 25:	both Section A and Section B are required
Online Services Agreement:	not required

Sections that are not applicable, please write “N/A”. Please do not put a line through or leave blank.

Supporting documentation

RL360° Anti-Money Laundering requirements

The following list sets out the various documents that RL360° is required to obtain by the Isle of Man Financial Services Authority. Please note that the requirements above may alter due to changes in the regulations and RL360° may request additional documents.

Certifying documents

Unless the documents below are originals, they will all need to be certified by a suitable certifier. All copy documents must be certified as true copies. A suitable certifier may be any of the following:

- an IFA who is regulated in the UK, Channel Islands or Isle of Man
- an employee of RL360°
- a lawyer or advocate
- Notary Public
- Commission for Oaths
- An accountant who is a member of an institution or other professional organisation imposing on its members a requirement to abide by AML obligations or who is regulated by a regulatory organisation.
- An authorised representative of an embassy or consulate of the country who issued the identification document.

When certifying a document, the suitable certifier must include the following wording:

“I hereby confirm that this document is a true copy of the original seen by me”

The suitable certifier must also sign and print their name, state their company name, their position within the company and the date. You cannot certify your own documentation.

Acceptable documents for verifying identity

(All documents must be certified)

- Certified true copy of a current valid passport bearing a photograph of the individual

If a passport is not available, please email us at commissions@rl360.com or phone our commissions team on (01624) 681681 for further information.

Submitting a completed International Terms of Business Application Form

Before you send the original forms and documentation to us by post, you can e-mail them to wrapnewbusiness@rl360.com. Please also copy in the relevant Wrap Partner(s).

When we receive your email, we will confirm if there are any outstanding requirements. If there are none, you can send original documents to us by post at: RL360°, RL360 House, Cooil Road, Douglas, Isle of Man, IM2 2SP, British Isles.

Subject to us receiving full and satisfactory documentation, we will endeavour to set your new agency up within 24 hours.

If you require any assistance or have any queries in completing our International Terms of Business Application Form please contact:

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