



Adviser Registration Guide

July 26

Adviser registration

The start of the journey

Step 1

- 1. Enter the 'FCA reference number'.
- 2. When you enter a correct FCA number.
- 3. When you enters an incorrect FCA number.

 If you're a Discretionary Fund Manager (DFM) do not use this process. Please email us for DFM registration.
[FIL - Adviser Solutions DFM Team](#)

FCA reference number

Enter your FCA reference number
We use your reference number to source information from the FCA register to pre-populate fields.

1

Enter your FCA reference number
We use your reference number to source information from the FCA register to pre-populate fields.

 2

Enter your FCA reference number
We use your reference number to source information from the FCA register to pre-populate fields.
Number is invalid or not found. Please check and re-enter.

 3



Step 2

If you do not have the full servicing permissions, below is what you can expect.

- 1. For IFA firms who **are regulated** to provide financial advice to their clients, you can use our Fidelity Adviser Solutions Platform website to register your information only letter of authority online and receive an information via the online platform.
- 2. If your firm is **not regulated** to provide clients with financial advice you will need to send us your letter of authority request via post

 You can't proceed under this FCA reference number - you don't have the appropriate investment permissions to conduct business with us.

Error message



Please take necessary actions

If a firm is an appointed representative....

... some additional information will be asked

Step 3

- 1. Check the details shown against the FCA Number
- 2. Enter the **principal firm details** as the prompt shows.
- 3. Once the details are added it will display the information on the FCA register
- 4. Use the 'Back to previous' option to go back

Firm details

FCA reference number	Firm name	Firm type
952841	Stonecross Investment Office Limited	Appointed representative

As an appointed representative we need the details of your principal firm or network.

Principal firm / network details

FCA reference number

Input

Save and continue

Cancel

Back to previous

Firm details

FCA reference number	Firm name	Firm type	MiFID status
952841	Stonecross Investment Office Limited	Appointed representative	Yes

Principal firm / network details

FCA reference number	Name	MiFID status
835577	TPIO Limited	Yes

The principal firm / network is not set up with Fidelity and therefore you cannot be linked to them. You can save and continue to be set up as a standalone firm but you must have the relevant authority to do so.

Save and continue

Cancel

Back to previous

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 Fidelity INTERNATIONAL

Firm details

Confirming your firm’s details and contact information.

Step 4

- 1. The address is automatically populated from the FCA Register and can be overridden using this function.
- 2. You can then enter your firm's telephone number and email address.
- 3. Your email address is mandatory as this is used to enable your online registration

Firm details

Stonecross Investment Office Limited | Principal firm - TPIO Limited

Legal Entity Identifier (LEI) (optional)

Input

An appointed representative of a network needs their LEI to trade in reportable assets.

As an appointed representative we need your connected firm's LEI if you wish to trade in reportable assets on our platform.

Designation (optional)

An adviser can add a label, such as an adviser name or branch office, to distinguish this agency from other agencies they hold.

Postcode

CM23 1JG

Search address

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Capital Place, Wickham Hill, Hadham Road, United Kingdom, CM23 1JG, Bishop's Stortford

Enter address manually

Save and continue

Cancel

Back to previous

Firm contact details

Telephone number

02037408330

✓

Please enter a work email address

ifaconsultant@stonecross.co.uk

✓

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Save and continue

Cancel

Back to previous

Bank Details and Create a new user log in

Where does your firm want their money paid to and setting up their Admin details

Step 5

- 1. You can choose to have fees paid to your firm's bank account or to a third-party firm.
- 2. Bank account details are validated in real time, and the corresponding bank name is displayed. (If you use the FAS website for information purposes only and are not registering for services, your bank details will be used solely for firm validation purposes.)
- 3. You need to enter your first name, last name, email address, and contact number.

Bank details

Stonecross Investment Office Limited | Principal firm - TPIO Limited

Adviser fee payments

Please enter the bank details where you would like adviser fees paid.

☒ Your bank account

☐ Third party

Your bank account details

Account holder

Stonecross Investment Office Limited

Bank account number

Enter the 8-digit number

Input

Sort code

Enter the 6-digit number

Input

Building society roll number (optional)

Input

Save and continue

Cancel

About you

Stonecross Investment Office Limited | Principal firm - TPIO Limited

Create a new user log in

Please enter your details so that we can set you up as a new user on our platform.

First name

Last name

Email address

Contact number

Save and continue

Cancel

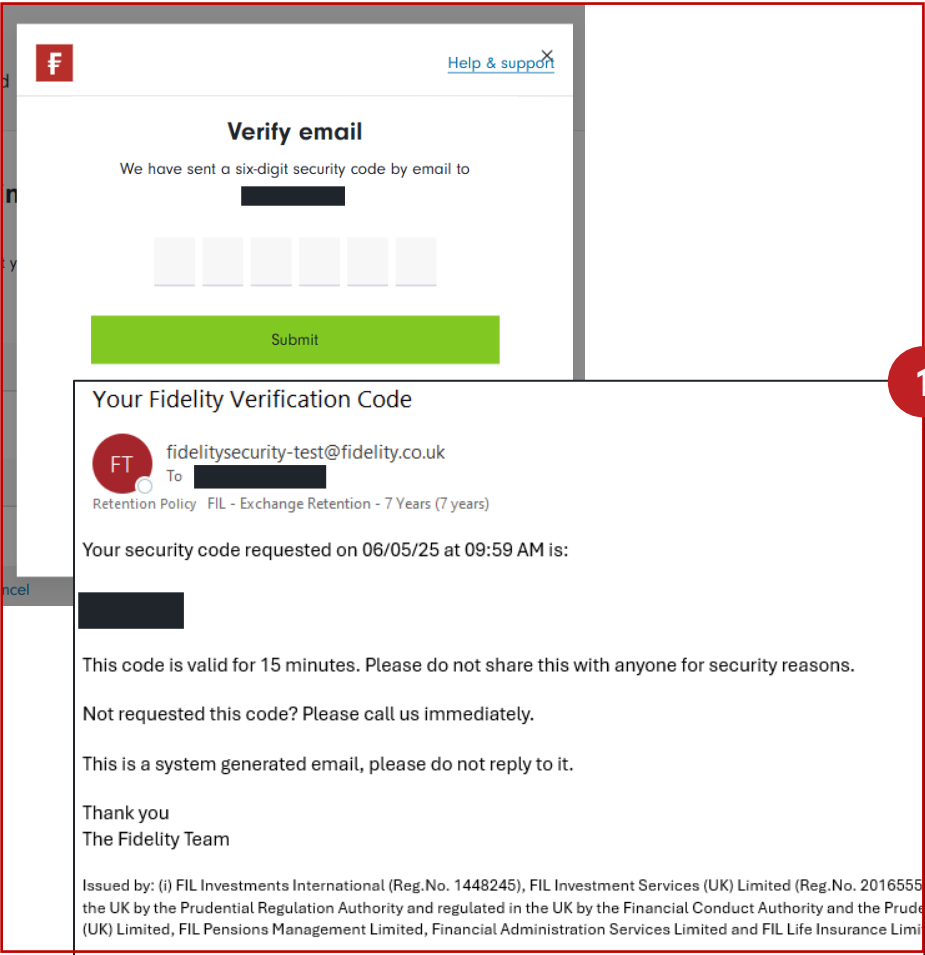
Back to previous

Verify e-mail, review and register

You will be asked to verify your e-mail and then check if all information is correct

Step 6

- 1. You will receive an email with a one-time code to verify your email address, Please see a copy of the email below.
- 2. You can edit and correct certain fields using the Edit button.



Review and register

Firm details			
FCA reference number 952841	Firm name Stonecross Investment Office Limited	Firm type Appointed representative	MiFID status Yes

Connected firm details		
FCA reference number 835577	Firm name TPIO Limited	MiFID status Yes

Firm details			
Designation -	Address Capital Place Wickham Hall, Hadham Road, BISHOP'S STORTFORD, BISHOP'S STORTFORD, CM23 1JG, United Kingdom	LEI Number -	Telephone number 02037408330

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Declaration

You will be required to confirm the following Declaration and sign digitally

Step 7

1. You will receive 2 emails, one with your pin, and one with your login ID.
2. You will use these details to login to the online portal.

Declaration

☐ By checking this box I confirm that:

I am an authorised representative.

The information I have given is correct to the best of my knowledge, and I will inform Fidelity immediately if it changes in any way.

I have read and agree to the Fidelity Adviser Solutions [Terms of Business for Intermediaries \(the "Terms"\)](#). I agree to these Terms applying with immediate effect rather than upon the placing of an order as stated in Clause 2(b) of the Terms.

I confirm that I have the necessary authority to instruct Fidelity to pay adviser fees to the bank account provided, including payments to a principal firm / network or third party as appropriate.

I accept that my firm will not be able to make any claim against Fidelity for fees paid to the bank details provided.

Authorised signatory

Please enter your full name

Input

Job title

Please select your job title

Select an option

Save and continue

Cancel

[Back to previous](#)



You've registered

Stonecross Investment Office Limited

Welcome to Fidelity Adviser Solutions

Thank you for registering with us.

What's next

You'll receive an email quoting your Unique Agency Number, which is the identifier for your firm. You will need to quote this when you contact us.

We'll send you a separate email containing your login ID and a temporary PIN.

To complete your login credentials and access our online platform you'll need to create a memorable PIN and answer a few security questions.

Once you're online we'll be in touch with help and guidance.

1

If you don't receive either of these emails within 48 hours, please call us on 0800 41 41 81. We're open Monday to Friday from 8.30am to 5.30pm.

Log in to Fidelity Adviser Solutions

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