

## Our advice process and charges V6 Jan 2020

### Introduction

Whether you want us to help you solve a financial problem you face or formulate a financial plan, we have solutions for both individuals and corporate entities. We set out below how our advice process works and the level of likely charges. This may assist you in concluding how well we fit your requirements.

### Independent *not* Restricted

We offer an independent advice service, which is unrestricted and not limited to one area of advice. Our recommendations, whether investments or non-investment insurance, are based on a comprehensive and fair analysis of the relevant market. This offers an unbiased and unrestricted view of the available solutions.

### Information we may need from you

Often the extent of an issue is not appreciated until a broad understanding of circumstances is known. To enable us to be as reasonably accurate in our assessment of your needs (and of our charges), it is useful before we meet to have a financial description of your situation, at a level of detail you feel comfortable with.

### Scope of Services offered

We recognise that people approach financial advice differently. Before committing to a full service, a number of people prefer an initial assessment of a particular issue, which is done by a **Financial Health-Check**. This provides an assessment, whilst keeping to a smaller budget. On many occasions, the Health-Check leads to provision of the **Financial Planning Service** where a discount is provided for work already undertaken. Other people prefer to begin at this stage, sure of the way forward.

### What is involved in each Service (*Stages and Costs*)

The **Financial Health Check** is priced at £750 (no VAT) paid in advance. It is conducted through provision of information in advance by you, ahead of a meeting with a financial planner. You will then be provided with a concise meeting note to point the way forward. There is no obligation to proceed further but any fee paid will be counted towards the next level of service described below.

The **Financial Planning Service** starts a cost of £1,500 (normally paid by 12 equal monthly instalments of £125 directly to us), to which may be joined a product set up fee in accordance with the table below, relating to the amount invested or insured. (The instalments may be cancelled at any time by you without prior notification; work will then cease until we have agreed the way forward).

### Reviews

The changing nature of circumstances and investment suggests a regular review of arrangements. For the **Financial Planning Service**, it is charged at 1% pa (paid by the scheme out of the assets). It provides an annual or six-monthly written review of performance, contracts, rebalancing of assets, and where useful a review meeting. (No VAT is payable).

### **Alternatives: Time based charges or Project Fee**

A time charge uses an estimate of time based on £250/hour and you may ask us not to exceed a certain amount without reference to you. A project fee may be agreed with reference to the work undertaken.

***We reserve the right to charge an appropriate amount for the work undertaken including the possibility to offer discounts where more than one area of advice is concerned, or as the Director judges fit.***

The total of all product associated charges will be reflected prior to contract completion in a 'disclosure illustration'. From 2018, an illustration has to show by law not only charges from the adviser, the product manufacturer and the fund manager, but also the costs associated with transactions of the fund.

## Table of Fees & Charges

The table below shows the initial charges for investments

### Personal Clients

Advice Stage	What is included	Charges
Financial Health-Check	Assessment of one particular issue e.g. sufficient level of income in retirement	£750 one off (nil VAT)
Full Advice		
<i>Preliminary Stage</i>	Gathering information, Analysis, Research, Interim Meetings, Scenario Analysis	£1,500 starts at (payable at £125 pm)
<i>Implementation Stage</i>	Written Recommendation, Meeting, Arrange Contracts where:-	
	<i>Single Investments, Stocks &amp; Shares ISA, Personal Pension &amp; Transfer, Income Drawdown, Annuity</i>	1% of investment min. £3,000
	<i>Insurance Contract</i>	1% of sum assured min. £1,000
Review	<i>Periodic review of performance, contracts, suitability</i>	1% pa of investments

### Corporate Clients

Advice Stage	What is included	Charges
Auto Enrolment		
Small Scheme (5 members or less)	Gathering information, Analysis, Research, Report, Implementation	£750 pm
Legacy Investment	<i>Deposit based</i>	£100 per deposit
	<i>Investments (including preliminary report) (Review cost is 1% pa)</i>	1% of investment min. £200
Shareholder Protection/Keyman	Gathering information, Analysis, Research, Report, Implementation	£1,500 starts at 1% of sum assured min. £1,000

min.=minimum \*Where costs are expressed as percentages, as the sum invested grows so the fee will increase in value VAT is currently not chargeable for work done where a financial product is in prospect

### Methods of payment

The appropriate method of payment will be used and advised to you beforehand. Typically, the preliminary stage is paid to us by standing order; the implementation and review stage payments are facilitated by the product provider. You may alternatively choose to pay us by cheque/bank transfer.

You become liable for our charges on agreement to engage our services.

### Payment Details

Our payment details are as follows:

**Bank:** Nat West Bank Plc; **Account:** PA Sudlow; **Account Number:** 46317031, **Sort Code** 60-30-30.

For international payments: IBAN: **GB13NWBK 60303046317031** Swift/BIC Code: **NWBKGB2L**