

## Our advice process and charges v7c October 2020

### Introduction

Whether you want help to solve a financial problem, formulate a financial plan, or simply explore an idea, we have solutions for both individuals and corporate bodies. We set out below how our advice process works and the level of likely charges. We hope this helps you decide how well we meet with your requirements.

### Independent *not* Restricted

We offer independent advice, meaning we are unrestricted in terms of provider and not limited to one advice area. Our recommendations, whether investments or non-investment insurance, are based on a comprehensive and fair analysis of the relevant market. This means we provide you with unbiased and unrestricted solutions.

### Information we may need from you

Often we cannot see the extent of an issue until we have a broad understanding of the circumstances. To enable us to be reasonably accurate in our assessment of your needs and which service fits best, it is useful to have a financial description of your situation in advance. This can be at a level of detail you feel comfortable with.

### Scope of Services offered

We recognise that people approach financial advice differently and so offer a range of services:

- **Financial Idea Discussion:** suited to enquirers who want to know how a specific area of finance works
- **Financial Health Check:** for those who prefer a focussed examination of a specific issue
- **Financial Advice Transaction:** aimed at enquirers who have a known one-off financial objective
- **Financial Planning Service** for those needing ongoing advice in one or more areas

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

The **Financial Idea Discussion** is priced at £250 (no VAT) paid in advance. It is a way of easily arriving at an understanding of a specific aspect of financial services. Being notified in advance by you of the area concerned, a financial planner helps you to explore and better understand it during a 30-minute discussion. The outcome of the discussion is confirmed to you in writing. The fee paid may be counted towards another service below.

The **Financial Health Check** is priced at £750 (no VAT) paid in advance. It begins with you sending us your financial information to allow a 45-minute pre-meeting preparation. A financial planner will then explore with you the area of financial interest during a 60-minute discussion. You will be provided with a concise meeting note to point the way forward. There is no obligation to proceed any further but the fee paid can be counted towards the next level of service, if required, described below.

The **Financial Advice Transaction** starts at a minimum of £1,500 (no VAT) paid by 12 monthly instalments of £125\*. It provides you with the necessary advice to accomplish a one-off action e.g. purchase of an annuity or arranging life insurance cover. A product arrangement fee is payable in accordance with the table below.

The **Financial Planning Service** starts at a cost of £1,500 (no VAT) paid by 12 monthly instalments of £125\* to allow us to design a plan to fit your needs. Additionally, a product set up fee may be payable in order to fulfil a specific requirement. The product arrangement fee is payable in accordance with the table below.

### Reviews

Because circumstances can change, investment legislation suggests a regular review of arrangements takes place, usually on an annual basis. For the **Financial Planning Service**, a charge is made of 1% per annum (paid by the policy out of the assets). It provides an annual or six-monthly written review, with a meeting.

\* *The instalments may be cancelled at any time by you without prior notification; work will then cease.*

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.

Alternatively, a Project Fee may be agreed for the work to be undertaken, based on a charge of £250/hour.

### Table of Fees & Charges

The table below shows the fees and charges payable for our different services.

#### Personal Clients

Advice Stage	What is included	Charges
Financial Idea Discussion	'In-context' discussion of a relevant area of finance	£250 one off
Financial Health Check	On provision of information to assess one particular issue e.g. sufficient income in retirement	£750 one off
Financial Advice Transaction	Information gathering, analysis, research, written recommendation & arrange contract where there is no after service involved e.g. annuity or insurance	Starts at £1,500 (payable £125 pm) plus implementation, min. £1,000 (1% of investment or sum assured)
Financial Plan		
<i>Preliminary Stage</i>	Gathering information from client and existing providers, analysis, research, interim meetings, scenario analysis	Starts at £1,500 (payable £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 (paid from investment)
<i>Review</i>	<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 one off
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 NB 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

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

You become liable for our charges on agreement to engage our services i.e. when you sign our Client Agreement.

