



Service Proposition & Engagement

This agreement is supplementary to our Client Agreement and sets out the basis on which we charge for our services.

We recognise that all our clients have different financial needs and objectives and we will build a plan appropriate to the needs of each client.

In order to clarify the expectations of all parties and to provide transparency of charges we set out in this document the services available and associated costs.

Please feel free to contact us if you wish to discuss any aspect of these terms.

Financial Planning Process

Introductory Meeting – Steps 1 - 3

Step 1:- Identify your needs

We provide you with an initial consultation at our expense. This helps us to understand your financial objectives and will confirm how we can support you in working towards these.

Step 2: Gather Facts

We will gather your information on our fact find document and also discuss the cost, and levels, of our services both initially and throughout our relationship with you.

Step3: Identify your risk profile

We will ask you to complete a questionnaire and discuss it's outcome to help create your investment risk profile.

Step 4: Prepare an analysis

We take the information collected in steps 1-3 and research the whole market of products and providers to find the right option for you and to complete a bespoke financial recommendation.

Planning Meeting – Steps 5 & 6

Step 5:- Develop a plan of action

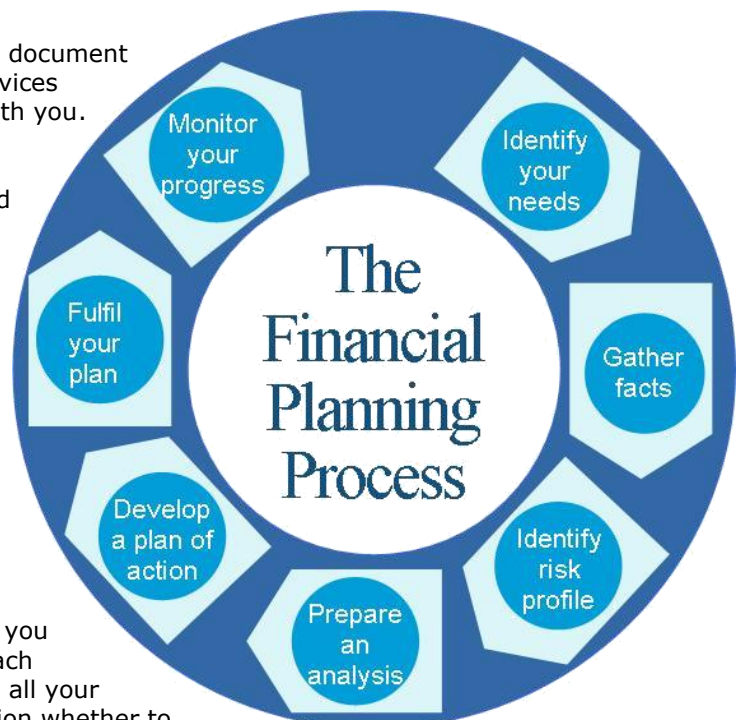
We use this meeting to present our research to you and develop a plan of action. At this meeting each recommendation will be carefully explained and all your questions answered. It is, of course, your decision whether to implement those strategies in full, or in part.

Step 6: Fulfil and implement your plan

We provide you with any applicable forms for your recommended plan(s) and a financial report which sets out specific and realistic recommendations designed to achieve your stated objectives, both in the short and longer term.

Step 7: Monitor your progress

Together we make sure your plan is working towards achieving its objectives with reviews.



Fee Agreement

Whether you buy a product or not, on completion of our work, you will pay us a fee for our advice and services.

We will confirm the rate we will charge in writing before beginning work and we will tell you if you have to pay VAT. You may ask us for an estimate of how much in total we might charge. You may also ask us not to exceed a given amount without checking with you first.

Subsequent to our meetings and your acceptance of our recommendations through the Financial Planning Process, we have 3 Fee options; Fixed, Hourly and Portfolio Based. These are detailed below:

Fixed Fee – for specialist areas

Pension divorce splitting report - £500	Retirement income forecast - £300
Pension transfer analysis report - £300	Lifestyle Planning Report - £300
Property purchase via SIPP/SASS report - £400	Estate Planning report - £500
Mortgage advice and application - £450	Organise existing arrangements - £250
Lifetime Mortgage advice and application - £495	

Hourly Rate Fees

Financial adviser	£150 per hour
Paraplanner	£100 per hour
Administration	£50 per hour

e.g. a lump sum investment into an ISA would require approximately 1½ hours work of the Financial Adviser for the meeting, approximately 3 hours work of the Paraplanner for the research and approximately 1 hours work of the Administration. This would result in a charge of approximately £575.

A transfer of an existing pension plan would require approximately 2½ hours work of the Financial Adviser for the meeting and recommendation, approximately 4 hours work of the paraplanner and approximately 1 hours work of the Administration. This would result in a charge of approximately £825

Portfolio Based Fee – (for pre-existing portfolios or lump sum investments)

We have 4 types of Portfolio based fee services;

Foundational Service – Portfolios up to the value of £50,000

Financial Planning Service – Portfolios between the value of £50,000 and £500,000

Wealth Management Service – Portfolios between the value of £500,000 and £1,250,000

Bespoke Individual Service – Portfolios over the value of £1,250,000

There is no minimum fee and portfolio values include any investment or pension product held under our authority solely, as a couple or a immediate family.

e.g. a lump sum investment of £50,000 would place you in the 'Financial Planning Service'. On investment 3% initial adviser charge would incur a charge of £1,500 which can be deducted from the investment or paid directly by you. Then once invested 1% per annum service fee would equal £50.00 per month and can also be paid in the above ways.

	Foundational Service Up to £50,000	Financial Planning Service Up to £500,000	Wealth Management Service Up to £1,250,000	Bespoke Individual Service £1,250,000+
Initial Adviser Charge	3%	3%	2%	1%
Per Annum Service Fee	1%	1%	1%	1%
Independent Financial Advice	✓	✓	✓	✓
Full data and file maintenance	✓	✓	✓	✓
Record keeping and reporting	✓	✓	✓	✓
Ongoing contact and support	✓	✓	✓	✓
Annual review i.e. review of the suitability of the investment and personal recommendation	✓	✓	✓	✓
Portfolio Report per annum	✓	✓	✓	✓
Telephone & email contact with adviser	Reply within 3-5 working days	Reply within 2-3 working days	Reply within 1-2 working days	Same working day reply
Portfolio Service Collection of data and report on all existing plans including those not under our agency	£495	✓	✓	✓
Tax planning review	£200 p/hr	✓	✓	✓
Wealth Management Coaching*	£300 p/hr	£300 p/hr	✓	✓
Additional Full portfolio report	£100	£100	✓	✓
Additional full review	£350 p/2hrs	£350 p/2hrs	£350 p/2hrs	✓

It is not compulsory for clients to take any of our on-going service options.

Where the value of your investments rises, then the fees for this service will increase, conversely, if the value of your investments falls, the cost of this service will decrease.

***Please note – Wealth Management Coaching is a Life Coaching Service and is not regulated by the FCA**

Service Level



Remuneration

I have chosen and agreed the following service level:

- Option 1 – Portfolio Based Fee
 - A) Foundational Service
 - B) Financial Planning Service
 - C) Wealth Management Service
 - D) Bespoke Individual Service
- Option 2 – Fixed Fee
- Option 3 – Hourly Rate Fee
- Option 4 – No further ongoing service level.

I/We confirm that we agree to the adviser being remunerated on the basis selected below;

- By deduction from the policy
- By direct payment from ourselves

Client Declaration

I/We have read these terms and conditions and understand and agree to them.

What I/we will pay – Please confirm in writing your accepted fee terms.

e.g. Financial Planning Service, 3% + 1% by deduction from the policy, £55,000 lump sum ISA & OEIC. Upgrade service content by 1 step for £25 per month by direct debit.

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Adviser Commitment

Adviser Name: _____

Signed: _____

On behalf of The Financial Planning Practice Ltd

Date: ____ / ____ / ____