Financial Planning Terms of Engagement

This agreement is made between: **Facts & Figures Financial Planners Ltd** of Stoke House, Church Road, Ashford, Kent, TN23 1RD

and:

of:

This agreement is supplementary to our Client Agreement (version 20130924) 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 tailor our services accordingly.

In order to clarify the expectations of all parties and to provide transparency of charges we set out in this document the services agreed and their associated costs. Please feel free to contact us if you wish to discuss any aspect of these terms.

The Financial Planning Process

There are four stages to the financial planning process, each of which is separately costed, although the initial consultation is at our expense:

1. Initial consultation
2. Financial Review and Preparation of Discussion Document
3. Detailed Recommendation and Implementation
4. Review – on-going care and advice through our Investment Management Service

Each of these services and their associated costs are explained below.

Preliminary Consultation

The preliminary consultation will comprise of:

- Initial meeting with one of our qualified financial planners
- A chance to ask questions and understand what we do
- Opportunity for us to find out what help you require
- Information about our services and charges

This preliminary consultation is at our expense

Discovery and Preparation of Financial Review

We will carry out an extensive assessment of your financial circumstances at the outset to establish your financial planning requirements. This will include:

- Gathering of information about your existing financial arrangements and full personal circumstances
- Understanding of your investment knowledge, attitude and tolerance towards investment risk and capacity for loss
- Recommendation of an asset allocation model that matches your risk profile
- Suitability assessment of any existing holdings
- Preparing a discussion document
- Arranging a further meeting to explain and discuss our findings in detail and explore suitable products to meet your needs.

There is a minimum charge of £500 for this service depending on complexity. We may offset this fee against the remuneration we receive at implementation stage.

Detailed Recommendation and Implementation

The implementation of our recommendations includes where appropriate:

- Selection of underlying portfolio funds
- Handling of all fund and policy administration on your behalf
- Regular updates to keep you informed of progress
- Review of policy documents and contract notes
- Confirmation of all actions taken on your behalf in writing
- Assumption of regulatory responsibility for implementation

Our fees for this stage are covered in detail within the Client Agreement provided which should be read in conjunction with this document.

Reviews and On-going Investment Care and Advice

Your financial objectives may change over time due to changes in your lifestyle or circumstances. We believe it is essential to ensure that your portfolio continues to meet your lifestyle and investment objectives. Our on-going review and management service may include:

- Structured reviews to give you peace of mind including monthly reviews of our underlying fund selection by our investment committee
- Quarterly updates, reports and information regarding your holdings
- Facts & Figures' Client Portal for easy access to real time valuations and details of your personal holdings
- Assessment of your current circumstances and any changes to your plans that are needed – annually unless specifically requested (more frequent reviews may incur an additional fee)
- On-going administrative support

Our charges are guaranteed not to increase within the first 12 months of your contract with us. Should we need to increase our charges after this period, you will be given at least one month's notice of this fact and the opportunity to decide whether to continue with the revised level of charges.

Our fees for our on-going investment management service as well as the services we provide are set out in the table overleaf.

Bespoke Financial Planning Services

Additionally we can provide an individually tailored service for clients with more complex situations. i.e. those who wish to consider the impact of Inheritance Tax, how to provide for long term care, the implications of commercial property purchase through pensions or company arrangements, etc.

We can also provide a lifetime cash flow forecasting service with on-going monitoring and reporting.

Our fees for reporting and implementing any recommended solutions will be as detailed in the attached fee agreement.

LEVEL OF SERVICE	ON-GOING MANAGEMENT SERVICE Transactional	 Portfolio Service	FEE FOR BESPOKE FINANCIAL PLANNING Initial	 On-going
Access to our support team	✓	✓		
Annual statement of holdings		✓		
Professional expertise and governance embedded into our investment processes		✓		
Regular Portfolio Rebalancing		✓		
Regular Valuations		✓		
On-going Expert Support		✓		
Quarterly Investment Bulletins		✓		
Access to Facts & Figures' Client Portal		✓		
On-going access to your adviser		✓		
Regular Newsletters		✓		
Annual Review Meetings including:		✓		
Review of Objectives		✓		
Review of Risk Profile		✓		
Review of Asset Allocation (if required)		✓		
Review of Tax Changes		✓		
Updates & Valuations		✓		
Comprehensive Financial Health Check				
Detailed Tax Planning				
Estate Planning				
Income / Expenditure Review and Forecasting				
Liaison with accountant / solicitor (if required)				
Minimum Fee Per Annum	**£nil**	**£500**		
Annual Fee based on the value of your investments	**£nil**	**1%**		
Bespoke Planning Fee			**£ …………**	
Bespoke Annual Planning Fee				**£ ………..**

FINANCIAL PLANNING SERVICE FEE AGREEMENT

INITIAL FEE

Please prepare report as discussed - with a view to recommending a suitable product*

I/ we understand that the fee for ……………………………………………………………………………………………

……………………………………………………………………………………………… will be £…………………………
.

Applicant 1 Signature	**Applicant 2 Signature**	**Adviser Signature**
…………………………………………	……………………………………	………………………………………
Date ……………………………	**Date** ……………………………	**Date** …………………………………

IMPLEMENTATION FEE **Fee offset Y/ N**

Please proceed with the implementation of the recommendations made in our Financial report.

I/We have read and understood the fees for implementing the recommendations as set out in the client agreement.

☐ Please take the implementation fee of £…………% from the product, or

☐ Please invoice me for the implementation fee of £ …………………%

Applicant 1 Signature	**Applicant 2 Signature**	**Adviser Signature**
…………………………………………	…………………………………………	…………………………………………………
Date …………………………………	**Date** …………………………………	**Date** …………………………………

ON-GOING SERVICE FEE

I/We would like to subscribe to the following on-going service option:

☐ **Transactional only Client Service Option**
I/We understand that there is no on-going charge but minimal service and no on-going advice.

☐ **Portfolio Service Option**
I/ we understand that the fee for this service is 1% of the value of the relevant investments each year, subject to a minimum of £500 pa for a minimum period of 12 months and thereafter until cancelled by me/ us in writing. NB We run our portfolio service in partnership with our clients. We cannot amend your portfolio without your authority. Please always reply promptly when switches are recommended.

☐ **Bespoke Financial Planning Option**
I/We understand that the fee for this service is £………………….. pa

Method of Payment

☐ Please take the on-going service fee from the product, or
☐ Please invoice me for the on-going service fee

Applicant 1 Signature	**Applicant 2 Signature**	**Adviser Signature**
…………………………………………	…………………………………………	…………………………………………………
Date …………………………………	**Date** …………………………………	**Date** ……………………………………

**Delete from "- " if not appropriate.*