Service Proposition and Engagement

This agreement is made between Smith Weale Associates LLP

and...

The Correspondence Address is

....

....

....

....

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.

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 cost:

1. Initial consultation
2. Financial Review and Recommendation
3. Policy arrangement and Implementation
4. Review – Ongoing care and advice through our ongoing Management Service

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

Initial Consultation

The initial 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
- Discuss the options available to you from our menu of services
- Information about our charges

There is no charge for this initial consultation

Financial Review and Recommendation

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 and attitude and tolerance towards investment risk;
- recommendation of an asset allocation model that matches your risk profile and the subsequent assessment and suitability of any existing holdings;
- preparing our recommendations to you;
- Arranging a second appointment to explain and discuss our recommendations in detail.

There is a charge of £500 for this service however this is only payable should you decide not to implement our recommendations as usually we would offset this fee against the remuneration we receive at implementation stage.

When you receive our report/financial plan it will be your decision whether to implement our recommendations either completely or in part. A clear breakdown of what our fees are for implementations is included in our client agreement which you are in receipt of.

Policy Arrangement and Implementation

The implementation of our recommendations includes where appropriate:

- Handling of all fund and policy administration on your behalf
- Regular updates to keep you informed of progress
- Ensure all you documents are issued in line with your expectations
- Confirmation of all actions taken on your behalf in writing

Our fees for this part of the service are covered in detail within our Client Agreement which should be read in conjunction with this document.

Reviews – Ongoing Management Service

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 ongoing review and management service offers:

- Structured reviews to give you piece of mind
- Assessment of your current circumstances and any changes to your plans that are needed
- Regular updates and information regarding your holdings
- A choice of differing levels of support depending on your needs
- Ongoing support with correspondence and administration issues

We recognise that all clients do not have the same service requirements therefore even though we do provide a guideline by way of our bandings you are free to choose the level of service that best suits your needs. 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 notice of this fact and the opportunity to decide whether to continue with the revised level of charges. It should be noted that it is not compulsory for you to sign up to one of our services and we do offer a transactional only service which is free of charge but does provide limited characteristics.

Our fees for our ongoing management service as well as the services we provide are set out below:

We offer 4 levels of service: Transactional Service, Classic Service, Classic Enhanced Service and Personal Wealth Management

Transactional Service
A reactive service only which would include;

- Arrangement of financial products
- One off access to advice
- Financial analysis and risk profile with written recommendation
- Optimised investment asset allocation
- Risk rated portfolios

Fee for Implementation:
On first £100,000 – up to 3%
On next £300,000 – up to 2%
Above £400,000 – up to 1%

Ongoing Fees:
Nil – no ongoing reviews. Limited ongoing access to advice.

Classic Service
A limited annual review service which would include;

- Annual face to face review with client
- Annual risk profile review
- Optimised investment asset allocation
- Risk rated portfolios
- Investment rebalancing
- Ongoing access to advice
- Maintenance of records

Fee for Implementation:
On first £100,000 – up to 3%
On next £300,000 – up to 2%
Above £400,000 – up to 1%

Ongoing Fees:
Up to 1.0% pa – minimum assets under management £30,000 or minimum fee payable £300 pa

Classic Enhanced Service
This is an annual face to face review service which would include;

- Annual face to face review with client
- Annual review of your personal financial objectives and strategy
- Annual risk profile review
- Six monthly portfolio review and valuation
- Optimised investment asset allocation
- Risk rated portfolios
- Investment rebalancing
- Complementary Bed and ISA service (where appropriate/agreed)
- Ongoing access to advice
- Maintenance and updating of records
- Liaison with other advisers e.g. accountants/solicitors

Fee for Implementation:
On first £100,000 – up to 3%
On next £300,000 – up to 2%
Above £400,000 – up to 1%

Ongoing Fees:
Up to 1.0% pa – minimum assets under management £100,000 or minimum fee payable £1,000 pa

Personal Wealth Management
A bespoke/tailored review service which would typically include;

- Ongoing review service tailored to clients needs and agreed at outset
- Minimum six monthly face to face reviews with client
- Complete annual review of your personal financial objective and strategy
- Liaison with other advisers e.g. accountant/solicitors
- Complementary Bed and ISA service (where appropriate/agreed)
- Portfolio valuations provided upon request
- Data management with all records maintained, updated and consolidated in one place
- Minimum six monthly risk profile reviews
- Optimised investment asset allocation
- Risk rated portfolios
- Investment rebalancing
- Fully Discretionary Managed Investment Service available
- Ongoing access to advice

Fee for Implementation:
On first £100,000 – up to 3%
On next £300,000 – up to 2%
Above £400,000 – up to 1%

Ongoing Fees:
Up to 1.0% pa – minimum assets under management £250,000 or minimum fee payable £2,500 pa

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

I/We would like to subscribe to the following ongoing service option:
(please tick the appropriate box)

Transactional Service ☐
I/We understand that the fee for this service is Nil% of the value of the relevant investments each year, subject to a minimum of £Nil.

Classic Service ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £300.

Classic Enhanced Service ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £1,000.

Personal Wealth Management ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £2,500.

I/We wish for the cost of the ongoing service to be paid by deduction from the policies we hold ☐

I/We wish for the cost of the ongoing service to be charged directly to me on a monthly/yearly basis ☐

Signed:

Print Name:

Date:

Signed:

Print Name:

Date:

Signed on behalf of our firm:

Print Name:

Date:

I/We would like to subscribe to the following ongoing service option:
(please tick the appropriate box)

Transactional Service ☐
I/We understand that the fee for this service is Nil% of the value of the relevant investments each year, subject to a minimum of £Nil.

Classic Service ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £300.

Classic Enhanced Service ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £1,000.

Personal Wealth Management ☐
I/We understand that the fee for this service is ....% of the value of the relevant investments each year, subject to a minimum of £2,500.

I/We wish for the cost of the ongoing service to be paid by deduction from the policies we hold ☐

I/We wish for the cost of the ongoing service to be charged directly to me on a monthly/yearly basis ☐

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Smith Weale LLP Copy