

## EAFP Fees and Services

We are a financial planning business, focused on helping you understand and plan for your financial future. This information is designed to give you an idea of:

- What we do and how we do it (our services)
- What it's likely to cost and how you can pay us

This document provides details about our services to you and how we charge, so it's important that you read it fully. If there is something you don't understand please ask us to explain it. We will usually review the level of our fees and services, as a business, on an annual basis but reserve the right to do this more often if required.

We'll only start work once we have agreed our services and charges with you. We'll give you a copy of our **Client Agreement - Terms and Conditions** which will set out the services we have agreed to provide and confirm how much this will cost.

### Our advice

We offer **independent** investment advice. This means that we consider a wide range of financial strategies and products. We are constantly reviewing the market to ensure that the services and products we offer are appropriate for our clients.

Where we recommend particular investment strategies and products to you, these will be selected based on your personal circumstances, financial goals and objectives. We'll consider a number of factors, including the services you need, the cost of investing, how much risk you are prepared to accept in an investment product and how much of a drop in its value you could withstand.



The areas we can advise on include:

Open ended investment companies	Enterprise Investment Schemes	Phased retirement & income drawdown
Unit trusts	Structured products, incl. structured deposits	Term assurance
ISAs	Venture Capital Trusts	Critical illness cover
Investment bonds	Pensions	Income protection
Exchange traded funds	Annuities	Long term care
Investment trusts		

We don't provide advice in relation to individual share holdings. If this is something you need assistance with, we can refer you to a stockbroker.

We don't provide advice on options, futures and other derivative contracts as we believe that these are unlikely to be suitable for our clients.

Where we provide protection planning services we are an insurance intermediary and will provide advice which is based on a fair and personal analysis of the market.

## Our Services

Whatever financial decisions you have to make, the first step towards making the right decisions is to establish a clear understanding of your financial needs.

People seek financial advice for many different reasons so it's important that we understand exactly who you are and what you want to achieve. At our first meeting we'll gather information about you to help define your needs and priorities.

Our services include:

**Financial Planning:** It's important to identify what you might want to achieve and how you can do this. We can help you to identify your goals and create a plan for your finances to help you achieve them.

**Investment Advice:** Accumulating capital can happen in many different ways but once accumulated it is important to ensure that the capital is working as efficiently as possible to meet your objective. We can help implement the right strategy.



**Pension Funding:** It's important to know whether the money you are saving towards retirement will provide you with sufficient funds to meet your retirement objectives. We can work with you to proactively plan for your retirement to achieve your goals.

**Retirement Advice:** At and during retirement you may face many different and changing options. We can help you understand the different solutions and implement the right approach for you.

**Financial Advice in Divorce:** The separation of finances in divorce, especially pensions, can be a very complex and overwhelming prospect at what is also a very difficult and emotional time. Our Resolution specialists can help you through this period to find a fair and acceptable outcome.

**Inheritance Tax Mitigation:** Many of us wish to pass our estates as efficiently as possible to our beneficiaries. We can help you navigate the wide range of strategies to achieve this without compromising your own financial security.

**Trustee Investment Advice:** Trustees are subject to quite specific duties and responsibilities and investment considerations. We can help identify these issues and implement an appropriate strategy to meet those obligations.

## Our charges

Our charges are agreed with and paid by you and fall into the following categories:

a. **Initial charges:** These are the upfront costs of our services. We offer several types of initial service depending on your needs. For insurance based business where commissions are payable these will be offset against our fees.

b. **Ongoing charges:** Once your financial plan is in place it is important to keep it under review so it can be adapted, where necessary, as your circumstances change. Our ongoing services are designed to do this.

Our actual charges and fees (in pounds and pence) will be agreed with you before we do any work and we'll explain your payment options too. We'll also let you know where any fees are subject to VAT.



## Payment Options

Initial charges can be paid in a number of ways:

- Cheque, card or electronic transfer (unfortunately, we cannot accept payments by cash).
- Payment via deductions from the financial product(s) you invest in or (if relevant) deductions from the amount invested with a discretionary fund manager (DFM). Most product providers / DFMs offer this facility but using it will reduce the amount you have left to invest and may, depending on your circumstances, have other consequences (we'll discuss this with you beforehand).
- For investments held on a platform (an online investment administration service) you may choose to pay our charges out of the funds held in the platform cash account, although it's important to maintain sufficient funds in the account to cover our charges as they become payable.

- In some limited circumstances (for protection planning only) we may receive commission from a product provider in relation to an insurance product we have arranged for you. The amount of commission is a percentage of the total annual premium and we'll tell you the amount before we carry out business for you. Where relevant, we will provide details of the maximum amount that we could reclaim from you and the timescale in which we could do so, within our suitability report.

Ongoing charges can be paid in a number of ways:

- By deduction from your investment(s) on a monthly, quarterly, six-monthly or annual basis, where the product / platform provider or DFM is able to offer this facility.
- For investments held on a platform (an online investment administration service) you may choose to pay our charges out of the funds held in the platform cash account, although it's important to maintain sufficient funds in the account to cover our charges as they become payable.



## Other charges

Depending on the services we provide, there may be costs and charges (including taxes), not charged by us, but related to the financial products we arrange for you. These charges may be one off charges (payable up front) or charges payable on an ongoing basis. For example:

- Service costs: If your investments are held on a platform (an online investment administration service) or held with a DFM, the platform provider / DFM will make a charge for administering / managing your investments.
- Investment costs: These are the costs relating to the manufacturing and managing of your investments - for example, fees charged by the investment fund manager, costs relating to investment transactions.

We'll always disclose any third party costs as part of making our recommendations.

### **Aggregated costs and charges**

Before we provide you with our advice we will add together all the costs and charges payable so that you are able to understand the overall costs of our services and recommendations. This is referred to as aggregated costs and charges information.



## EAFP Initial Charges for new and top up advice

We operate of a fixed fee basis for initial/top up advice as set out in the table below:

<b>Application of New Funds</b>	Up to £500k	£2,250*
	£500k - £1M	£3,850*
	£1M+	£5,500*
<b>Top up to existing portfolio</b>		£550
<b>Inheritance Tax work</b>	Up to £500k	£2,250*
	£500k - £1M	£3,850*
	£1M+	£5,500*
<b>Review of Existing Arrangements</b>	Up to three arrangements	£2,500*
	Each additional arrangement	£500
<b>At Retirement Advice</b>	Annuity advice only (up to three pensions)	£2,250*
	Each additional plan	£500
	Annuity/FAD/Phased FAD/UFPLS Advice comparing and contrasting each option with appropriate single recommendation.	£3,250*
	Annuity/FAD/Phased FAD/UFPLS advice resulting in multiple solutions	£5,500*
	Release of Lump Sum from Existing Pension (Existing clients only)	£2,200
<b>Tax Planning Advice</b>	VCT up to £100k	£3,000*
(Income and Capital Gains Tax)	EIS or VCT £100k +	£4,000*
<b>Cashflow forecasting</b>		£825 + VAT
<b>Pensions &amp; Divorce</b>		
- <b>Initial Work</b>	Pension equalisation report incl. 3 calculations	£1,950 + VAT
	For each additional calculation	£110 + VAT
- <b>Implementation of PSO</b>	Pre-retirement	£2,250
	At retirement – Annuity	£2,250
	At retirement – Annuity/FAD/UFPLS	£3,250
	At retirement – FAD, Phased FAD, UFPLS, multiple solutions	£5,500
- <b>Review/structure Actuary instruction letter</b>		£450 + VAT



**Glossary of Abbreviations above:**

FAD – Flexi Access Drawdown

UFPLS – *Uncrystallised Funds Pension Lump Sum*

EIS – Enterprise Investment Scheme

VCT – Venture Capital Trust

The above fees are based on a one hour introductory / fact gathering meeting along with a second one hour meeting to discuss our report once this has been finalised. If further meetings are required then they will be charged at our hourly rates.

\*For existing clients where we have already obtained sufficient, up to date information, fees reduce by £500 per piece of advice. If we engage in multiple advice matters for a new client, the first piece will be charged at the full rate with any additional pieces of advice benefitting from a £500 discount as if you are an existing client.

If you require a form of advice/service that falls outside of the above, we are able where requested or necessary, to undertake work and/or provide services that can be charged on an hourly basis.

The hourly rates are as follows;

- Independent Financial Adviser - £320
- Paraplanner - £160

The hourly rates are charged in full hours or part thereof and we will provide an estimate of the overall costs before we proceed.

If our time costs are higher than expected due to unforeseen circumstances, we reserve the right to increase the amount payable, although we will notify you of this before proceeding further.

There may be a small number of instances where VAT would need to be applied to above fees where not already indicated and this would be confirmed at outset.



For more bespoke, non-standard, matters and where multiple solutions are required where the complexity and risk increases our fees will rise. An example would be where there was a phased company sale with multiple new business implementations as funds are released.

All fees can be deducted (if applicable) from products or invoiced based on client preferences.

We'll provide you with a personalised quote for the work to be carried out before starting any work. Further services will be subject to an additional charge.

### EAFP Ongoing Services

Our ongoing services are optional. If you agree to purchase an ongoing service, unless otherwise agreed, the service will be provided as a follow up to the initial service. Our different service levels are set out below:





Client Classification	TRANS-ACTIONAL	SILVER	GOLD	PLATINUM	PLATINUM PLUS
Funds under advice	Up to £50,000	£50,001 - £100,000	£100,001 - £400,000	£400,001 - £1,000,000	£1,000,001 plus
<b>Client Contact</b>					
Remote annual review by post	-	✓	-	-	-
Three yearly review	-	✓	-	-	-
Annual office based face to face meeting	-	-	✓	✓	✓
Half yearly valuations remotely by post	-	-	-	✓	✓
Minimum twice yearly valuation plus annual review meeting	-	-	-	✓	✓
Up to one additional meeting by agreement	-	-	-	✓	✓
Up to three additional meetings by agreement	-	-	-	-	✓
Access to highly qualified para-planner team	-	✓	✓	✓	✓
<b>Service</b>					
Computerised records retained	✓	✓	✓	✓	✓
Ongoing service provision	-	✓	✓	✓	✓
Annual valuations	-	✓	✓	✓	✓
Annual return (last 12 months) calculation	-	✓	✓	✓	✓
Average annualised calculation	-	✓	✓	✓	✓
Annual asset allocation summary	-	✓	✓	✓	✓
Confirmed ongoing suitability (post review meeting)	-	✓	✓	✓	✓
Update client situation and objectives (post review meeting)	-	✓	✓	✓	✓
Portfolio rebalancing (post review meeting)	-	✓	✓	✓	✓
Review opportunities to review tax efficiency (during review meeting)	-	✓	✓	✓	✓
Review income needs or capital requirements (during review meeting)	-	✓	✓	✓	✓
Agree post review work and fee estimates for any non-review advice (during review meeting)	-	✓	✓	✓	✓
Assessment of inheritance tax (IHT) exposure	-	-	✓	✓	✓
Assessment of potential non-product IHT solutions	-	-	✓	✓	✓
Withdrawals and associated calculations tax/charges	-	-	✓	✓	✓
Cash flow forecasting as required	-	-	-	✓	✓
Strategising on non-product solutions	-	-	-	✓	✓
<b>Remuneration</b>					
Service met from funds under advice	-	✓	✓	✓	✓
Option to upgrade to higher service standard with top up fee	✓	✓	✓	✓	-
Option to reduce to lower service standard	-	✓	✓	✓	✓
All new and top up advice included at no additional charge	-	-	-	-	✓



## EAFP Charges for Ongoing Review services

Our annual Adviser Ongoing Fee (AOF) rate is calculated on a tiered basis and is based on the value of Funds Under Advice (FUA) held as follows:

<u>FUA Tier</u>	<u>Annual Rate</u>	<u>AOF (at top of range)</u>
£0-£200,000	1%	£2,000
£200,001-£1,000,000	0.6%	£6,800
£1,000,001-£2,000,000	0.45%	£11,300
£2,000,001+	0.1%	

AOF is calculated at the review meeting and set for the following review period based on the FUA at review meeting, though we reserve the right to amend this in extreme circumstances should these arise. The only exception to this is where a provider can automatically calculate our discount rates and in this scenario, the AOF calculation will take place automatically more regularly. For example if the FUA are £200,000 at the review date the AOF will be set at £2,000 pa (payable monthly). If the value of the FUA were to rise before the next review meeting there will be no change to the AOF payable during the review period. If at the next review meeting the FUA has risen to say £210,000 the AOF will then rise to £2,060 until the next review meeting.

AOF rates will normally be adjusted part way through the review year only following any lump sum addition or withdrawal of capital.

The level of service best suited and recommended to client is determined by value of FUA.

Transactional	No ongoing service	
Silver	£50,000 –	£100,000
Gold	£100,001 –	£400,000
Platinum	£400,001 –	£1,000,000
Platinum +	£1,000,001	plus



However, all clients have the option to opt for a lower level of service with a reduction in aggregated AOF of 10% per tier subject to a minimum fee of:

<u>From/to</u>	<u>Silver</u>	<u>Gold</u>	<u>Platinum</u>
Gold	£1,000	-	-
Platinum	£2,800	£3,200-	
Platinum +	£5,800	£6,300	£6,800

Or to opt for higher category with fee of:

Silver	£500
Gold/Standalone review of suitability	£1,000
Platinum	£3,200
Platinum +	£6,800

For some tax advantaged products we may not take an ongoing fee in order to not adversely affect their tax efficiency and for others we may not take the full amount of our fees as above. These include but are not limited to Enterprise Investment Schemes (EIS), Venture Capital Trusts (VCT), Business Relief (BR) qualifying investments and Investment Bonds.

We may also apply Family linking where the value of FUA for multiple clients are aggregated for the purpose of calculating the tiered rate of AOF for all those clients.

Please note that our charges will increase as the value of your investment funds increases.