

EAFP Fees and Services Disclosure

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	Whole of Life Cover	Implementation of pension sharing on divorce

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.

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.

Protection Advice: Protecting ourselves or our families is a natural objective for a lot of people but this is an incredibly complex area with lots of different products and services available. We can help you understand areas where you may need protection and the most suitable product to help you and your family.

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.
- Via annual invoice either to you personally or to a separate entity for example a limited company where appropriate.



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:

Application of New Funds	Up to £500k	£3,200*
	£500k – £1M	£4,870*
	£1M+	£6,600*
Top up to existing portfolio / Withdrawal above those included with service level		£650
Inheritance Tax Planning and Protection work	Up to £500k	£3,200*
	£500k – £1M	£4,870*
	£1M+	£6,600*
	Adviser Time (additional meetings or calls)	£370 per hour
	Paraplanner time (for complex processing)	£185 per hour
Review of Existing Arrangements	Up to three arrangements	£3,300*
	Each additional arrangement	£600
At Retirement Advice	Annuity advice only (up to three pensions)	£2,800*
	Annuity/FAD/Phased FAD/UFPLS Advice comparing and contrasting each option with appropriate single recommendation (up to three pensions)	£3,950*
	Annuity/FAD/Phased FAD/UFPLS advice resulting in multiple solutions (up to three pensions)	£6,600*
	Release of Lump Sum from Existing Pension (Existing clients only) (up to three pensions)	£2,650
	Each additional plan	£600
Tax Planning Advice	VCT up to £100k	£3,650*
(Income and Capital Gains Tax)	EIS or VCT £100k +	£4,840*
Trustee Bank Account		£750
Cashflow forecasting		£1,000 + VAT
Pensions & Divorce		
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Implementation of PSO	Pre-retirement (up to three pensions)	£3,300
	At retirement – Annuity (up to three pensions)	£2,800
	At retirement – Annuity/FAD/UFPLS (up to three pensions)	£3,950
	At retirement – FAD, Phased FAD, UFPLS, multiple solutions (up to three pensions)	£6,600
	Each additional plan	£550
Review/structure Actuary instruction letter		£595 + VAT

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.

EAFP Pay as You Go Charges for Ongoing Servicing

Where a client has opted for a Pay as You Go (PAYG) client classification, any servicing advice or services are chargeable as set out in the table below:

Ongoing Suitability Review including a meeting	£2,000
GIA to ISA	£650
GIA to Pension	£650
GIA to ISA & Pension	£900
Rebalancing to CIP	£500
Withdrawal	£1000
Cashflow forecasting	£1000 + VAT

Quoted charges for servicing advice assume an Ongoing Suitability Review has been done within the past twelve months, otherwise an Ongoing Suitability Review will also be required before we can provide any other advice. The only exception to this is Cashflow Forecasting where no Ongoing Suitability Review is required.



For the purpose of the Initial Fee Menu on the previous page, a PAYG client counts as an existing client as long as we have carried out an Ongoing Suitability Review within the past twelve months.

All prices quoted are for a maximum of two people within a household unless otherwise stated.

There may be other administrative tasks required for a PAYG client such as updating addresses with providers, these will be charged at our hourly rates as quoted within this document.

Glossary of Abbreviations above:

GIA – General Investment Account

ISA – Individual Savings Account

CIP – Centralised Investment Proposition

FAD – Flexi Access Drawdown

UFPLS – *Uncrystallised Funds Pension Lump Sum*

EIS – Enterprise Investment Scheme

VCT – Venture Capital Trust

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 – £370
- Paraplanner – £185

The hourly rates are charged in full hours or part thereof subject to a minimum of fifteen minutes 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.

Please also note that our initial advice fees are not contingent on you proceeding with our advice. The fees quoted assume you do proceed and that we implement our recommendations, in which case 100% of the fee quoted will be charged. If however, we produce our full report and recommendations but you decide not to proceed with implementing them, then we will only charge 75% of the quoted fee. If you sign our Client Agreement and instruct us to carry out our research but instruct us to stop this prior to us producing our suitability report, then we will charge 50% of the quoted fee. Where we have not provided a personalised recommendation, please be aware the fee may then become liable to VAT.

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	Pay As You Go	Gold	Platinum	Platinum Plus
Funds under advice (default category)	Up to £200,000	£200,001 – £750,000	£750,001 – £1,500,000	£1,500,001 plus
Client Contact				
Annual face to face meeting	–	✓	✓	✓
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	✓	✓	✓	✓
Service				
Digital records retained	✓	✓	✓	✓
Ongoing service provision	–	✓	✓	✓
Annual valuations	–	✓	✓	✓
Annual return (last 12 months) calculation	–	✓	✓	✓
Average annualised return calculation	–	✓	✓	✓
Annual asset allocation summary	–	✓	✓	✓
Confirmed ongoing suitability	–	✓	✓	✓
Update client situation and objectives	–	✓	✓	✓
Portfolio rebalancing and changes to investment strategy (post meeting)	–	✓	✓	✓
Review opportunities to improve tax efficiency (during meeting)	–	✓	✓	✓
Review income needs or capital requirements (during meeting)	–	✓	✓	✓
Agree post review work and fee estimates for any non-review advice (during meeting)	–	✓	✓	✓
Assessment of inheritance tax (IHT) exposure	–	✓	✓	✓
Assessment of potential non-product IHT solutions	–	✓	✓	✓
Withdrawals and associated calculations tax/charges	–	1 withdrawal*	1 withdrawal*	3 withdrawals*
Cash flow forecasting as required	–	✓	✓	✓
Strategising on non-product solutions	–	–	✓	✓
Remuneration				
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 **	–	–	–	✓
High-Risk Advice initial fees discounted by 50%***	–	–	–	✓
Option to purchase one off services outside of normal client classification	✓	–	–	–

- *Withdrawals within each review cycle are included. Further withdrawals will be charged at £650, excludes accessing pensions which is not covered as a standard withdrawal due to high-risk nature and will be chargeable as per the fee menu.
- **New and Top up advice excludes high-risk advice such as pension transfers, accessing pensions, Investments involving Business Relief or similar advanced planning strategies, all of which will be charged as per the fee menu.
- *** Where the 50% Platinum Plus discount applies, this supersedes the £500 existing client discount. Both discounts cannot apply at once.

Please note: The above examples are illustrative only and are neither exhaustive nor definitive. All relevant activities, associated risks, and suitability considerations will be reviewed and agreed with you in advance of any work commencing.

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-£250,000	1.20%	£3,000
£250,001-£1,000,000	0.80%	£9,000
£1,000,001-£2,000,000	0.65%	£15,500
£2,000,001+	0.10%	

While there is a headline rate of 1.20% per annum on the first £250,000 funds under advice (FUA), in practice we operate a cap of 1.00% per annum when it comes to the aggregated rate, so if a client has £250,000, their fee rate will be 1% or £2,500. Once a client, or family group, has over £487,000 FUA, the 1.20% will apply to the first £250,000, with 0.80% applied to the remainder, but for anyone with FUA under the level of £487,000, a flat 1% fee will apply accordingly in line with our cap. The aggregated fee rate will therefore drop to 0.99% per annum once the level of FUA reaches £513,000."



As an example, if a client or family group has £1,000,000 FUA, the first £250,000 of their portfolio will be charged at 1.20% per annum or £3,000, with £750,000 then charged at 0.80% or £6,000. This creates a total aggregated charge of £9,000 per annum, working out to a bespoke aggregated fee rate of 0.90%.

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 £250,000 at the review date the AOF will be set at £2,500 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 £260,000 the AOF will then rise to £2,600 until the next review meeting when the AOF rate is reviewed.

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

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

Pay As You Go	£0	–	£200,000
Gold	£200,001	–	£750,000
Platinum	£750,001	–	£1,500,000
Platinum +	£1,500,001 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>Gold</u>	<u>Platinum</u>
Gold	–	–
Platinum	£7,000	–
Platinum +	£9,800	£12,250



Or to opt for higher category with fee of:

Gold	£2,000
Platinum	£7,000
Platinum +	£12,250

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), 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. This family linking is at the discretion of EAFP and can be removed at any time.

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