



Investment & Protection Disclosure Document

We are a financial planning business, offering independent financial advice, 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**

If there is something you don't understand please ask us to explain it.

1. 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.

At our first meeting we'll gather information about you to help define your needs and priorities.

Our services include:

- **Financial/Investment 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.
- **Retirement planning:** 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 and help you decide on the options available once at retirement.
- **Protection planning:** Most of us want to protect the things that are important to us, our family, business and quality of life. Protection planning can help to provide peace of mind in the event of your income changing due to unexpected events. We can help you plan for the best way to protect you, your family or your business.

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

2. Our advice

We offer **independent** investment advice. Where we provide protection planning services we are an independent insurance intermediary and will provide advice which is based on a fair and personal analysis of the whole market. 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, but not restricted to:

- Open ended investment companies
- Enterprise investment scheme
- Phased retirement & income drawdown



- Unit trusts
- ISAs
- GIAs
- Investment trusts
- Investment bonds
- Structured products, incl. structured deposits
- Venture capital trusts
- Pensions
- Annuities
- Term assurance
- Critical illness cover
- Income protection
- Long term care

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

3. Our charges

The way we are paid for our services may depend on the type of advice given. Typically this will be:

- **Investment business:** fees agreed and paid by you
- **Insurance business:** fees agreed and paid by you or commission payable by the insurance provider, which is a percentage of the total annual premium

More details on these options and how they are paid is found in the following sections on initial and ongoing charges.

Our charges fall into the following categories:

- Initial charges:** these are the upfront costs of our services. We offer several types of initial service depending on your needs.
- 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 Wealth Management and Financial Planning 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.

Initial charges

Service Level	Charges
<p>Wealth Management Service</p> <p>For clients who might require a close working relationship in order to achieve their stated aims. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Our initial meeting, the identification and agreement of your aims, the subsequent research, presentation and implementation of your Financial Plan. • Six monthly reviews of your investment portfolio to ensure they achieve your objectives and are in line with your latest risk 	<p>The following are typical charges and methods of payment available to you:</p> <p>Hourly Rate</p> <p>Chartered Financial Planner: £200 per hour</p> <p>OR</p> <p>Independent Financial Adviser: £175 per hour</p>



<p>profile.</p> <ul style="list-style-type: none"> Working with other professional advisers as required on your behalf. Priority access to TFA advisers throughout the year. <p>Financial Planning Service</p> <p>For the majority of our clients who would like regular advice and planning support to achieve their aims. This includes but is not limited to:</p> <ul style="list-style-type: none"> Our initial meeting, the identification and agreement of your aims, the subsequent research, presentation and implementation of your Financial Plan. Annual reviews of your investment portfolio to ensure they achieve your objectives and are in line with your latest risk profile. Access to TFA advisers throughout the year. <p>Specific Advice Service</p> <p>For clients who require focused advice or products to deal with particular issues or needs in isolation and who do not need ongoing advice:</p> <ul style="list-style-type: none"> Examples might be Mortgage Advice, Life Assurance, Income Protection, Small investments or children’s savings plans. We will hold and maintain your file contacting you as may be appropriate. Additional work will be charged as required and agreed. 	<p>% of Funds Invested</p> <p>For initial advice and implementation</p> <p>Investments up to £250,000-3%</p> <p>Investments between £250,001 and £500,000-2%</p> <p>Investments between £500,001 and £1 million-1.5%</p> <p>Investments over £1 million-1%</p> <p>In complex situations charges may, and are likely to be higher.</p>
<p>Protection Planning</p> <p>As above for Wealth Management and Financial Planning Service levels but with a focus on protection planning.</p>	<p>Providers of protection products can pay us through commissions, where this is the case we will make you aware of the amount and what it is for, it may be possible to use this to offset your fees for other work. Alternatively you can pay for your protection advice by way of a fixed fee in this case your premiums will be reduced for the life of the policy.</p>
Payment options	
<p>Initial charges can be paid in a number of ways:</p>	



- Cheque 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.
- For protection planning only we will 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.
- You can also pay for your protection advice by way of a fixed fee in this case your premiums will be reduced for the life of the policy.

Ongoing charges

Our ongoing services are optional. If you agree to an ongoing service, unless otherwise agreed, the service will be provided as a follow up to the initial service.

Ongoing service	Ongoing charges
<p>Wealth Management</p> <p>Financial Planning Service to fulfil your objectives including the completion of your Financial Plan</p> <p>6 monthly Reviews, of: investment performance and holdings, risk profile, your aims/objectives and rebalance as required</p> <p>Liaising with your other professional advisers</p> <p>Monitor and review your portfolio to ensure it continues to meet your objectives</p> <p>6 Monthly valuation summary</p> <p>Email Bulletins as appropriate</p> <p>Statements and relevant communications forwarded to you from product providers where appropriate</p> <p>Records amended where requested by you, your providers or the Regulator</p> <p>Undertake specific requests subject to prior agreement of</p>	<p>Our typical annual ongoing charge for this service is up to 1.5% of the total market value of the investments funds that we manage on your behalf subject to a minimum fee of £750 per annum.</p> <p>Please note that our charges will increase as the value of your investment funds increases.</p>



payment terms	
<p>Financial Planning</p> <p>Financial Planning Service to fulfil your objectives including the completion of your Financial Plan</p> <p>Liaising with your other professional advisers</p> <p>Monitor and review your portfolio to ensure it continues to meet your objectives</p> <p>Annual Reviews, of: investment performance and holdings, risk profile, your aims/objectives and rebalance as required</p> <p>Email Bulletins as appropriate</p> <p>Statements and relevant communications forwarded to you from product providers where appropriate</p> <p>Records amended where requested by you, your providers or the Regulator</p> <p>Undertake specific requests subject to prior agreement of payment terms</p>	<p>Our typical annual ongoing charge for this service is up to 1.065% of the total market value of the investments funds that we manage on your behalf subject to a minimum fee of £750 per annum.</p> <p>Please note that our charges will increase as the value of your investment funds increases.</p>
<p>Specific Advice Service</p> <p>There is no ongoing review for suitability and this service will include on line access; secure communication; newsletters and an alert service.</p>	<p>This will be an agreed amount of your investment, usually based as a percentage of the funds.</p>
Payment options	
<p>Ongoing charges can be paid in a number of ways:</p> <ul style="list-style-type: none"> • 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. • A regular fee, paid by standing order. 	

4. 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.