The 7 steps to securing your financial future - www.lifeplanningsolutions.co.uk

Step 1 - Attend a Seminar at your place of work or contact us direct to discuss your requirements

- Assist you in understanding the current financial climate, options available to you and how you can achieve your short, medium and long term goals
- How LifePlanning Solutions may be able to work with you if you require assistance
- Complete the request form (at the seminar - to receive helpful factsheets and select a Personal Consultation to secure an appointment with a diploma qualified, experienced, independent financial adviser of LifePlanning Solutions

Step 2 – Make an Appointment

- We will contact you to arrange an appointment with you (& your partner if required) with a financial adviser at your home, place of work or our office (if home/your office, travel costs may apply if not local)
- We will then confirm in writing the appointment meeting place, date & time and sends you a pre-meeting and attitude to risk questionnaire along with a preparation list for the first meeting
- You (& your partner) complete the questionnaire and return it 3 days before the first meeting

Step 3 - First Meeting

- The initial discovery meeting is free of charge to you and at our cost
- The meeting will normally take 1¼ hours and will explore your current situation by initially clarifying the pre-meeting questionnaire, create an understanding of your values, assessing your attitude to risk and understanding the goals you wish to achieve to the extent that we are able to build an appropriate strategy or plan to achieve your aspirations
- Understand your timescales and financial constraints
- Discuss and agree any costs or charges involved including commission and/or fee options
- Allow you the option to end the discussion without obligation or cost

Step 4 - Preparing the Plan/Strategy

- We will then construct your personal plan. The initial one-off charge for this is either:

  - £194 for a full review meeting covering all aspects of your financial planning requirements (including a review of up to 2 pensions)

  OR

  - £245.25 for a full review meeting covering all aspects of your financial planning requirements (including a review of more than 2 of your pensions)

- We will research the whole market place whilst minimising risk and tax to suit your requirements
- On your behalf, negotiate and agree special terms with all companies selected
- Finalise recommendations and forward your valuable individual personal plan for consideration

Step 5 - Second Meeting

- Discuss and assist in the understanding of your personal plan document
- Explain technical points, answer all questions and clarify any issues raised
- Agree full or staged implementation of your plan. You also have the option after receiving the plan to have a second meeting to discuss the plan without any obligation to proceed with any recommendations
- Discuss and agree the ongoing level of service you require

Step 6 - Plan Implementation

- Complete the administration process including assistance with all application forms
- Secure special terms previously negotiated with all companies for your benefit
- Submit application forms to all companies selected for your portfolio and implement your plan
- Introduce you to other professional advisers if required eg. Solicitors, Accountants etc.

Step 7 - Your Future Requirements

- Agree the next stage by finalising the timing and frequency of your ongoing service plan
- Sit back and relax as you have now taken control of your personal LifePlanning requirements whilst knowing that you now have your own personal LifePlanning Solutions adviser to call on

<u>Samples of Initial implementation and ongoing annual service fee charges</u>

The sample charges below are considered suitable for the following level of investments with their associated level of ongoing service.

<u>Lump sum investments</u> (maximum charges shown as a percentage of the investment)

Amount invested	Typical Inclusive Service Level	Initial	Annual
£10,000 - £24,999	Transactional Plus	3%	1%
£25,000 - £59,999	Standard	2.25%	1%
£60,000 - £99,999	Standard	1.75%	0.75%
£100,000 - £149,999	Premier	1.50%	0.75%
£150,000 - £249,999	Premier	1.25%	0.75%
£250,000 - £499,999	Premier Plus	1%	0.75%
£500,000 - £999,999	Premier Plus	0.75%	0.60%
£1,000,000 +	Bespoke	0.50%	0.50%

<u>Regular savings</u> (regular monthly payment Investments)

Amount invested per month	Typical Inclusive Service Level	Initial Fee per plan	Discounted Fee per plan	*Annual (paid pro-rata monthly)*
£100 - £249	Transactional Plus	£360	£330	1%
£250 - £499	Standard	£340	£310	1%
£500 - £999	Standard	£320	£290	0.75%
£1,000 - £1,499	Premier	£300	£270	0.75%
£1,500 +	Premier Plus	£280	£250	0.75%

nb. With regards to the above 'named' service levels – further documents are available which outline what each service level includes – please do not hesitate to request a 'service level menu' for the one that may be suitable for you.

<u>Payment of initial fee by instalments from the plan for Regular Savings plans</u>

If you wish to pay the initial fee by instalments from the plan, we will instruct the plan provider to divide the initial fee by 4 and then they will pay that fee to us on a monthly basis for the first 4 months of the plan. The initial fee deduction will then cease.

eg. (with reference to the table above) If the initial regular monthly investment was £200 per month, the Initial fee would be a maximum of £360. This would be taken at the rate of £90 per month for the first 4 months from each of your regular monthly investment of £200. If you wish to pay the plan fee in one lump sum rather than over 4 payments a £30 discount would apply to the appropriate initial fee.

The above tables include the rates for the following policies/products:

- Most investments including ISA's, Collective Investments, Unit Trusts, OEIC's, Investment Bonds, Income Drawdown, Personal and Stakeholder Pensions amongst others.

<u>LifePlanning Solutions Family Discount Service</u>

This is a discount based on the overall combined value of the investment funds held by you and your family where all of you are receiving an ongoing advice service from LifePlanning Solutions – If you have family members who you think would benefit please contact us for further details and or complete the enclosed 'LifePlanning Solutions Family Discount Service form and return it to us.

Other lump sum fee rates include:

- **Pension Annuities** - (Review and implementation – Fee is 1% of the Annuity purchase price (subject to a minimum fee of £375 for one pension plan review **<u>plus</u>** £50 each to review each additional pension plan thereafter).

- **Long Term Care (Immediate Care Annuity)** – 2% of the product purchase price

Non-investment Insurance options
Payment can be made by fee, commission or a combination of both.

You will receive a Client Specific Illustration which will detail any other fees relating to your particular insurance policy. ***Quotations will be either provided in your report or upon request.***

Sample of Insurance Plan initial charges (with no investment content) include:

Life Assurance – Standard commission rate (minimum £300 per plan)
Critical Illness Insurance - Standard commission rate (minimum £300 per plan)
Income Protection - Standard commission rate (minimum £300 per plan)

Payment by hourly rate

If it is agreed that you wish to pay purely on an **hourly rate basis** the typical charges will be as follows:

- Financial Adviser - £125 per hour
- Paraplanner - £45 per hour
- Administration - £25 per hour

We may charge you for travelling costs for a home visit. We will also charge you for arranging investments/policies & the associated administration time based on the rates above.

Please note that the above fees are for guidance only. You may be asked to pay more or less depending on our assessment of the work involved.

The Financial Conduct Authority does not regulate will writing, taxation and trust advice

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