

# Confidential Review Financial



<b>Client(s) Name</b>	
<b>Adviser Name</b>	Anne Wray
<b>Firm Name</b>	Anne Wray IFA
<b>Date Fact Find Completed</b>	

## **Financial Services And Markets Act 2000**

Independent Financial Advisers are required to have proper regard for a client's best interests in any advice given. They must therefore do their utmost to ensure that they are aware of your personal and financial circumstances so that their advice is the most suitable for your needs. The questions here have been specifically designed to help your adviser provide advice that meets your needs. If, for any reason, you decline to answer any or all of the questions or if you fail to provide true and accurate information to the best of your knowledge, the advice given subsequently may not be best advice, as it can only be based on the information provided.

## **Data Protection Act 1998 – Disclosure of Information**

The information given in this document will be retained on computer for reference purposes, and will be held in accordance with the data protection act 1998. The details may be passed to the regulatory authorities and auditors for the purpose of compliance

What are you looking for from a Financial / Mortgage Adviser?	
Why is that important?	
What will it mean to you to get that support?	
From past experience what have you liked about working with a Financial Adviser?	
From past experience what have you not liked about working with a Financial Adviser?	
Why was that?	
What do you think the cause of that was?	
Are fees owed to a previous financial adviser/advisers?	
Have you used any of your current tax year's ISA allowance	

When it comes to investing, how would you describe yourself?

No understanding / knowledge	
Very little understanding / knowledge	
A fair degree of understanding / knowledge	
A high level of understanding / knowledge	

How important is it to you to know that the products that you invest in are covered by the UK Financial Services Compensation Scheme?

Important	
Neither Important or Not Important	
Not Important	

How important is it to you to know that all of your investments are accessible should you require the funds for emergency purposes?

Important	
Neither Important or Not Important	
Not Important	

Some investments borrow money to increase the total amount invested, by doing this it increases the risk to you as an individual especially if the product is unable to repay the amount borrowed. How important therefore is it to you to avoid such risks.

Very Important	
Neither Important or Not Important	
Not Important	

How important is it to you to know that your funds you invest in only trade in socially responsible areas of investment?

Very Important	
Neither Important or Not Important	
Not Important	

How important is it for you to be able to vary the underlying risks associated with your investments in line with changes in your personal circumstances?

Very Important	
Neither Important or Not Important	
Not Important	

<b>Basis of Advice</b>	
We recommend our full review service covering all of the financial planning need areas described in the areas of Protection, Pensions and Investment Planning sections below. Are you happy for us to do this? If 'No', please highlight the specific areas that you would like us to limit our advice to. <i>Additional Notes pages should be used to provide details of why any objectives have been classed as future, declined or not relevant.</i>	
We may also offer advice on mortgages and/or general insurance. We recommend that you include these areas within your review. Are you happy for us to do this? If 'Yes', please highlight the areas where you require advice.	
Our basis of advice will not include specific recommendations in respect of the areas included in the Specialist Advice section, unless you request us to consider them for you. Do you require any specialist advice? If 'Yes', please highlight the areas you would like us to consider.	

<b>PROTECTION, PENSIONS AND INVESTMENT PLANNING</b>	<b>Self</b>	<b>Partner</b>
	<b>Now / Future / Declined / Not relevant</b>	
<b>1. Protection - Providing a Cash Sum or Income (Protection Contracts Questionnaire)</b>		
I / We want to review the amount of cash or income my partner/ family will receive in the event of death.		
I / We want to review the amount of cash / income I will receive in the event of critical illness, accident or long term sickness.		
I / We want to review the situation regarding the repayment of our mortgage in the event of death or critical illness.		
<b>2. Personal Retirement Planning</b>		
I / We want to review my / our retirement provision. <b>(Personal Retirement Planning Questionnaire)</b>		
I / We want to consider my / our options at retirement. <b>(Pension Vesting Options Questionnaire)</b>		
<b>3. Savings &amp; Investment Advice (Savings &amp; Investments Questionnaire)</b>		
I / We want to review my / our investment portfolio.		
I / We want to review my / our regular savings.		

<b>STANDARD MORTGAGES &amp; GENERAL INSURANCE</b>	<b>Now / Future / Declined / Not relevant</b>
<b>4. Standard Mortgage Provision (Mortgage Questionnaire)</b>	
I / We want to review our choice of mortgage lender, or consider re-mortgaging or taking a further advance.	
<b>5. General Insurance</b>	
I / We want to review my / our private medical insurance. <b>(Private Medical Insurance Questionnaire)</b>	
I / We want to review my / our buildings & contents insurance. <b>(Buildings &amp; Contents Questionnaire)</b>	
I / We want to review my / our payment protection insurance (PPI). <b>(Protection Contracts Questionnaire)</b>	

<b>SPECIALIST ADVICE</b>	<b>Now / Future / Declined / Not relevant</b>
<b>6. Inheritance Tax Planning (IHT Planning Questionnaire)</b>	
I / We want to review any potential inheritance tax liability on my / our estate.	
<b>7. Long-Term Care Planning (Long Term Care Questionnaire)</b>	
I / We want to make provision for long-term care should specialist nursing be required for an extended period using insurance products.	
<b>8. Occupational Pension Transfers (Pension Transfer Questionnaire)</b>	
I / We want to consider transferring deferred benefits from a previous occupational pension scheme.	
<b>9. Other</b>	
I / We want to review other objectives / goals. Please provide full details on separate Notes page.	

Client(s) Details		
	Self	Partner
Title / Sex		
Forename(s)		
Surname		
Known as		
Date of Birth / Marital Status		
National Ins No. / UK Resident		
Home Address (Only complete 'Partner' details if different.)		
Time at current address in years & months (If less than 3 years, give details of all previous addresses for 3 years in Notes section below.)		
Home Telephone Number		
Mobile Number		
E-mail address		
Preferred method of contact		
Do you foresee any changes to your personal circumstances?		
Are you in good health?		
Do you have any medical conditions? (If 'Yes', give details in Notes section.)		
Have you smoked in the last 12 months?		
Employment Status		
If retired/ other, what was your former occupation?		
Have you ever had a change of career? If so, give details in notes		
At what age do you intend to retire?		
Do you have any religious beliefs that would affect financial planning? (If 'Yes', give details in Notes section.)		
<i>Notes</i>		

Children and other Dependants (Partner / Grandchildren / Elderly dependants etc.)				
Do you have any dependants?				
Name	Date of Birth	Relationship	Financially dependent?	Sex
1				
2				
3				
Notes				

Occupation Details		
	Self	Partner
Main Occupation		
Job title of main occupation		
Full Time / Part Time		
Secondary occupation & job title		
Employer / Business Name		
Employer / Business Address		
Employer's Tel. Number / Co. Mobile No.		
E-mail address at work		
Date started employment / Business?		
Gross Income per annum / Net Profit (if self-employed)		
Gross Benefits in Kind (P11d)	£	£
Member of Company Pension Scheme?		
Do you intend to change jobs? If yes, give details in notes		
If Self Employed, date of last completed accounts.		

Income Details			
	Self	Partner	Joint
Net monthly "take-home pay" / Net Drawings (if self-employed)			
Net monthly part-time / secondary occupation income			
Net monthly guaranteed commission / bonus / overtime			
Net monthly pension income			
Net monthly investment income			
Other net monthly income			
<b>Total Net Monthly income</b>			
Highest rate of income tax?			
Do you see your income changing in the near future?			
Pay / Pension review date			

## Committed Outgoings

	<i>Self</i>	<i>Partner</i>	<i>Joint</i>
Rent / Mortgage			
Hire Purchase Payments			
Other Loans			
Credit / Store Cards			
Maintenance for dependants			
Utility Bills			
Council Tax			
Telephone / Mobile			
Food & Clothing			
Travel / Motor Expenses			
Contributions / Premiums			
Educational Fees	£	£	£
Other	£	£	£
<b>Total Monthly Committed Outgoings</b>	£	£	£

## Discretionary Outgoings

	<i>Self</i>	<i>Partner</i>	<i>Joint</i>
Entertainment	£	£	£
Holidays	£	£	£
Subscriptions	£	£	£
Luxury Items	£	£	£
<b>Total Monthly Discretionary Outgoings</b>	£	£	£

<b>Outgoing Details</b>	
Would you like to look at your monthly outgoings in detail? (If 'Yes', complete detailed breakdown of outgoings. If 'No', just complete the total boxes below.)	
Total Net Monthly Income	
Total Monthly Committed Outgoings	
Total Monthly Discretionary Outgoings	
Total Monthly Outgoings	
Disposable Monthly Income	
Do you expect to see your outgoings change in the near future? If 'Yes', please provide details in the Notes section.	

Notes Please summarise your client's current experience and knowledge of investments (include details of any previous investments held with dates). Include any other relevant information to support your recommendation(s).
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<i>Assets</i>				
	<b>Self</b>	<b>Partner</b>	<b>Joint</b>	
Home (Primary Residence)*				
Other Properties				
Contents & Personal Effects				
Personally Owned Vehicles				
Business Interests				
Current Account Balance				
Building Society & Deposits				
TESSAs / TESSA ISA				
PEPs				
Cash ISAs				
Equity / Insurance ISAs				
Investment Bonds				
Unit / Investment Trusts				
Stock-Market Shares				
Loan Stocks & Gilts				
Other Assets (including National Savings)				
<b>Total Assets (TA)</b>				



Liabilities			
	Self	Partner	Joint
Mortgages			
Other Loan Amounts			
Credit Card Balances			
Store Card Balances			
Overdraft Balance			
<b>Total Liabilities (TL)</b>			

Summary of Assets & Liabilities	
Total Assets (TA)	
Total Liabilities (TL)	
<b>Net Asset Position</b>	
Do you expect any of these to change in the near future? If 'Yes', provide details in Notes section.	
Do you have loan protection on your liabilities? If 'Yes', provide details in Notes section.	

Notes <b>*Tenancy in common / Joint tenancy (Joint property / Common property in Scotland) / Commonhold</b>
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Existing Plans
If the answer is "yes" to any of the following questions and it is <u>relevant to the advice</u> being given, print the appropriate Existing Plan form and provide further details.

	Self	Partner
<b>Transitional Protection Arrangements</b> Pensions simplification on 6th April 2006 introduced transitional protection arrangements; the implications need to be considered with both pension and protection clients.		
Have you applied for enhanced protection?		
Have you applied for primary protection?		
If 'Yes', what is your personal lifetime allowance (as a percentage of the standard lifetime allowance)?		

Protection (Existing Protection Plans)	
Do you have any existing life assurance plans?	
Do you have any existing critical illness plans?	
Do you have any existing income protection plans?	
Do you have any protection benefits from any employer? (sick pay, Death in service)	

<b>Retirement (Existing Pension Plans)</b>	
Are you currently in an occupational pension scheme?	
Are you eligible to join one, now or in the future?	
If 'Yes', record the date when joined or when eligible?	
If 'No', but eligible, why have you not joined?	
Do you have any preserved occupational arrangements?	
Are you currently contributing to any private pension arrangement?	
Do you have any previous private pension arrangements?	
Are you contracted out of the state pension scheme?	
Have you had any previous benefit crystallisation events?	

<b>Savings &amp; Investments (Existing Savings &amp; Investments)</b>	
Do you have any existing investments?	
Do you have any existing regular savings?	

<b>Private Medical Plans (Existing Private Medical Insurance)</b>	
Do you have any existing private medical plans?	

<b>Buildings &amp; Contents (Existing Buildings &amp; Contents Insurance)</b>		
Do you have existing buildings & contents insurance?		

<b>Emergency Fund</b>			
How much money do you need available for emergencies?		How much do you have?	
Source of existing arrangements?		Additional amount required?	£

<b>Commitment To Amount</b>		
	Lump Sum	Regular Contribution
What amount are you prepared to commit towards reaching your financial goals?	£	
How long are you prepared to invest your monies for?		
Source of Funds?		

<b>Estate Planning &amp; Inheritance</b>			
	<b>Consideration</b>	<b>Self</b>	<b>Partner</b>
<b>General</b>			
When did you make your Will? ii. No Will – do you know what it will happen if you die without a Will? (intestate)	All clients should have one – the consequences of having no Will or an out of date Will can be disastrous.		
What has happened since you made it?	Death, marriage, divorce, split up, new/grand children, bought or sold house/ 2 <sup>nd</sup> house/house abroad, started business		
Do you wish to change/add any bequests? Do you wish to change/add any beneficiaries? Has any beneficiary died or become disabled? Do you wish to change any executors?	Children named in a Will can cause later unnamed children to get nothing.  Disabled beneficiaries may lose State Benefits if given a bequest direct.		
<b>Life Policies &amp; Investments</b>			
Are the nominees for policies in trust still the same? Are policies in trust mentioned in your Will?	Care to be taken in the light of old relationships. They shouldn't be and the Will may need review		
<b>Homeowners</b>			
Do you own the house as joint tenants or tenants-in-common? Do you know the difference?	A joint tenancy creates a major area of exposure. Clients must have professional advice and re-make Wills.		
<b>Foreign Property &amp; Wills</b>			
When did you buy it? Do you have a Will in that country? When was the Will made? Does it exclude your UK Will?	Must have a Will in each country – it should be restricted to property in that country or exclude /recognise existence of other Wills. If not the last dated Will will invalidate any other and client could die intestate in one country. This must be avoided.		
<b>Inheritance Tax</b>			
Has your IHT position changed? Have you received/do you expect to receive an inheritance? Do you know what your parents' Wills say?	Clients' IHT exposure can/may have changed and a Will may need changing. Wills with a Nil Rate Band Disc Trust may no longer be what the client wants/needs. They could make clients' position worse? Parents should be asked to consider re-making Wills.		

<b>Action</b>  Do you think it's time to review your affairs?	You can arrange to re – visit your solicitor or we can arrange this for you. We now offer a will writing service in house.	To be reviewed	To be reviewed
Do you have Power of Attorney in place?			

**Summary Of Client Needs**

Notes

- If client(s) aims & objectives have changed during fact-finding, detail why.
- Adviser to indicate any areas of concern not reviewed and the outcome of these discussions.

*Initial Advice Ideas*

- Briefly summarise agreed course of action.

*Discontinued Plans*

Whether recommended or not, to your knowledge will any plan be lapsed, surrendered, cancelled or converted to enable the prospective plan to be effected?  
(If 'Yes', complete relevant discontinued plans form or include all details in the suitability report)

Notes

I/We authorise the provision of advice in the form of a Suitability Report. Fees and costs associated with the provision of advice have been clearly explained and agreed.

I/We acknowledge that the advice provided will be based on the information collected in this Fact Find document and that any information withheld or inaccurately represented may have a material effect on the appropriateness of the advice.

**Sign**

**Name**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sign**

**Name**

**Date**

\_\_\_\_\_

\_\_\_\_\_

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We will perform an electronic identity check to verify you and meet our Money Laundering obligations. The check is recorded on your credit file, but has no adverse affect to your credit rating

If you would prefer that we did not carry out this test please tick this box.  
Please note you will be required to provide original ID documents such as passports or driving licence.