

SCHEDULE OF SERVICES & REMUNERATION

Our Services

As outlined in our Client Agreement, the services we will provide will normally involve us entering into arrangements with you under which we will:

- gather information about you;
- carry out research to find suitable investment options;
- provide you with reports, financial health-checks and forecasts;
- advise you as to the most suitable investment options;
- implement the agreed options by arranging transactions in packaged retail investment and insurance based products (“PRIIPs”), pensions, securities or non-investment insurance products;
- monitor your ongoing position to ensure that the products continue to meet your requirements, especially where your circumstances are changing; and as part of the regular review and strategic planning process;
- recommend changes to your portfolio to ensure that it continues to meet your requirements as circumstances change.

We provide high quality, bespoke advice using the expertise and experience of our teams and we keep the client’s best interests at the centre of what we do. We will offer to undertake a review process of the investment portfolio at least annually, with appropriate valuation reports and recommendations provided to you. Our Annual Review will ensure that your portfolio remains suitable and matches your financial objectives. In addition, the Annual Review will provide you with aggregated information about costs and charges incurred in the year, commencing 1 January 2018.

Our Remuneration

There are two major elements to our remuneration:

- An initial advice or implementation charge; and
- An annual portfolio review charge.

In addition to these there are certain services which may be offered and for which a separate or additional charge may be levied. We will confirm the rate we will charge in writing before beginning work; this will be influenced by the complexity of the transaction.

Initial Charge

There are many factors which may influence the initial charge including the monetary amount of the transaction, the degree of regulatory focus and the time involved in dealing with the administration and implementation of our recommendations. The complexity of the advice required will also affect our initial charge; we will confirm charges in writing before any investment is made. Investment recommendations will also reflect a cost for the central investment research we perform. We also recognise that there is a cost associated with an initial review for a new client and this may be reflected in the charge for the initial financial plan.

Indicative ranges of our initial advice charges are set out below; some cases may be charged at higher rates to reflect the more complex nature associated with certain types of investment:

	<i>Typical range</i>	<i>Example initial charge for non-complex advice (e.g. a portfolio of collective investments)</i>	<i>Example initial charge for more complex advice</i>
Investment up to £400,000	£1,000 - £2,000	For an investment of £400,000 this may be £1,000	For an investment of £400,000 this may be £2,000
From £400,001 to £750,000	£1,500 - £3,000	For an investment of £750,000 this may be £2,000	For an investment of £750,000 this may be £3,000
From £750,001 to £1m	£2,000 - £4,000	For an investment of £800,000 this may be £2,000	For an investment of £1m this may be £4,000
Funds in excess of £1m		On request	On request

Initial fees are payable on the establishment of any new investment within the portfolio. Initial charges incurred in connection with an investment transaction will generally be exempt from VAT. If no financial intermediation takes place then VAT will be chargeable.

Our initial charge will generally be collected on the completion of our work. If detailed work is performed and you choose not to proceed with our recommendations we may seek to charge a fee for the work performed (which will incur VAT).

Annual Charge for Portfolio Review

Our annual portfolio review fees are payable in arrears, based on the total funds under management. The actual ongoing fee will depend upon the future value of investments and will fluctuate as the value of your portfolio changes. Where practical, ongoing annual fees will be facilitated by the product provider or a platform and collected on a monthly basis. Ongoing fees can be cancelled at any time but this would mean that we will have no contact and provide no ongoing service.

An indication of our standard portfolio fees is set out below:

	<i>Annual Fee</i>	<i>Regulatory fee (subject to VAT)</i>
Funds of up to £400,000	0.5%	£500
Funds above £400,000	0.5%	Nil

For example, the annual charge associated with a portfolio of £300,000, inclusive of the VAT element, would be £2,100. The annual charge in respect of a portfolio of £1m would be £5,000.

The annual regulatory fee is subject to VAT and will be collected by Direct Debit on a monthly basis where possible. Where we manage substantial investment portfolios for direct family members or connected parties we may choose to waive our standard regulatory fee.

Charges for other services

We set our charges by assessing the time it will take us to provide a bespoke service, the complexity of the request, and the regulatory risk associated with the advice.

The initial fee for arranging an ISA will be £250 with an ongoing annual fee of 0.5%. For example, the charge for making an ISA contribution of £20,000 would be £250 at outset plus £100 per annum thereafter. For monthly contribution ISAs the fee may also be paid monthly at a rate of £25, the ongoing fee of 0.5% of the value of the ISA would also apply.

The table below provides an indication of some of the additional services we offer together with how those services may be charged. VAT will be chargeable where there is no product intermediation:

<i>Service</i>	<i>Basis of charge</i>
Capital raising	Related to proportion of portfolio realised, but subject to a minimum of £200
Use of CGT allowance	Dependent upon complexity of portfolio
Fund switches	Dependent upon size of portfolio, but subject to a maximum of £750
Execution only transactions	Indicative minimum fee of £250
Bare trust	£375
Annuity purchase	Minimum fee of £500
Protection policies	Case by case basis. A contingent fee of £500 may apply
Initial pension review	£750
Review of final salary pensions	Case by case basis
Pension crystallisation – first event	£750
Pension crystallisation – subsequent events	£500
Annual pension drawdown fee	£500 (payable in advance)
Property purchase within SIPP	Case by case basis

Divorce	Hourly rate
Probate	Case by case basis

A fee may be charged to administer the transfer of investments to another adviser.

Other types of charges

Some activities may, with your agreement, be charged on a task based rate (e.g. pension transfers, pension crystallisation, group pension schemes). You may ask us for an estimate of how much in total we might charge. You may also ask us not to exceed a given amount without checking with you first. For the purposes of calculating our charges we use the following indicative rates as a guide to the costs that we incur:

	<i>Hourly charge</i>
Director	£250
Adviser	£100
Client support	£50 -£75

These charges can either be paid directly by you as a fee, for which we will issue an appropriate invoice, or you can choose to have them paid (facilitated) on your behalf by the product provider or platform with whom the product is placed or held. Any initial and on-going charges paid by product providers will be taken directly from your investment with them, and only with your agreement to this basis of fee payment.

We will discuss your payment options with you and answer any questions you have. We will confirm the rate we will charge you, and inform you of any related charges, expenses and taxes (including whether VAT will be payable) in writing before beginning work. We will not charge you until we have agreed with you how we are to be paid.

Payment Options

As explained in the Client Agreement, we offer our clients various payment options in respect of investment business. The adviser charge will become payable on completion of our work. You will be charged an adviser charge for our advice and services whether you buy a product or not. VAT will be charged where advice is given without the arrangement of an investment; it is not charged for arranging a transaction. Adviser charges may be facilitated by platforms, collected from product providers, or be settled directly by you as a fee.

We will confirm the rate we will charge in writing before beginning work; this will be influenced by the complexity of the transaction.

Paying by a combination of Adviser Charge and pre-existing Trail Commission.

We are permitted to receive and retain trail commission from pre-RDR transactions from the product provider concerned. For example, currently we are able to collect ongoing trail commission in respect of pre-RDR investment bonds directly from the product provider without any additional cost to you. If this option is removed by product providers, we reserve the right to introduce an ongoing adviser charge to compensate for this, which may result in you paying more. Where trail commission continues to be received, we will offset part of the adviser charges against this so that there is no double charging.

The actual amount of ongoing adviser charge we receive will vary depending on the amount you have invested but will be in line with the arrangements set out earlier in this document. Product charges pay for the product provider’s own costs and these will be identified to you separately.

Following the introduction of MiFID II, we will provide you with an annual summary of costs and charges incurred from January 2018, separately identifying product costs, platform charges and ongoing adviser charges relating to PRIIPs.