RECORDS ADMINISTRATION SERVICE

For clients who wish to take complete responsibility for their own financial planning and who know that if they want specific advice they can come to us.

It's also relevant for clients whose financial affairs are fairly straightforward and they don't anticipate any changes that might benefit from further financial planning in the foreseeable future.

What you receive:

- Maintenance of your personal file & records in line with regulatory standards
- Occasional contact from us by newsletter and appropriate marketing incentives.

Additional Services

Valuations and policy summaries can be provided to you for a small administrative fee, please ask if you are interested as the fee depends on the number of policies or investments you have.

At any time you can upgrade to receive the 'On Track Review Service' for an additional administration fee; please ask for details.

Please Note:

Any new advice, research and the implementation of such advice, is provided separately, in line with our existing remuneration agreement, which you have previously signed and agreed to.

If your circumstances change or if you have a question or something you wish to discuss, please get in touch as soon as possible. Some opportunities are time sensitive and some changes in your circumstances may require adjustments to your financial planning.

CONFIRMATION OF SERVICE

I/We wish to select the Records Administration Service

Name: …………………………….. Signature: ………………………………..

Name: …………………………….. Signature: ………………………………..

Date Agreed: …………………….