



keyfacts

# About the cost of our services

## 1. The Financial Services Authority (FSA)

The FSA is the independent regulator of financial services. It requires us to give you the information contained in this document when advising on some savings and investments. You may use this information to compare value for money, to shop around and to decide which firm to use.

## 2. Our services

We offer a preliminary discussion (without charge) when we will describe our services more fully and explain the payment options.

We provide expert independent financial advice and employee benefits solutions to businesses and their employees. Our private client service ranges from wealth management to specialist areas such as retirement options.

Our solutions are based on specialist knowledge, experience and comprehensive research and delivered through professional advisers. We adopt a proactive approach, ensuring a high quality, flexible service that offers continuity and is responsive to individual needs.

If you decide to proceed with us, we will gather and analyse personal information about you, your finances, your needs and objectives. We will provide comprehensive written recommendations and discuss any action we think you should take. With your agreement, we will arrange relevant investments for you.

## 3. What are your payment options?

Not all firms charge for advice in the same way. We will discuss your payment options with you and answer any questions you have. We will not charge you anything until you have agreed how we are to be paid. We have ticked the payment options we offer.

- Paying by fee.** Whether you buy a product or not, you will pay us a fee for our advice and services. If we also receive commission from the product provider when you buy a product, we will pass on the full value of that commission to you in one or more ways. For example, we could reduce our fee; or reduce your product charges; or increase your investment amount; or refund the commission to you.
- Paying by commission (or product charges).** If you buy a financial product, we will normally receive commission on the sale from the product provider. Although you pay nothing up front, that does not mean our service is free. You still pay us indirectly through product charges. Product charges pay for the product provider's own costs and any commission. These charges reduce the amount left for investment.

If you buy direct, the product charges could be the same as when buying through an adviser, or they could be higher or lower. We will tell you how much the commission will be before you complete an investment, but you may ask for this information earlier.

- Paying by a combination of commission and fee.** If you choose to pay by commission, we may also charge an additional fee, subject to prior agreement, that reflects any additional work that we carry out.

## 4. How much might our services cost?

### If you choose the fee option

We will agree the rate we will charge before beginning work. We will tell you if you have to pay VAT. 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. We reserve the right to include expenses for travel and disbursements, to be agreed in advance.

### Hourly rate

Our typical charges are:

Board Director	£250-£350 per hour
Consultant / Manager	£150-£250 per hour
Administration Manager/ Assistant Manager	£110-£185 per hour
Administrator	£85-£140 per hour

We may charge a fixed hourly rate, agreed with you before beginning work, based on the work to be undertaken.

The hourly charges are reviewable and will rise on an annual basis in line with the increases in the National Average Earnings Index.

### Fixed fee

We may charge a fixed fee, agreed with you before beginning work, based on the hourly rates shown above and the work to be undertaken.

### Percentage of funds under management

We may charge a percentage of your funds under management, agreed with you before beginning work. Our typical charges are: 0.5% - 1% per year of the value of your investments.

### If you choose the combination of commission and fee option

We will charge you a combination of fees and commission. The actual amounts will depend on the work to be undertaken, but will not exceed the total of the maximum fees set out above and the maximum commission set out in the tables below.

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### If you choose the commission option

Tables 1 and 2 show examples of the amounts of commission we could receive (or the equivalent we earn through product charges) and compare those amounts with the market average (see notes 1 & 2 at the end of this section 4).

The amounts vary according to: the type of product, the amount you invest, and (sometimes) how long you invest for, or your age when you start the product. We will confirm the actual amount to you before you buy a product.

**Table 1 - Commission if you invest monthly**

Products	Example term or age	Comparison of costs		Example based on £100 per month
		<i>Our maximum</i>	<i>Market average</i>	<i>This shows the maximum costs of our sales and advice for a monthly investment or premium of £100, ignoring any changes in fund value</i>
<b>Savings and investments</b>				
<b>Collective investments (eg unit trusts)</b>	Any	3% of the first 12 month's payments plus 0.5% of your fund value each year from year 2	12.1% of the first 12 month's payments plus 0.5% of your fund value each year from year 2	£36.00 plus £12.00 in year 2, £18.00 in year 3, and so on (The actual amount in later years will vary in line with your fund value)
<b>Endowments</b>	10 year term	30.6% of the first 12 month's payments plus 2.5% of all payments from month 17	30.6% of the first 12 month's payments plus 2.5% of all payments from month 17	£367.20 initially plus £30.00 each year from month 17
<b>Protection</b>				
<b>Whole of life assurance</b>	Age 40	95% of the first 12 month's payments plus 2.5% of all payments from month 49	95% of the first 12 month's payments plus 2.5% of all payments from month 49	£1140.00 initially plus £30.00 each year from month 49
<b>Saving for retirement</b>				
<b>Personal and Stakeholder pensions</b>	25 year term	21.9% of the first 12 month's payments plus 2.5% of all payments from month 28	21.9% of the first 12 month's payments plus 2.5% of all payments from month 28	£262.80 initially plus £30.00 each year from month 28
	10 year term	9.9% of the first 12 month's payments plus 2.5% of all payments from month 13	9.9% of the first 12 month's payments plus 2.5% of all payments from month 13	£118.80 initially plus £30.00 each year from month 13
<p><b>Personal Pensions Schemes</b></p> <p>Not all types of personal pension schemes are included in the information above about commissions. Instead only the more common types are included, and schemes such as SIPP's are not. Before we start advising you, we will inform you how much we would be paid if we do recommend one of these products to you.</p> <p>We will provide you with information about commission we receive on underlying investments we recommend you hold within a SIPP.</p>				

Table 2 - Commission if you invest a lump sum

Products	Example term or age	Comparison of costs		Example based on £10,000 lump sum
		<i>Our maximum</i>	<i>Market average</i>	<i>This shows the maximum costs of our sales and advice for a lump sum investment of £10,000, ignoring any changes in fund value</i>
<b>Savings and investments</b>				
<b>Collective investments (eg unit trusts)</b>	Any	3% of the amount you invest plus 0.5% of your fund value each year from year 1	1.4% of the amount you invest plus 0.5% of your fund value each year from year 1	£300.00 plus £50.00 each year from year 1 (The actual amount in later years will vary in line with your fund value)
<b>Investment bonds</b>	Any	2.3% of the amount you invest plus 0.5% of your fund value each year from year 2	2.3% of amount you invest plus 0.5% of your fund value each year from year 2	£230.00 plus £50.00 each year from year 2 (The actual amount in later years will vary in line with your fund value)
<b>Saving for retirement</b>				
<b>Personal and Stakeholder pensions</b>	Any	4% of the amount you invest	5.3% of the amount you invest	£400.00
<p><b>Personal Pensions Schemes</b></p> <p>Not all types of personal pension schemes are included in the information above about commissions. Instead only the more common types are included, and schemes such as SIPP's are not. Before we start advising you, we will inform you how much we would be paid if we do recommend one of these products to you.</p> <p>We will provide you with information about commission we receive on underlying investments we recommend you hold within a SIPP.</p>				
<b>At retirement</b>				
<b>Annuities</b>	Any	2% of the amount you invest	1.3% of the amount you invest	£200.00
<b>Income drawdown</b> (with or without self-investment)	Any	3% of the amount you invest plus 0.5% of your fund value each year from year 2	2.2% of the amount you invest plus 0.5% of your fund value each year from year 2	£300.00 plus £50.00 each year from year 2 (The actual amount in later years will vary in line with your fund value)

**Notes:**

1. The market average figures are calculated by the FSA using actual data from a representative sample of regulated firms and are shown in a way that you may compare with our own maximum rates. The market average figures will be updated by the FSA from time to time based on new data.
2. Where a firm sells its own products it must calculate its figures according to FSA guidelines.

**5. Further information**

If you need any more help or information

- ask your adviser; or
- visit [www.fsa.gov.uk/consumer](http://www.fsa.gov.uk/consumer).

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