



Ongoing Service Agreement

Service Proposition Engagement

This engagement is made between

Southam Financial Planning Ltd.

And

Client Name

Client correspondence address

This engagement is supplementary to our Client Agreement and sets out the basis on which we charge for our services.

We recognise that all our clients have different financial needs and objectives and we will therefore build an appropriate plan.

In order to clarify the expectations of all parties and to provide transparency of charges we set out in this document the services available and associated costs. Please feel free to contact us if you wish to discuss any aspect of these terms.

How do we deal with you as a client?

The Financial Planning Process



Review

Ongoing care and advice through our ongoing Management Service

Your financial objectives may change over time due to changes in your lifestyle or circumstances. We believe it is essential to ensure that your portfolio continues to meet your lifestyle and investment objectives. Our ongoing review and management service offers:

- Structured reviews to give you peace of mind
- Assessment of your current circumstances and any changes to your plans that are needed
- Regular updates and information regarding your holdings
- A choice of differing levels of support depending on your needs
- Ongoing support with correspondence and administration issues

We recognise that all clients do not have the same service requirements therefore you are free to choose the level of service that best suits your needs or whether you wish to sign up for any reviews. Our charges are guaranteed not to increase within the first 12 months of your contract with us. Should we need to increase our charges after this period, you will be given notice of this fact and the opportunity to decide whether to continue with the revised level of charges.

Service levels and charges

SERVICE LEVEL	Financial Advice	Financial Planning	Wealth Management
Frequency	Annually	Annually	Six Monthly
Review meeting	✓	✓	✓
Review of objectives			
Review of risk profile			
Review of asset allocation			
Review of tax changes			
Updates and valuations			
Review of sustainability of income if applicable			
Annual suitability report confirming above			
Confirmation of fees			
Consolidated investment report	annually	half yearly	quarterly
Access to our support team	✓	✓	✓
Complimentary fund switches	✓	✓	✓
Access to Client Portal	✓	✓	✓
Quarterly investment bulletin	✓	✓	✓
Cost based on the total value of your investments	0.5%	0.5%	0.5%
Minimum Cost	£385 pa	£546 pa	£1,092 pa
Maximum Cost	£2,500 pa	£5,000 pa	£5,000 pa

Examples of the ongoing charge

We list here 3 examples to the above charges to help you understand how these would be applied

Financial Advice

If your investments are valued at £60,000 and you have selected the Financial Advice Service (0.5% pa) the ongoing charge we would receive is £300. As this is less than the minimum ongoing service fee for this service level we would charge you £85 as the balance. The total fee payable would be £385 per annum.

Financial Planning

If your investments are valued at £150,000 and you have selected the Financial Planning Service (0.5% pa) the ongoing management fee we would receive is £750. As this exceeds the minimum ongoing service fee for this service level no other charges would be applied. The total fee payable would be £750 per annum.

Wealth Management

If your investments are valued at £250,000 and you have selected the Wealth Management Service (0.5% pa) the ongoing management fee we would receive is £1,250. As this exceeds the minimum ongoing service fee for this service level no other charges would be applied. The total fee payable would be £1,250 per annum.

Where the value of your investments rise, then the fees for this service will increase, conversely if the value of your investments fall, the cost of this service will decrease.

Any change to the level of services throughout this agreement will result in a pro-rata charge being applied.

You can choose to pay these fees directly or by deduction from the policy(ies) you hold. Should you wish to pay directly you can spread the payment over a 12 month period by standing order. At each anniversary of this agreement we will revalue your policy(ies) and notify you of any revised annual charges due to any fluctuation of your investment(s) at that time.

When the level of on-going services has been agreed these are deemed to commence immediately and are payable yearly in arrears. You can choose to cancel this at any time by providing us with written confirmation of your decision. Payments would then cease within 7 business days or after collection of any due proportion of any period charges if later.

There may be instances whereby you do not choose to receive a review meeting especially face to face if circumstances haven't changed, in theory fees are still payable however we may agree to waive some fees if the fees actually received from your provider is below our minimum. Existing clients we may agree a bespoke fee which is either fixed or at a lower % fee to the above but our minimums are to be the norm not the exception.

Declaration

This engagement is made between: Southam Financial Planning Ltd

And:

I/We would like to subscribe to the following ongoing service option (please tick the appropriate boxes)

Financial Advice

I/We understand that the fee for this service is 0.5% of the value of the relevant investments each year, subject to a minimum of £385.

Financial Planning

I/We understand that the fee for this service is 0.5% of the value of the relevant investments each year, subject to a minimum of £546.

Wealth Management

I/We understand that the fee for this service is 0.5% of the value of the relevant investments each year, subject to a minimum of £1,092.

Facilitation of Payment

I/We wish for the cost of the ongoing service to be paid by deduction from the policy(ies) I/we hold

I/We wish for the cost of the ongoing service to be charged directly to me/us on a monthly/annual basis

Estimated cost of service:

Signed:

Print Name:
Date:

Signed:

Print Name:
Date:

Signed on behalf of Southam Financial Planning Ltd.

Print Name:
Date: