

Schedule of Costs & Services

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Initial Costs & Services

	Services	Cost (£)
	<ul style="list-style-type: none"> ▶ Initial meeting 	At our expense
Setting up Client File	<ul style="list-style-type: none"> ▶ Collating information including current circumstances, existing financial arrangements, objectives and attitude to risk ▶ Verification of identity ▶ Obtaining information on existing holdings from relevant providers ▶ Inputting of relevant client data into our software systems 	A fixed fee of £1,000 is only charged if you decide not to proceed with our recommendations
Research Holdings	<ul style="list-style-type: none"> ▶ Defined Benefit Pensions ▶ Defined Contribution Pensions ▶ Protection ▶ Investments & Trust Documents 	
Analysis	<ul style="list-style-type: none"> ▶ Analyse the research, tax & risk position ▶ Formulate cash flow forecast ▶ Create financial plan to meet objectives and investment timeframe 	
Recommendations Report	<ul style="list-style-type: none"> ▶ Production of Recommendation Report, incorporating any additional research ▶ For Trustees services the Investment Policy Statement will be completed in addition to the Recommendation Report ▶ Cash management research, recommendations & implementation for Deposits & Cash ISAs 	
Policy Implementation	<ul style="list-style-type: none"> ▶ Preparing and submitting Provider applications/legal documents ▶ Setting up client with online access ▶ Ensuring any trades are complete and correct ▶ Dealing with Provider correspondence ▶ Completing your client file and our internal compliance requirements 	<p>We will charge a % of the value of the Transaction</p> <p>Commission is usually paid from the Provider on Protection Business</p> <p>We will detail these costs in the Recommendations Report</p>

Ongoing Management Service Costs

	Services	Cost
Individual	<ul style="list-style-type: none"> ➤ Ongoing Fund Management (including rebalancing) ➤ Access to the Client Portal to view valuations ➤ Ongoing maintenance of your file and full administration support ➤ Access to your adviser throughout the year ➤ Liaising with Professional Connections ➤ Client newsletters and briefings ➤ Analysis of returned review questionnaire ➤ Yearly meeting to include review of: <ul style="list-style-type: none"> ➤ Financial Report, statement of worth and valuations ➤ Financial objectives and targets ➤ Risk Profiling ➤ Investment suitability and performance ➤ Tax position, allowances and thresholds ➤ Cash flow planning ➤ Required strategy and financial plan ➤ Updating the Investment Policy Statement (if applicable) ➤ Supporting Trustees in completing Trustee minutes (if applicable) 	<p>This service is charged as a % of your Investment. It is applicable in addition to the initial fees and becomes payable upon completion of policy implementation</p> <p>We will confirm the frequency and the method of payment in the Recommendations Report</p> <p>Regarding any new business and/or fund switch recommendations for ongoing service clients, we may charge a % on the value of the transaction.</p> <p>We will confirm these charges in the Review/Recommendations Report at that time</p>

Examples of Initial Costs (Investment – Single Contribution)

Full Financial Review	Cost £
Set up Client File	1,000 (payable if not proceeding with recommendations)
Research Holdings	
Analysis	
Recommendation Report	
*2% Policy Implementation on a £200,000 recommended transaction	4,000

*The % charged can vary due to a number of reasons such as size of portfolio, complexity of the business and compliance factors

Examples of Ongoing Costs

Example 1; if your investments are valued at £200,000 and you have selected the ongoing service the ongoing management fee received would be £2,000, based on 1% per annum. Where the value of your investments rise, then the fee for this service will increase, conversely, if the value of your investments fall, the cost of this service will decrease.

Example 2; if it is not appropriate to charge a % of funds under management, we will provide an ongoing service based on a cost agreed at outset between us. This allows you to pay ongoing fees directly or from the policy. Should you wish to pay directly you can spread the payment over a 12 month period by standing order.

Should we need to increase our charges, you will be given notice of this fact and the opportunity to decide whether to continue with the revised level of charges. You can choose to cancel the ongoing service 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.

The above examples are purely for illustrative purposes and the final costs will depend on the complexity of the case. We will provide a **Terms of Engagement** document after our first meeting, and this will **need to be signed** prior to any work commencing. The **Recommendations Report** will detail **Policy Implementation and Ongoing Management Service Costs**.

Payment Terms

- Payment of our fixed initial fees for **Set up Client File, Research, Analysis & Recommendations Report** are paid directly on production of the recommendations report and Invoice, this must be paid within 14 days of the Invoice. This fee cannot be spread over a period of time. These fees are waived for clients on our Ongoing Management Service and for Protection Only Business
- The **Policy Implementation fee** can be paid directly or from the policy and will be stated in the Recommendations Report, this fee of course is not payable if you are not proceeding with our recommendations. The policy implementation fee if **paid from the policy** is generally taken once the implementation has completed and will be paid as a % of the value at that time (could be more or less than the value stated in the Recommendations Report). Should you wish the policy implementation to be **paid directly** then we will invoice you for this as a direct fee based on the % of the value in the **Recommendations Report**
- **New clients**
 - should you instruct us to commence work after agreeing our terms, then decide **not to proceed** with the **Recommendations Report**, the agreed fixed fee will still be payable
 - should you instruct us to proceed with **Policy Implementation** and then **change your mind** within the cancellation period, we will invoice you for our time based on an administrative hourly rate of £100
 - should you cancel the policy within the **cancellation period** the **Policy Implementation fee** will not apply
- Ongoing fees in relation to our **Ongoing Management Service** can only be changed in the future with your consent
- If you wish to engage with our **Ongoing Management Service** you will need to **sign the Recommendations Report** which sets out the costs
- It is **not compulsory** to engage with our **Ongoing Management Service**. If you do not wish to then you will simply be classed as a **Transactional Client**
- Under current legislation our services are **not subject to VAT** but should this change in the future, and where VAT becomes due, we will notify you before conducting any further work
- Any **additional costs** likely to be incurred over and above costs already mentioned will be charged at £100 per hour and only if agreed by you
- For **Protection Policies** if you cancel the contract within the provider's claw back period **we will charge** you for any **financial loss** incurred by our firm