

Schedule of Costs & Services

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Allen Tomas &^{CO}
FINANCIAL MANAGEMENT



Registered Office: 6 St Nicholas Court, Church Lane, Dersingham, Norfolk, PE31 6GZ
T: 01485 541998 E: info@allentomasfinancial.co.uk W: www.allentomasfinancial.co.uk

Allen Tomas & Co Financial Management Ltd is registered in England and Wales with number 8864562 and is authorised and regulated by the Financial Conduct Authority with Financial Services Register number 630427

Initial Costs & Services

Services	Fee
<ul style="list-style-type: none"> ➤ Initial meeting 	<p>At our expense</p>
<ul style="list-style-type: none"> ➤ Set up and creation of 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 ➤ Research & Analysis <ul style="list-style-type: none"> ➤ Research existing holdings and Trust Documents ➤ 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 and Presentation of Recommendation Report ➤ For Trustees services, the Investment Policy Statement will be completed in addition to the Recommendation Report 	<p style="text-align: center;">£1,000 (Waived if you proceed with our recommendations)</p> <p style="text-align: center;">£500 (Applies to new clients if we are only recommending a regular premium Investment and/or Pension contract)</p>
<ul style="list-style-type: none"> ➤ Policy Implementation <ul style="list-style-type: none"> ➤ Preparing and submitting provider applications & legal documents ➤ Arranging client access to our online portal ➤ Ensuring trades are completed correctly and efficiently ➤ Dealing with provider correspondence and queries ➤ Completing your client file and our internal compliance requirements 	<p>Based on the combined transactional value</p> <ul style="list-style-type: none"> ➤ 3% on the first £100,000 ➤ 2% on the next £400,000 ➤ 1% on the remaining value

Ongoing Management Service

Services	Fee
<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 (typically this % will depend on funds under management)</p> <p>We will confirm these charges in the Review/Recommendations Report at that time</p>

Examples of Initial Fees - Investment of £500,000

Full Financial Review	£
Set up Client File	1,000 (Waived if you proceed with our recommendations)
Research Holdings	
Analysis	
Recommendation Report	
3% on the first £100,000 2% on the next £400,000	11,000

Examples of Initial Fees – Pension Transfer of £80,000

Full Financial Review	£
Set up Client File	1,000 (Waived if you proceed with our recommendations)
Research Holdings	
Analysis	
Recommendation Report	
3% on the first £100,000	2,400

Examples of Ongoing Fees

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 and 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 Protection and General Insurance Business, **waived** if proceeding with our recommendations (although we will charge new clients £500 if we are only recommending a regular premium Investment and/or Pension contract) and **waived** for clients engaged on our Ongoing Management Service
- The **Policy Implementation fee** is an upfront fee (not applied on regular contributions) which 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 based on the monetary amount 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**
- For **Protection Policies**, we may be paid **commission from the Policy Provider** so therefore the Policy Implementation fee mentioned earlier relating to Pensions and Investments will not apply. This commission will be detailed 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
- We will detail all our initial and ongoing charges in the **Recommendations Report**