## Confidential Financial Review Form

## Client Name(s):

Financial Services and Markets Act 2000

Independent Financial Advisers are required to have proper regard for a client's best interests in any advice given. They must therefore do their utmost to ensure that they are aware of your personal and financial circumstances so that their advice is the most suitable for your needs. The questions here have been specifically designed to help your adviser provide advice that meets your needs.

If, for any reason, you decline to answer any or all of the questions or if you fail to provide true and accurate information to the best of your knowledge, the advice given subsequently may not be best advice, as it can only be based on the information provided.


Notes: Please insert any additional information here e.g., where children are from a previous marriage, health issues of either party etc

## 3. Income and Employment

Occupation
Employment Status
Length of time in employment

Business Name
Business Address

Post Code
Business Telephone No
Business Fax No

Do you anticipate any changes to your circumstances or employment,


Yes


If yes, please give details below:

| Basic Gross Annual Income | Self | Partner | If self employed |  |
| :---: | :---: | :---: | :---: | :---: |
|  | £ | f | Trading Year End |  |
| Regular Overtime | £ | f | Self <br> Partner |  |
| Bonus / Commission | f | f |  |  |
| Other (Please describe) | £ | £ | Notes: |  |
|  | £ | f |  |  |
|  | £ | £ |  |  |
|  | £ | £ |  |  |
| Total Annual Income | £ | f |  |  |
| Total Net Income pm | £ | £ |  |  |
| Tax Rate | \% | \% |  |  |
| Tax Status | N/B/H/A | N/B/H/A |  |  |

Notes: Please include details of any other sources of income such as investment income (amounts/source/date to end), State Benefits (tax status/amounts/date to end). Please also detail any P11D benefits. Please also specify any expected rates of increase in salary.

| 4. Regular Commitments |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Mortgage/Rent/Board | £ | pm | Property/Contents Ins | £ | pm |
| Loan(s) / HP <br> (Amount Outstanding) <br> (Monthly Repayments) <br> (Initial Term \& Term Left) <br> Credit/Charge Cards <br> (Amount Outstanding) <br> (Monthly Repayments) | £ | pm pm | Car Tax <br> Car Insurance <br> Fuel <br> Other Travel Expenses <br> Other Associated Expenses | £ <br> £ <br> £ <br> £ <br> £ | pm <br> pm <br> pm <br> pm <br> pm |
| Council Tax <br> Gas <br> Electricity <br> Other Fuel/Maintenance <br> Water <br> Telephone <br> Mobile (s) <br> Internet/Digital TV <br> TV Licence | f <br> f <br> f <br> f <br> f <br> f <br> f <br> f <br> f | pm <br> pm <br> pm <br> pm <br> pm <br> pm <br> pm <br> pm <br> pm | Food <br> Pet Expenses <br> Social Expenses <br> Regular Savings <br> Holidays <br> Other | £ £ £ £ f f | pm pm pm pm pm pm pm |
| Protection Premiums (See Protection Schedule) | £ | pm | Total Commitments | $\pm$ | pm |

Notes: Please detail if any of the above have a fixed end date such as loans as well as any expected increases. Where not specified it is assumed that the detailed expenses will continue to retirement. Please also detail how much income you feel that you could contribute to meeting your overall objectives.

| 5. Savings/Investments |  |  |  |
| :---: | :---: | :---: | :---: |
|  | Value | Owner | Funds invested and \% |
| Bank Account <br> (Current Accounts/ Savings/Fixed <br> Rate Bonds) |  |  |  |
| Building Society (Savings Accounts/Fixed Rate Bonds) | £ | Client/Partner/Jt |  |
| National Savings (Certificates/Premium Bonds) | £ | Client/Partner/Jt |  |
| Cash ISAs | £ | Client/Partner/Jt |  |
| Investment ISAs | £ | Client/Partner/Jt |  |
| OEICs/Unit Trusts/Other (Please Specify) | £ | Client/Partner/Jt |  |
| Investment Bonds | £ | Client/Partner/Jt |  |
| TOTAL | Client £ | Partner $£$ | Joint $£$ |

## 6. Home and Mortgages

| Payment Method | Repayment/Interest Only/Both | Buying a New Home |  |
| :---: | :---: | :---: | :---: |
| Current Property |  | Please complete this section if you are planning a |  |
| Value | £ | house purchase in the next 12 months |  |
| Amount Borrowed | £ | Price you are considering | £ |
| Lender |  | Deposit Available | £ |
| Rate/Type | \% | Maximum Mortgage |  |
| Outstanding | £ | Required | £ |
| Remaining Term | Years | Repayment Term | Yrs |

Notes: Please insert details of any additional mortgages and property that you hold as well as details of any lump sum or overpayments that you have made.

## Mortgage Considerations

(Only complete if advice is required on Mortgages or Remortgages)
a. Would you prefer to fix your mortgage payments at a set amount for a set number of years or have your payment varying with changes in the mortgage rate?
b. Would you prefer to have lower payments initially, even if it means future payments will be higher they otherwise would be and that you will have paid more overall?

$$
\begin{array}{ll}
\text { Yes } & \text { No }
\end{array}
$$

c. Are you looking for a Cashback mortgage?

$$
\begin{array}{ll}
\text { Yes } & \text { No }
\end{array}
$$

d. Mortgages often include certain fees. Please indicate your order of preference for the following Possibilities, with a number from 1 to 3 , with 1 being the most important and 3 the least.

## A lower mortgage arrangement fee

A lower early redemption penalty
A lower Mortgage Rate

We will refer you to a suitably qualified independent Mortgage Adviser who will research the marketplace, should you require.


Policy Details - Existing Critical Illness \& Permanent Health and Critical Illness Plans


Notes: Please include any additional details here. If you have Death in Service benefits as part of your pension or staff package please include these here details type, term, mortgage protection and any exclusions; also include any risk assessment for protection here if necessary

## Protection Calculator

Lump Sum Needs How big a lump sum would your clients or their family need?
If your clients were to die, their family may wish to pay off debts such as mortgage or car loans. There will be funeral expenses to pay for or they may wish to leave some rainy-day money for their family. Their lifestyle may also need to alter and they may need to consider paying off debts. What might some of this cost?

| Reason for Lump sum | Client 1 | Client 2 | Joint |
| :---: | :---: | :---: | :---: |
| Pay off mortgage | £ | £ | £ |
| Pay off other loans | £ | £ | £ |
| Funeral expenses | £ | £ | £ |
| Other | £ | £ | £ |
| House move | £ | £ | £ |
| Other (please enter) | £ | £ | £ |
| Total (A) | £ | £ | £ |

Income Needs - What income would your client or their family need?
Your clients may have other commitments, for example school or university fees, child care or maintenance payments.
Remember that if they have planned to pay off their debts then they will not have to make interest payments.

## Income Needs

Replace lost annual income
Other
Total
Lump sum to generate income

Client 1


Client 2


Joint


Income calculator - assuming 5\% interest (example):

Required annual income
£18,000 pa
Lump sum to provide $\frac{£ 18,000}{5 \%}=£ 360,000$ Sum Assured

## Existing Arrangements - What other lump sums could your clients get?

Your clients may have existing insurance policies, particularly covering their mortgage. Their employers may provide them with a death-in-service or other benefits. They may want to use up existing investments to reduce the amount of protection they need.

|  | Client 1 | Client 2 | Joint |
| :---: | :---: | :---: | :---: |
| Existing Arrangements | £ | £ | £ |
| Mortgage Policies | £ | £ | £ |
| Other Insurance | £ | £ | £ |
| Employer Benefits | £ | £ | £ |
| Available Investments | £ | £ | £ |
| Total (C) | £ | £ | £ |
| Total Sum Assured Required | Client 1 | Client 2 | Joint |
| For lump sum and income generation $(A)+(B)-(C)$ | £ | £ | £ |

At what age would you like retire?


Does your Company operate an
Occupational Pension Scheme?


Occupational Pension Schemes
Retirement Date
Pensionable service start date
Contracted out of S2P
Your Gross Contribution
Death In Service
Widow(er)'s Pensions


Final Salary Schemes (Only to be completed if you are a member of such a scheme) Pension Basis (e.g. 60ths,80ths,other) Lump Sum in addition/by commutation Benefit escalation rate in retirement

|  |
| ---: |
| $£$ |
| $\%$ |


|  | ths |
| :--- | ---: |
| $£$ |  |
|  | $\%$ |

Money Purchase Schemes (Only to be completed if you are a member of such a scheme)
Current Funds and Value
Employers Contribution


Additional Contributions
Total contribution to Co AVC
Total contribution to FSAVC

| $£$ | \% |
| :--- | ---: |
| $£$ | $\%$ |


| $£$ | $\%$ |
| :--- | ---: |
| $£$ | $\%$ |

## Personal Pension Plans (Including Group Personal Pension Plans)

| Policyholder | Insurance Company | Premium/Frequency | Fund and value | Retirement Age |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## What Income will you require in Retirement?

Client:
Partner:
What is your expected State Pension?
Client:
Partner:

## Retirement Notes:

Notes: Please include any details of deferred pension schemes, both occupational and personal as well as details of any expected additional contributions to be made? Please also provide details of any restrictions on your current pensions such as fund choice, $\mathrm{max} / \mathrm{min}$ contributions, and restrictions on the policy.

## 9. Estate Planning \& Inheritance

If clients show any doubt or concern about any of the issues below they should be encouraged to review their Will. Wills should be reviewed every 5-6 years and re-made if necessary to reflect changed personal circumstances.


Notes (Inc any assessment for IHT)
10. General Financial Objectives

Please specify your financial objectives by assigning a priority from High to No priority :
(High Priority = " 1 ", Possible/Medium Priority = " 2 ", No Priority = " X ")

$\square$
Family Security (e.g., life, critical illness, income protection)
$\square$ Saving short-term (e.g., building up an emergency fund)

$\square$
Saving medium to long term (e.g., providing a lump sum for child's future education)
$\square$ Investment planning (e.g., using a lump sum to generate growth/income now or in future)

Retirement Planning (e.g., boosting pension provision)

$\square$
At Retirement Planning (e.g., using pension/other assets to provide suitable income in retirement)
$\square$ Long Term Care Planning (e.g., providing an income to help meet Care Costs)

$\square$
Mitigating your Estate's potential tax liability (e.g., inheritance tax planning)

Other (Please specify)

[^0]Please tick one of the five boxes for EACH question.
Self Partner

| 1. I would be willing to risk a percentage of my income or capital in order to get a good return on an investment. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| :---: | :---: | :---: | :---: |
| 2. To achieve high returns, it is necessary to choose high-risk investments. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 3. When I am faced with a financial decision I am generally more concerned about the possible losses than the probable gains. | Strongly disagree <br> Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 4. I would rather know that I was getting a guaranteed rate of return than be uncertain about my investments. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 5. Compared to the average person, I take lower financial risks. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 6. I would rather put my money in a bank account than invest in shares. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 7. I do not feel comfortable with financial uncertainty. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 8. I would accept potential losses in order to pursue long-term investment growth. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 9. Taking financial risks is important to me. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |
| 10. I would be happy investing a large proportion of my income or capital in a high-risk investment. | Strongly disagree Disagree <br> Neither agree or disagree <br> Agree <br> Strongly agree |  |  |

1. Do you have any specific financial goals for this investment? If you have multiple goals, please choose the main one that applies to you.
$\square$ No, my investment is to meet a range of goals
$\square$ Yes - to meet essential living costs: Any losses from this investment would reduce my standard of living
$\square$ Yes - to meet other important financial goals: If this investment fell in value I'd have enough to live on, but couldn't meet these goals
$\square$ Yes - to meet non-essential financial goals: I'd still be able to cover my essential living costs and other important financial goals if this investment fell in value
2. How much of your investments could you afford to lose without reducing your future standard of living?
$\square$ I can't afford any loss
$\square$ I could afford a small loss
$\square$ I could afford a medium loss
$\square$ I could afford a large loss
3. When is the earliest you plan to take money from your investments?
$\square$ Within the next year
$\square$ Between 1 and 5 years from now
$\square$ Between 6 and 10 years from now
$\square$ More than 10 years from now
4. How do you plan to take money from your investments?
$\square$ As a single lump sum
$\square$ Leave it invested and withdraw amounts only as needed
$\square$ Leave it invested and withdraw amounts regularly (e.g. taking it as regular income)
$\square$ Leave it invested and only take money out in an emergency
5. How likely is it that you will need to take money from your investments earlier than planned?
$\square$ Very likely: Under certain circumstances I can see a situation where I would need to access my investments early - e.g. in a financial emergency
$\square$ Possibly: I may need to access my investments early e.g. in a financial emergency
$\square$ Unlikely: I won't need to access my investments early as I have other money for financial emergencies
$\square$ I can't access some or all of my investments early (e.g. a pension)

## Attitude to Risk/Capacity for Loss Notes

Please tick one of the boxes for EACH question.

1. When it comes to investing, how would you describe yourself?

TICK

No understanding / knowledge
Very little understanding / knowledge
A fair degree of understanding / knowledge
A high level of understanding / knowledge
2. How important is it to you to know that the products that you invest in are covered by the UK Financial Services Compensation Scheme?

Important
Neither Important or Not Important
Not Important
3. How important is it to you to know that all of your investments are accessible should you require the funds for emergency purposes?

Important
Neither Important or Not Important
Not Important
4. Some investments borrow money to increase the total amount invested, by doing this it increases the risk to you as an individual especially if the product is unable to repay the amount borrowed. How important therefore is it to you to avoid such risks?

Very Important
Neither Important or Not Important
Not Important
5. How important is it to you to know that your funds you invest in only trade in socially responsible areas of investment?

Very Important
Neither Important or Not Important
Not Important
6. How important is it for you to be able to vary the underlying risks associated with your investments in line with changes in your personal circumstances?

Very Important
Neither Important or Not Important
Not Important

Please tick one of the boxes for EACH question.

1. Other than a current account, have you ever invested in cash-based savings and deposits, such as savings accounts, cash ISAs or savings bonds (e.g., from a Bank or Building Society or NS\&I)?
$\square \quad$ Yes, I invested after taking professional financial advice
$\square \quad$ Yes, I invested without taking professional financial advice
$\square \quad$ No
2. Have you ever invested in pensions where you could control the selection of funds to invest in (not a final salary scheme)?
$\square \quad$ Yes, I invested after taking professional financial advice
$\square \quad$ Yes, I invested without taking professional financial advice
$\square$ No
3. Have you ever had a stocks \& shares ISA, or a professionally managed investment fund such as an OEIC, unit trust or investment bond?
$\square \quad$ Yes, I invested after taking professional financial advice
$\square \quad$ Yes, I invested without taking professional financial advice
$\square \quad$ Yes, both with and without taking professional financial advice
$\square \quad$ No
4. Have you ever bought or sold individual shares on the stock market?
$\square \quad$ Yes, I invested after taking professional financial advice
$\square \quad$ Yes, I invested without taking professional financial advice
$\square \quad$ Yes, both with and without taking professional financial advice
$\square \quad$ No
5. How often do you review the value of your pensions and investments?
$\square \quad$ I do not have any pensions or investments
$\square \quad$ At least every 3 months
$\square \quad$ Between 3 months and a year
$\square \quad$ Less often than once a year
$\square \quad$ Only when I see a major financial event in the news
$\square \quad$ I leave this to my financial adviser
6. If the value of your pensions or investments has ever fallen substantially, how did you respond?
$\square \quad$ I don't recall the value of my investments ever falling substantially
$\square \quad$ Immediately contacted my financial adviser
$\square \quad$ Waited to discuss it with my financial adviser at our next planned review
$\square \quad$ Took some or all of the remaining money out of the investment
$\square \quad$ Invested more as I saw the fall in value as an opportunity
$\square \quad$ I took no action as I was unsure what to do
7. How would you describe your level of investment confidence?
$\square \quad$ Not very confident; I'm not very comfortable with investing
$\square \quad$ Somewhat confident; I'm comfortable with some investments but still need things explained to me
$\square \quad$ Confident: I'm comfortable with investing and have a reasonable understanding of the potential risks and rewards
8. If you would like to make any other comment about your previous investment experience (e.g. buy to let), background or education which you feel is relevant here, please do so (optional):

## General Discussion Notes

15. Declaration

PLEASE READ AND CHECK THIS ENTIRE FORM BEFORE SIGNING.

I/We confirm that the information given and recorded on this form are is correct and understand that it will form the basis for all advice offered.

I HAVE ALSO RECEIVED A CLIENT AGREEMENT \& INITIAL DISCLOSURE DOCUMENT AND BUSINESS CARD FROM MY ADVISER.

Signature (s)


Date


Adviser Signature $\square$

Date


[^0]:    Any Additional Advice Considerations:

