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K S M
ASSOCIATES LTD INDEPENDENT FINANCIAL ADVISERS

Service Proposition & Engagement

This engagement is made between: KSM Associates Independent Financial Advisors Limited

And:

The correspondence address is:

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 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.

The Financial Planning Process

There are four stages to the financial planning process, each of which is separately costed, although the initial consultation is at our cost:

1. Initial consultation
2. Financial review and recommendation
3. Policy arrangement and implementation
4. Review – ongoing care and advice through our ongoing management service

Each of these services and the associated costs are explained below.

Initial Consultation

The initial consultation will comprise of:

- initial meeting with one of our qualified financial planners
- a chance to ask questions and understand what we do
- opportunity for us to find out what help you require
- discuss your financial goals and aspirations over the medium and long term
- discuss the options available to you from our menu of services
- information about our charges

There is no charge for this initial consultation

Financial Review and Recommendation

We will carry out an extensive assessment of your personal and financial circumstances at the outset to establish your financial planning requirements. This will include:

- gathering of information about your existing financial arrangements and full personal circumstances;
- understanding of your investment knowledge and attitude and tolerance towards investment risk;
- recommendation of an asset allocation model that matches your risk profile and the subsequent assessment and suitability of any existing holdings;
- preparing our recommendations to you;
- arranging a second appointment to explain and discuss our recommendations in detail.

When you receive our report/financial plan it will be your decision whether to implement our recommendations either completely or in part.

A clear breakdown of what our fees are for implementation is included in our client agreement which you are in receipt of.

Policy Arrangement and Implementation

The implementation of our recommendations includes where appropriate:

- handling of all fund and policy administration on your behalf
- regular updates to keep you informed of progress
- ensure all your documents are issued in line with your expectations
- provide confirmation of all actions taken on your behalf in writing

Our fees for this part of the service are covered in detail within our client agreement which should be read in conjunction with this document.

Reviews – 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 piece 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 even though we do provide a guideline by way of our bandings you are free to choose the level of service that best suits your needs. 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. It should be noted that it is not compulsory for you to sign up to one of our services and we do offer a transactional only service which is free of charge but does provide limited characteristics.

Our fees for our ongoing management service as well as the services we provide are set out in the table overleaf:

SERVICE LEVEL	Gold	Silver	Bronze	Transactional only
BANDING				
Review Meetings:	6 monthly	Annually	Annually	
Portfolio Rebalanced (If Required)	6 monthly	Annually	Annually	
Valuations Provided	6 monthly	Annually	Annually	
Annual statement of holdings	✓	✓	✓	✓
Access to our support team	✓	✓	✓	
On-going Expert Support	✓	✓	✓	
On-going access to your adviser	✓	✓		
Review of Objectives	✓	✓		
Review of Risk Profile	✓	✓		
Review of Asset Allocation	✓	✓		
Review of Tax Changes	✓	✓		
Updates & Valuations	✓	✓		
Comprehensive Financial Health Check:	✓			
Detailed Tax Planning	✓			
Estate Planning	✓			
Income / Expenditure Review and Forecasting	✓			
Liaison with accountant / solicitor (if required)	✓			
Minimum Cost	£750	£500	£250	£nil
Cost based on the total value of your investments*	1.0%	0.5%	0.25%	£nil

***Where the value of your investments rises, then the fees for this service will increase, conversely, if the value of your investments falls, the cost of this service will decrease.**

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

Transactional only Client Service Option
I/We understand that the fee for this service is Nil% of the value of the relevant investments each year, ☐

Bronze Client Service Option
I/We understand that the fee for this service is 0.25% of the value of the relevant investments each year, subject to a minimum of £250. ☐

Silver Client Service Option
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 £500. ☐

Gold Client Service Option
I/We understand that the fee for this service is 1.0% of the value of the relevant investments each year, subject to a minimum of £750. ☐

I/We wish for the cost of the ongoing service to be paid by deduction from the investments/plans we hold ☐

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

Signed: ______________________________

Print Name: ______________________________

Date: ____________

Signed: ______________________________

Print Name: ______________________________

Date: ____________

Signed on behalf of firm: ______________________________

Print Name: ______________________________

Date: ____________

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Silver Client Service Option
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 £500. ☐

Gold Client Service Option
I/We understand that the fee for this service is 1.0% of the value of the relevant investments each year, subject to a minimum of £750. ☐

I/We wish for the cost of the ongoing service to be paid by deduction from the investments/plans we hold ☐

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

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