

## Service Proposition

This agreement supplements our Client Agreement and sets out the ongoing services we provide.

### Our Planning Process

Our initial recommendations are only the start of taking care of you and your money.

Legislation, taxation, and financial markets change constantly, as do your circumstances and needs. The plans we recommend can adapt, but must be monitored and adjusted, to ensure money is in your hands at the right time. We provide this through an annual cycle of –



### Monitoring

We monitor key funds using OBSR and Rayner Spencer Mills services. If dramatic and detrimental changes occur, we notify you and recommend action. Our panel of key funds is reviewed quarterly by our Investment Committee.

### Valuation & Commentary

For those with a portfolio of £100,000\* or more, we value your individual portfolio every six months and assess it against your risk profile, asset allocation and check fund performance for any changes.

We also look at the wider economic picture and write to you with as much – or as little – detail as you want – and make recommendations for any changes that seem prudent.

### Annual Review

Once a year, we catch up on your situation and update our information. This can be face to face, over the phone, online, or by letter, depending on your preferences and any practical considerations.

## Analysis & Report

We analyse the updated information to see if any adjustments are needed. A report is then prepared with our advice and recommendations, which may include rebalancing the portfolio.

## Review Discussion

We go through our report, to explain our recommendations and agree any actions required.

## Implementation

If actions are necessary we organise the paperwork and check things are done correctly.

## Ongoing Planning

Once you have established the purpose of your money, we work out how best to achieve that purpose.

We can help you work out how much you can afford to spend, save or give away, without endangering your financial security. We try to avoid giving the tax man more than his fair share, or have you scrimping and scraping unnecessarily. We use simple calculations, clear examples, and cashflow charts to illustrate the possibilities, and help you make difficult but important decisions.

For those with portfolios of £100,000\* or more, specific Estate planning, Trust, Tax and Pension issues are also part of our comprehensive planning service. This can include liaising with your Accountant or Solicitor.

Where complicated Pension analysis is required, an additional fee may be incurred. A detailed quotation would be provided in advance, and no work would commence or fee be incurred until this was agreed. For example, if a *Pension Sharing on Divorce Report* was requested, we would charge an additional £750.

## Investment Proposition

Through discussion we establish your priorities in life and what you need from your money. Having determined your attitude to investment risk, tolerance for loss and timescales we put together a portfolio designed to achieve the maximum return for the appropriate level of risk selected.

Hicks & McNish llp recognise that the largest single factor in reducing risk and achieving returns is diversification in asset classes and we blend funds to achieve these objectives. We use both passive and active funds to control costs and add value. Using a combination of our own judgement and experience, and information provided by Financial Express, OBSR and Rayner Spencer Mills we filter funds and carry out due diligence to arrive at a select group of key funds, which we use in constructing a portfolio for you.

## Access to our People

As questions arise and circumstances change you will wish to talk to your adviser, who will always be your primary contact. They will know you and your circumstances. If they are not immediately available, another qualified, experienced adviser will be.

This advice goes beyond the detail of your investments and wealth planning and touch on most aspects of your life.

We are a small firm; where your questions are of an administrative nature our staff will know you and can answer your questions. We do not keep you hanging on the telephone.

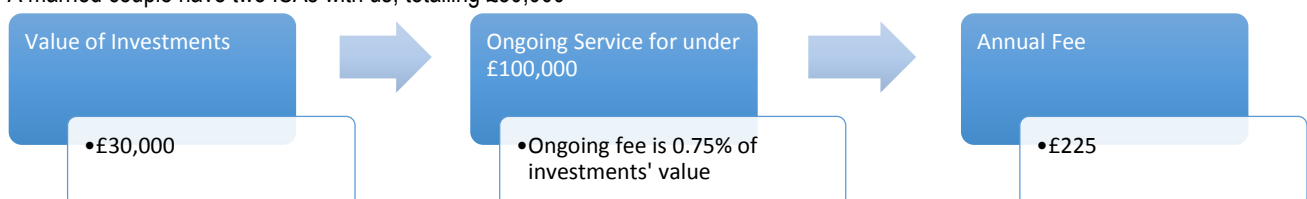
## The Cost of our Services

Where investments in collective funds, ISAs, pensions, or the like total less than £100,000 at the annual valuation, the annual fee will be 0.75%. If the total exceeds £100,000 at the annual valuation, this fee is 0.60%.

\* The total is calculated from all assets that we monitor, and are aggregated for spouses.

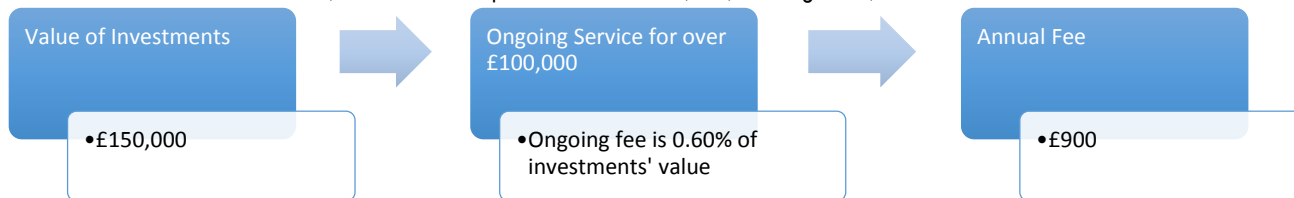
### Example 1:

A married couple have two ISAs with us, totalling £30,000



**Example 2:**

A client has five ISA funds of £20,000 each and a pension fund of £50,000, totalling £150,000



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. This links our remuneration to the value we add, the complexity of larger portfolios, the research, updating and monitoring we undertake. It also aligns our interest to the value of our clients' funds, providing an added incentive to maintain and increase their value.

**How You Pay for Our Services**

You can choose to pay these fees directly or by deduction from the investment you hold through us, where the provider can facilitate this. 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 portfolio, and notify you to 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 payable (monthly) 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 30 business days, or after collection of any due proportion of any period charges if later.

**DECLARATION**

I/We wish to subscribe to the Ongoing Service

I/We do **not** wish to subscribe to any Ongoing Service

The cost will be **0.6% / 0.75% pa**, based on your current investments. This may change if your investment amount goes above/below £100,000.

My/Our preferred method of paying these costs is:

By deduction from the contract (where possible)  By direct payment

You should note that when paid through the contract, your personal tax thresholds and/or exemption levels may reduce. Where this happens, we will discuss it with you and confirm it in your personal recommendation report.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

This document must be read in conjunction with our Client Agreement