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| BORDIER WEALTH PLANNING

Our *services*

Contents

Welcome to *Bordier Wealth Planning*

At Bordier Wealth Planning, we believe that individuals and families should be informed and equipped to maintain and enhance their chosen lifestyle, while at the same time protecting their wealth for generations to come.

This document aims to help you understand how we deliver our financial planning services.

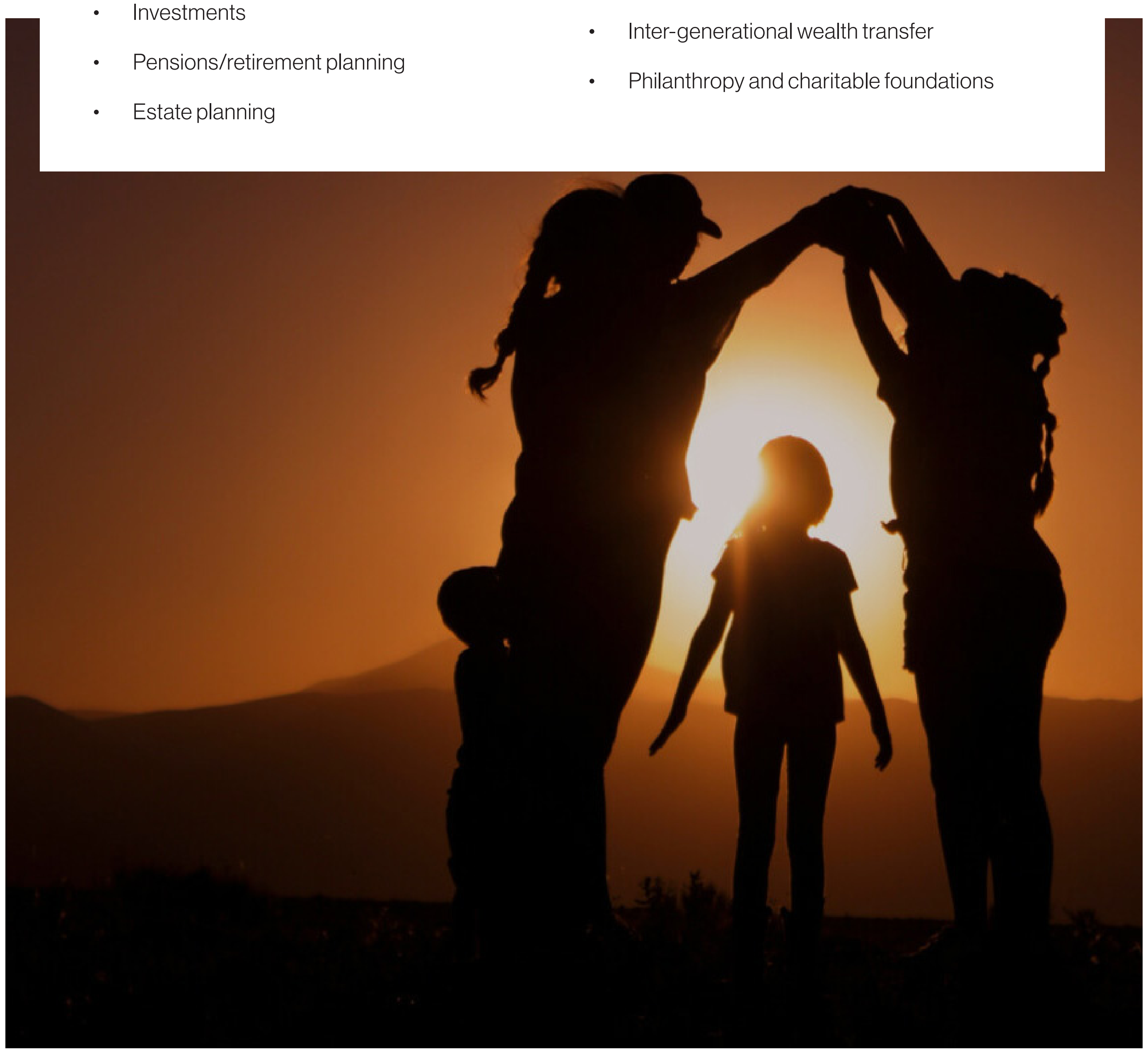
It also sets out examples of our fees and outlines the rights and protections you are likely to receive when dealing with us.

Introduction to *our services*

Areas that we provide advice on

With these priorities in mind, we offer a comprehensive wealth planning service to individuals, trustees and charities that includes advice on:

- Lifetime financial forecasting and capital planning
- Investments
- Pensions/retirement planning
- Estate planning
- Protection (individual and business protection)
- The use of trust arrangements
- Inter-generational wealth transfer
- Philanthropy and charitable foundations



Products, services and transaction that we advise on

We offer impartial advice on a wide range of financial products and services (as set out below), by undertaking a fair analysis of the market, but we do not review or offer advice on all types of retail investment products.

Where we recommend an investment solution to support a product recommendation, the solution will be from the restricted panel of Discretionary Investment Managers that we use.

Our advice services are therefore classified as 'restricted'.

Investments and savings:

- General investment accounts (GIAs) and individual savings accounts (ISAs) that invest in Financial Conduct Authority (FCA) regulated collective investments such as open-ended investment companies (OEICs) and unit trusts (UTs).
- Offshore investment bonds.
- Investment trusts.
- Venture capital trusts (VCTs) and enterprise investment schemes (EISs).
- Business relief (BR) schemes.

We may also recommend savings products or services related to your needs that are not regulated by the FCA. For example, cash ISAs and National Savings & Investments (NS&I) products.

Protection:

- Personal and family protection, including life assurance; critical illness plans and income protection plans.
- Business protection, including key person insurance, shareholder/partnership protection, business loan protection.

Pensions/Retirement income:

- Personal pensions, including self-invested personal pensions (SIPPs).
- Workplace pension schemes (WPS) and small self-administered schemes (SSAS).
- Within the above pension arrangements, we offer retirement planning advice on transactions including taking tax-free and taxable lump sums, setting up and managing income drawdown arrangements.
- Lifetime annuities.

Please note that we do not offer advice relating to the potential transfer of Defined Benefit Pensions or other safeguarded benefits, such as Guaranteed Annuity Rates (GARs).

Managing debt:

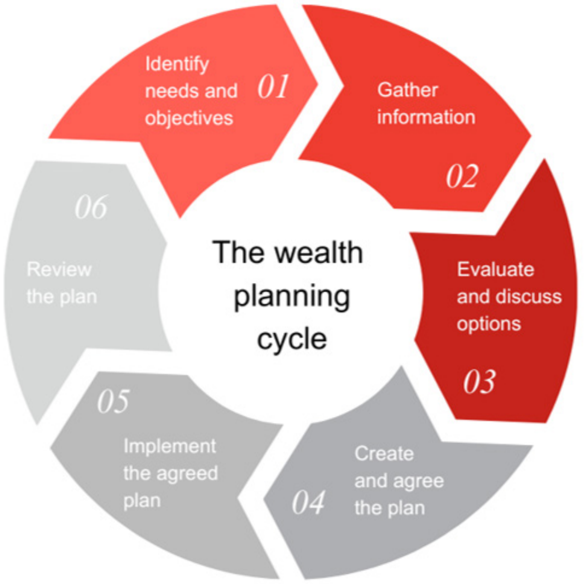
We will not advise you if you are experiencing difficulties managing debts.

Free help and advice about managing your debts is available by contacting the Money and Pensions Service at moneyandpensionsservice.org.uk.

How we provide our *advice services*

Overview of our advice process

Our aim is to help you build a combined plan and investment strategy. This will help you understand whether you can achieve all of your financial objectives, what type of risk, if any, you may need to take, and what might happen if you need to change your plans. This could be spending less when you retire or working longer or part time.



01 Our process begins with an obligation free initial meeting to explore your needs and whether our services are suitable for you. We will then make a proposal based on our understanding of your objectives and circumstances;

02 If you decide to proceed, we will gather relevant information both about you and your existing policies in order to analyse these and provide recommendations;

03 Once we have gathered the necessary information, we will evaluate the options available to you and discuss the potential advantages and disadvantages of each. This stage could include an investment manager 'beauty parade' with managers from our approved panel;

04 We provide a full report, providing full details of our recommendations, the costs and why these are suitable for you;

05 If you agree with our recommendations we will proceed to the implementation of your wealth plan. This stage could include changes to existing policies, setting up new ones or transferring to new providers;

06 Once the implementation stage is complete, where we have agreed with you to provide an ongoing advice service, we will regularly review your circumstances and objectives, at least once a year, to ensure our recommendations remain suitable.

Many of our clients have long-standing relationships with existing investment managers or want their money spread between different managers and investment strategies. Our service therefore includes oversight of existing portfolios and helps with manager tender and selection.

You may have accumulated a range of funds, policies and other financial instruments through a series of transactional relationships during your life. We will examine each arrangement and assess how it may, or may not, fit into your planning.

We use sophisticated software to enable us to assess your attitude to risk and capacity for loss. Although such software is central, it is only one part of a larger conversation, the aim of which is that you should take no more, or indeed less, risk than you are comfortable with and area able to bear.

We work closely with your professional advisers, including solicitors and accountants, to help you put in place structures that are legally robust and tax efficient to ensure that what is delivered is in line with the wealth plan.

In summary, our service is built around your position using the following components:

- A comprehensive plan
- The right legal framework
- Effective tax strategies
- Risk-adjusted investment management
- Clear and timely communication
- Transparent costs

Wealth planning is a means by which individuals and families can be informed and equipped to deal with the financial challenges and opportunities of life.

Our aim is to ensure that you are able to maintain your chosen lifestyle throughout life, as well as preserving and protecting your wealth for future generations.

Preserving and protecting your wealth for *future generations*

About *our services and fees*

All of our work is based on a pre-agreed fee structure, providing total cost transparency.

How we charge

Initial advice fees

- Standard initial fee of 1% of assets under advice.
- Transactional advice (minimum fees):
  - Cashflow planning – £2,500
  - Report fee – £2,000
  - Pension contribution calculations – £500
  - Pension switch advice – £1,500
  - Protection business – £1,000
- VAT is an addition (where applicable)

Ongoing advice fees

- Standard ongoing advice fee of 0.5% p.a. of assets under advice
- Fixed fees available by negotiation.
- VAT is an addition (where applicable)

Initial advice costs

An engagement letter will be issued to you confirming the work that we have agreed to undertake on your behalf and what our initial advice fee will for this will be. The fee will be based on an estimate of how much time is likely to be needed to complete the work and the level of expertise required.

If the work is a one-off piece of advice, then there will be no further charge. Initial advice fees can normally be paid either by us directly invoicing you or can be deducted from investment portfolios.

Examples of our initial advice fees are shown in the graphic above.

Implementation costs

If there is a transaction involved, e.g. consolidating pensions into a SIPP, then there may be an implementation fee.

Our standard implementation fee is 1% plus VAT of the value of any investment assets being advised on. This fee is discounted to the extent of any fees already accrued in the initial advice stage above.

Ongoing advice costs

Unless the piece of work is one-off, clients should ideally have their wealth planning reviewed at least once a year. Such ongoing advisory costs are likely to be at the same level as initial fees; will be quoted in the engagement letter; and will be agreed at the same time as the initial fees.

All fees can be paid directly or via an investment account. Our ongoing fees will be debited monthly following provision of the initial advice.

Examples

Example costs for a client with a £750,000 SIPP and £250,000 ISA portfolio

New client, retirement advice – with £750,000 pension investments across three defined contribution schemes and £250,000 ISA investments

Fee	Charge (plus VAT)
Retirement cashflow planning	£2,000
Pension amalgamation and investment advice report	£2,500
Implementation fee of 1%	
Total investment value times 1%	£10,000
Minus retirement cashflow planning, pension amalgamation and investment advice report fee	-£4,500
Final implementation fee charged	£5,500
Total one-off fee	**£10,000**

Ongoing review client – with £750,000 in pension investments and £250,000 in ISA investments

Fee	Charge (plus VAT)
Ongoing fee of 0.50%	£5,000
Total ongoing fee	**£5,000**

Commission payments from insurance providers

If we make a personal recommendation to you for a new insurance policy (such as term life insurance cover), in some circumstances the 'insurance company' whose product we recommend may pay commission to Bordier Wealth Planning (in our capacity as an 'Insurance Intermediary') for arranging the policy.

We will inform you of the amount commission that we will receive if you accept our recommendation and the policy is set up. Where we receive a commission payment from an insurance company, we will offset this against our advice costs.

Important additional information about us

Our regulatory status

Bordier Wealth Planning is a trading name of Bordier & Cie (UK) PLC. We are authorised and regulated by the Financial Conduct Authority (FCA) and our Firm Registration Number is: 114324.

You can check our details on the FCA Financial Services Register by visiting the FCA website www.fca.org.uk.

Your data

Prior to providing you with a Service Agreement, we will process personal data about you. This will be the information that you provide to us in our initial meetings. We need to collect this information, in order to understand your financial planning requirements and assess your personal circumstances, so that we can determine how we may be able to assist you. During this process we may collect some sensitive personal data, such as details relating to your health. We are also required to verify your identity and complete checks to meet UK law on anti-money laundering before we are able to enter into an agreement to provide services to you.

In order for us to be able to begin our services to you it is essential that you are happy to provide your consent to us being able to process your personal data. A summary of how we will process your personal data can be found in our privacy policy which can be found here: www.bordier.com/legal-and-compliance/united-kingdom-legal-and-compliance/united-kingdom-legal-and-compliance-privacy-policy/ .

Client categorisation

We are required to categorise you as a client for the purposes of the FCA's rules. Unless we notify you in writing otherwise, we will categorise you as a 'Retail Client'. This means that you are afforded the highest level of protection offered by the FCA to clients of financial advisers, including the right to take a complaint to the Financial Ombudsman Service (FOS).

Conflicts of interest

Bordier Wealth Planning will always act in the best interest of our clients. To help ensure this, we have a conflicts of interest policy and can provide a copy of this on request.

Our employees are paid a salary and do not receive commission from the sale or recommendation of any products to our clients. Our employees may also receive performance bonuses, which are set by our Remuneration Committee. These are not based upon the sale of specific products or services and are designed to ensure that conflicts of interest are not created, that may be detrimental to the fair treatment of our clients.

As part of our wealth planning services, Bordier Wealth Planning may make recommendations to use a discretionary fund manager to professionally manage your investment portfolios.

In doing so, we may recommend the discretionary fund management services of Bordier UK, however, we will only do so where such a service is suitable for your personal circumstances, based on a full analysis of your needs and objectives.

How to contact us

Once you become a client of Bordier Wealth Planning, you will have your own dedicated wealth planner to look after your needs, and they will be your primary point of contact.

Your wealth planner will provide you with their contact details when you initially meet with them and they will set out the best means by which to communicate with them, in particular with regards to issues such as providing investment instructions.

We can also be contacted by:

email: bordierwealthplanning@bordieruk.com

phone: 020 7667 6600 (please note that all calls to our London office are recorded)

post: 23 King Street
St James's
London
SW1Y 6QY

For further information you can also visit our website: www.bordieruk.com.

The Financial Services Compensation Scheme (FSCS)

In the event that we are unable to meet our liabilities in full, you may be protected by the FSCS.

The level of protection provided by the FSCS depends on the type of business and the circumstances of the claim. Most types of investment business and self-invested personal pension schemes are covered up to £85,000 and long-term insurance (for example life assurance or insurance-based pension arrangements) are covered in full.

Further information about the compensation scheme arrangements can be found on the FSCS website: www.fscs.org.uk/consumer.

If you need to complain about our service

In the event that you are dissatisfied with any aspect of our service, you may wish to make a complaint. This can be done by:

email: ComplianceTeam@bordieruk.com

post: The Compliance Officer
Bordier & Cie (UK) PLC
23 King Street
St James's
London SW1Y 6QY

phone: 020 7667 6600

Complaints will be dealt with in line with our complaint handling policy, which can be found on our website www.bordieruk.com, or a copy can be sent on request.

for generations.

EXPLORE
UNDERSTAND
PROTECT
DEVELOP
PASS DOWN