

Client Advice Agreement

Pensions, Investments & Protection & Mortgages

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This agreement is issued on behalf of Truly Independent Ltd



Regulation

The Financial Conduct Authority (FCA) is the independent watchdog that regulates the financial services industry. This document explains the service you are being offered and how you will pay for it. You need to read this important document.

Scope of Authorisation

Truly Independent Ltd is a Firm of Independent Financial Advisers authorised and regulated by the Financial Conduct Authority and is bound by its rules. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register or by contacting the FCA on 0800 111 6768. Our Financial Services Registration No is: 513655.

Our permitted business is to give advice on a range of financial products including but not limited to, pensions, collective investments (e.g. unit trusts, OEICs, ISAs and investment trusts), individual savings accounts, life and general insurance, mortgages, 2nd charge mortgages and lifetime mortgages.

Scope of Advice

Truly Independent Ltd is able to act on your behalf in advising you on investments and non-investment insurance contracts. We offer products and services as follows:

- Investments - we offer an Independent advice service. We will recommend investments based on a comprehensive and fair analysis of the market. We place no restrictions on the Investment Markets we will consider before providing investment recommendations, unless you instruct us otherwise. We will, however, only make a recommendation when we know it is suitable for you.
- Non-investment protection contracts - we offer non-investment protection products e.g. term assurance, income protection, critical illness and ASU from a range of insurers.
- General Insurance Contracts - we offer General Insurance contracts e.g. Buildings and Contents from a range of insurers.
- Mortgages and Home Finance Products – we offer mortgages from the whole of the market and will make a recommendation after we have assessed your needs. For other home finance products such as Bridging Loans and 2nd Charge mortgages we may use a specialised Packager to source a lender.

Our Recommendations

Any advice or recommendation that we offer to you, will only be given after we have assessed your needs and considered your financial objectives and attitude to any risks that may be involved. We will also take into account any restrictions that you might wish to place on the type of products you would be willing to consider.

Any advice provided will be confirmed to you in writing along with details of any special risks associated with the products recommended.

Communication

Unless you advise us otherwise, we will communicate with you via the following methods of communication: face to face, email, secure email via our personal client website, telephone, letter and fax.

Client Classification

We treat all our clients as "Retail Clients" unless you request otherwise. This means you are provided with the highest level of protection under the regulatory system and should have the right to take any complaint to the Financial Ombudsman Service.

Client money

Truly Independent Ltd is not permitted to handle client money or handle cash and we cannot accept a cheque made out to us (unless it is in respect of an item for which we have sent you an invoice).

Conflicts of Interest

We will act honestly, fairly and in your best interests. Occasions may arise where we or one of our other clients have some form of interest in business transacted for you. If this happens or we become aware that our interests or those of one of our other clients conflict with your interest, we will write to you and obtain your consent before we carry out your instructions, and detail the steps we will take to ensure fair treatment.

Advice and Support

We are committed to providing the highest standard of financial advice and support. Your interests are very important to us and for any advice or ongoing support we provide we will:

- Be open, honest and transparent in the way we deal with you.
- Not place our interests above yours.
- Communicate clearly, promptly and without jargon.

How we are paid – Investments and Pensions

Via Charges for Initial Advice: We charge for our advice by way of an Initial Advice Fee. This fee is based on a percentage of the amount you invest. We offer you an initial consultation at no cost to you at which we will describe our services in more detail and explain the payment options. You will pay for our services generally on the basis of fees (for investments and pensions). We will discuss your payment options with you and answer any questions you have. The fee will become payable once the application is sent to the provider, even if the cancellation rights are exercised.

Initial Advice Fee

Lump Sum Investment of Transfers (including Pensions): New clients will pay us a fee for our recommendation and/or transaction of an investment product. The actual fee will be agreed with you and confirmed in writing. The amount will be based upon the amount invested, the amount of work to be undertaken and the overall assets under our advice. This payment can either be taken from your investment upon receipt by the provider or paid directly by you.

First £100,000 – 3%
 Second £100,000 – 2%
 Above £200,000 – 1%

The initial advice fee will always be rounded down to the nearest 0.05%, therefore if your fee was calculated at 2.19% this would be rounded down to 2.15%.

Fees are cumulative, for example, for a total investment of £250,000, the initial advice fee would be:

£3,000 for first £100,000 @ 3%
 £2,000 for next £100,000 @ 2%
 £500 for the next £100,000 @ 1%
 Total £5,500 which equates to 2.2%

A new client is defined as an individual who has been a client of both their financial adviser and of the firm for less than 12 months. Should the client return for additional advice within 12 months, say 4 months later, the cumulative charge continues.

For example, if advice was provided on an additional investment of £100,000, in addition to the £250,000 then the fee we receive would be:

£1,000 for the additional £100,000 @ 1%
 Total £1,000

Minimum - £500 Maximum - £10,000

Example; if we arrange an investment on your behalf for £10,000 the implementation fee would be £300, as this is less than the minimum initial advice fee of £500, we would charge £500.

An existing client is defined as someone who has been with us for 12 months or more. Should an existing client require additional advice your regular adviser will determine the cost, typically between 1% and 3%.

No minimum - Maximum £10,000

Regular Savings or Investments (Including Pensions)

The typical charge will be calculated at 3% of the expected number of monthly contributions to a maximum of 120 months (10 years).

Example 1: If your monthly contribution is £100.00 and you intend to contribute for 10 years, the initial advice fee would typically be $£100 \times 120 = £12,000 @ 3\% = £360$. This can be paid by you either as a lump sum or can be deducted from your monthly contribution at £30 per month for the first 12 months.

Example 2: If your monthly contribution is £250 and you intend to contribute for 5 years, the typical initial advice fee would be $£250 \times 60 = £15,000 @ 3\% = £450$. This can be paid by you either as a lump sum or can be deducted from your monthly contributions at £37.50 per month for the first 12 months.

In order to pay by deduction from contributions the minimum regular contribution must be £60.00 per month gross. If your regular contribution is less than this you must pay the advice fee to us directly up front.

Ongoing Support Fee

Via Charges for Ongoing Client Support for Investments and Pensions: This helps us to continue to support you in working towards achieving your financial objectives. Details of our different levels of support are contained in our Client Support Agreement document for Investment and Pension Plans, a copy of which has been provided to you. We will discuss with you the full range of our ongoing client support strategies and the costs incurred for each level. We will not charge more than 1% of the fund value for any level of ongoing support.

How we are paid – Insurance

For non-investment contracts covering pure protection and general insurance such as term assurance, income protection, critical illness cover, accident, sickness and unemployment (ASU) cover, buildings and contents insurance we would normally receive commission from the product provider and you will receive a quotation telling you how much this will be before you apply for the product. If you prefer to pay a fee for this type of product, this can be arranged and, in this instance, the commission is usually rebated into the contract, which may or may not affect the premium.

How we are paid - Mortgages and Home Finance Products

- For 1st Charge mortgages (including commercial mortgages) we typically charge £400. In any event we will not ordinarily charge more than 1% of the loan amount and we have no minimum advice fee. The fee is payable on application of the mortgage. We may also receive a procuration fee from the lender.
- For other home finance products, such as Bridging Loans and 2nd Charge mortgages we will charge up to 1% of the loan amount subject to a minimum fee of £800. We may also receive a procuration fee from the lender.
- If a specialist Packager is used to source a lender, the Packager will also make a charge and may receive a procuration fee from the lender. We will inform you of these amounts before the application form is completed.
- We will not refund to you any fee we receive from the mortgage lender.

Example 1: If we arrange a 1st Charge mortgage for an advance of £40,000 the fee would be up to £40,000 x 1% = £400.00 which is equal to our typical charge.

Example 2: If we arrange a Bridging Loan or 2nd Charge mortgage for £60,000 the fee would be up to £60,000 x 1% = £600.00 as this is less than our minimum fee for this product you would pay an additional £200.00 meaning the total advice fee would be £800.00.

Example 3: If we arrange a Bridging Loan or 2nd Charge mortgage for £300,000 the maximum fee would be up to £300,000 x 1% = £3,000.00 this would be the total advice fee.

Placing your assets onto Truly Independent's integrated investment platform – Vero

For placing any business on Vero we are able to integrate this technology to the operational back office system provided by True Potential LLP (a non-regulated firm), by virtue of the fact that True Potential are custodians of the platform and we can benefit financially. This additional benefit has no influence or bearing on any advice we provide but use of the system does, we feel, enhance the quality and client experience of the overall service we provide to you.

Where we introduce you to any other firm for any reason, we do not take any responsibility or liability for, or endorse, the advice that they may provide to you if you subsequently choose to act upon it.

Where circumstances dictate, we may invest your money into a discretionary arrangement. Where this is the case, we will fully explain the nature of the discretionary management before any investments are made and we will act on your behalf on an agent as client basis.

Other benefits we may receive

We advise on a range of products from a variety of firms; we may receive certain non-monetary benefits from these firms, which are used to enhance the quality of service we provide to you. Benefits we may receive include access to technical services, information technology support or the supply of product literature. Further information regarding any of these arrangements is available on request.

Information about other costs and associated charges

There may be other costs, including taxes, that are payable through other parties (such as the product provider) that we may not be party to. Such charges are normally disclosed in relevant third party documentation, for example in an illustration or in the Key Features Document.

VAT

Under current legislation our services are not subject to VAT but should this change in future, and where VAT becomes due, we will notify you before conducting any further work.

Material Interest

We will act honestly, fairly and in your best interests. Occasionally situations may arise where we or one of our other clients have some form of interest in business transacted for you. If this happens or we become aware that our interests or those of one of our other clients conflict with your interest, we will write to you and obtain your consent before we carry out your instructions and detail the steps we will take to ensure fair treatment.

Cancellation rights

In most cases you can exercise a right to cancel by withdrawing from the contract. Generally you will normally have a 30 day cancellation period for a life, pure protection, payment protection or pension contracts and a 14 day cancellation period for all other contracts. Instructions for exercising the right to cancel, if applicable, will be contained in the relevant product disclosure information which will be issued to you. If you cancel a single premium contract, you may be required to pay for any loss you might reasonably incur in cancelling it which is caused by market movements. This means that, in certain circumstances, you might not get back the full amount you invested if you cancel the policy.

Documentation

We will endeavour to make arrangements for all your investments to be registered in your name unless you first instruct us otherwise in writing. All policy documents will be forwarded to you as soon as practicable after we receive them. If there are a number of documents relating to a series of transactions, we will normally hold each document until the series is complete and then forward them to you.

Instructions

We prefer our clients to give us instructions in writing, to aid clarification and avoid future misunderstandings. We will, however, accept oral instructions provided they are confirmed in writing.

Complaints

If you wish to register a complaint, please write to: Truly Independent Ltd, Atlantic House, Parkhouse, Carlisle, CA3 0LJ or telephone 01228 587588.

A summary of our internal complaints handling procedures for the reasonable and prompt handling of complaints is available on request and if you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service. Please write to 'The Financial Ombudsman Service, Exchange Tower, London, E14 9SR' or email 'complaint.info@financial-ombudsman.org.uk' or telephone '0800 023 4567'.

Financial Services Compensation Scheme (FSCS)

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered up to a maximum limit of £85,000, whereas non-compulsory insurance business is covered for 90% of the claim, without any upper limit. 100% of compulsory insurance is covered. Long-term insurance is 100% protected with no upper limit. Further information about compensation scheme arrangements is available from the FSCS.

Anti-money laundering

We are required by the anti-money laundering regulations to verify the identity of our clients, to obtain information as to the purpose and nature of the business which we conduct on their behalf, and to ensure that the information we hold is up-to-date. For this purpose we may use electronic identity verification systems and we may conduct these checks from time to time throughout our relationship, not just at the beginning. You should be aware that an electronic search will leave a 'soft' footprint on your credit file, although this is not the same as a credit check footprint and will not have a negative impact on your credit file.

Law

This client agreement is governed and shall be construed in accordance with English Law and the parties shall submit to the exclusive jurisdiction of the English Courts.

Termination of Authority

The authority to act on your behalf may be terminated at any time without penalty by either party giving seven days' notice in writing to that effect to the other, but without prejudice to the completion of transactions already initiated. Any transactions effected before termination and a due proportion of any period charges for services shall be settled to that date.

Client Consent and Initial Advice Fee Declaration

Client consent

This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing. If you do not understand any point, please ask for further information.

I understand that by signing below I am engaging the services of my Truly Independent Ltd® adviser under the terms of this Client Advice Agreement.

For Investments/Pensions

Fee to be paid by deduction from the contract?	Yes / No	£	(..... % of sum invested)*
Fee to be paid by direct payment from ourselves?	Yes / No	£	(..... % of sum invested)*

For Protection/General Insurance

Commission to be paid by the provider?	Yes / No	£
Fee to be paid by direct payment from ourselves (commission rebated)?	Yes / No	£

For Mortgages and Home Finance Products Only¹

Fee to be added to the loan amount*	Yes / No	£	(.....% of loan amount)
Fee to be paid by direct payment from ourselves	Yes / No	£	(.....% of loan amount)

¹Your home may be at risk if you do not keep up repayments on your mortgage or secured loan.

*Only applies to Home Finance products. This will increase the amount you borrow and the amount of interest you will pay.

I confirm that I am aware of the Initial Advice Charge and agree to the adviser being remunerated on the basis selected above (if applicable).

The content of the Client Advice Agreement has been fully explained to me and I confirm my acceptance of the terms.

Client Name

Signed

Date

Client Name

Signed

Date

On behalf of Truly Independent Ltd*

Adviser Name

Signed

Date

Truly Independent Ltd

Principle Office and Correspondence Address: Atlantic House, Parkhouse, Carlisle CA3 0LJ.

Registered Office: Forsyth House, 93 George Street, Edinburgh, EH2 3ES.

Company Registration No: SC367442

Tel: 01228 587588 Email: info@trulyonline.co.uk Web: www.trulyifa.co.uk

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