

Service Proposition & Engagement

This engagement is made between Macbeth Currie Financial Services Limited, whose registered office is at 34-36 Canmore Street, Dunfermline, Fife, KY12 7NT

And: _____

Whose 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 – on-going care and advice through our on-going management service.

Initial Consultation

We provide you with an initial consultation free of charge. This helps us to understand your financial objectives and will confirm how we can support you in working towards these. We will also discuss the cost, and levels, of our services both initially and throughout our relationship with you.

Financial review and recommendation

Our charge for this service is a fixed fee of £500 payable on provision of the report containing our recommendations to you. This fee will be waived wholly or in part should you decide to implement any of our recommendations.

Policy arrangement and implementation - Lump Sum Investments or Transfers

Our charge for this service is based on a percentage of the amount you invest and/or transfer. These charges will be 3% of monies invested, e.g. if we arrange an investment on your behalf for £20,000 our fee would be £600.

This payment can either be taken from your investment upon receipt by the policy provider or paid directly by you. Where we receive such a payment we will waive our “financial review and recommendation” fee by the same amount. If the fee was less than £500 you can pay the balance by cheque or bank transfer (eg if you invest £10,000, 3% of the money invested would be £300, therefore you should pay the balance of £200 to us by either cheque or bank transfer).

Policy Arrangement & Implementation – Regular Savings or Regular Contributions to Investments

We do not make a charge for this service.

Reviews – on-going care and advice through our on-going management service

We recognise that all clients do not have the same service requirements therefore 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.

Our fees for on-going management service as well as the levels of services we provide are set out in the table:

SERVICE LEVEL	CORE	CORE PLUS
You will receive an annual statement of holdings from provider	✓	✓
You will have access to our support team	✓	✓
You will have on-going access to your adviser	✓	✓
We will offer you Annual Reviews by telephone that include: Suitability Review Review of Objectives Portfolio Rebalancing Review of Risk Profile Review of Asset Allocation and Rebalancing (if required) Review of Tax Changes (if required) Comprehensive Financial Health Check Estate Planning	✓	
We will offer you Annual Review Meetings that include: Suitability Review Review of Objectives Portfolio Rebalancing Review of Risk Profile Review of Asset Allocation and Rebalancing (if required) Review of Tax Changes (if required) Comprehensive Financial Health Check Estate Planning		✓
Cost based on the total value of your investments	0.5%	0.75%
Subject to minimum fee	£200	£400

We list here 3 examples to the above charges to help you to understand how these would be applied;

Example 1; if your investments are valued at £10,000 and you have selected CORE (0.5%) the on-going management fee we would received is £50 per annum. However, as this is lower than our minimum, we would charge a further £150 making the Total Fee £200.

Example 2; if your investments are valued at £10,000 and you have selected CORE Plus (0.75%) the on-going management fee we would received is £75 per annum. However, as this is lower than our minimum, we would charge a further £325 Making the total fee £400.

Where the value of your investment rises, then the fees for this service will increase, conversely, if the value of your investment falls, the cost of this of this service will decrease. Any change to the level of services throughout this agreement will result in pro-rate charge being applied.

You can choose to pay these fees directly or by deduction from the policy(ies) you hold. Should you wish to pay directly you can spread the payment over a 12month period by standing order. At each anniversary of this agreement we will revalue our policy(ies) 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 7 business days or after collection of any due proportion of any period charges if later.

DECLARATION

I/We are aware of the costs of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services and agree to the method and timing of these.

Facilitation of Payments (please tick the appropriate box):

I/We wish for the cost of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services to be paid by deduction from the policy(ies) I/we hold.	
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I/We wish for the cost of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services to be charged directly to me/us on a monthly basis.	
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I/We are aware of the costs of the on-going management services, agree to the method and timing of these and would like to subscribe to the following service option (please tick the appropriate boxes):

CORE Service Option	
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CORE PLUS Service Option	
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Facilitation of Payments (please tick the appropriate box):

I/We wish for the cost of the on-going service to be paid by deduction from the policy(ies) I/we hold.	
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I/We wish for the cost of the on-going service to be charged directly to me/us on a monthly basis.	
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Client Name

Client Signature

Date

Client Name

Client Signature

Date

Client Copy

Date of Issue

Signed on behalf of firm

DECLARATION

I/We are aware of the costs of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services and agree to the method and timing of these.

Facilitation of Payments (please tick the appropriate box):

I/We wish for the cost of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services to be paid by deduction from the policy(ies) I/we hold.	
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I/We wish for the cost of the Financial Review and Recommendation(s), and where appropriate, the Policy Agreement and Implementation services to be charged directly to me/us on a monthly basis.	
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I/We are aware of the costs of the on-going management services, agree to the method and timing of these and would like to subscribe to the following service option (please tick the appropriate boxes):

CORE Client Service Option	
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CORE PLUS Service Option	
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Facilitation of Payments (please tick the appropriate box):

I/We wish for the cost of the on-going service to be paid by deduction from the policy(ies) I/we hold.	
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I/We wish for the cost of the on-going service to be charged directly to me/us on a monthly basis.	
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Client Name

Client Signature

Date

Client Name

Client Signature

Date

Adviser Copy

Date of Issue

Signed on behalf of firm