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TERMS OF BUSINESS  
&  
FEE SCHEDULE

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[aiwm.co.uk](http://aiwm.co.uk)

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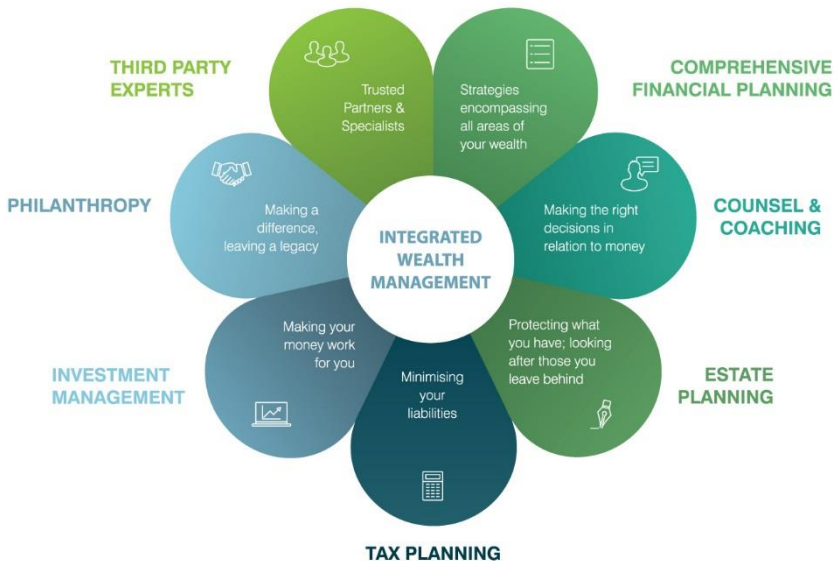
*Affinity*

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INTEGRATED WEALTH  
MANAGEMENT

# What we do with Purpose

Our business is all about relationships; our relationship with you and our ability to truly understand what is important to you and what you want your money to do for you. Just like all relationships, our processes will evolve to suit your needs throughout your life. Ultimately our task is to help you make wise decisions over money and to inspire you to “live your life with purpose”



We are passionate about making a difference in our Clients lives; making sure that they achieve their goals; have total trust in what we do and share in our purpose. Our work is often very detailed, time consuming and impactful. Because of this we restrict very tightly the number of new Clients we take on in any given period and for any given service. Only by doing this can we maintain our very high standards of service and achieve meaningful results.

Not all the above services are regulated by the Financial Conduct Authority.

# Our service levels

Below we highlight, as a general guide only, the key criteria for our service levels. Please also see our "Ideal Client Profile" document and the individual service descriptions for more detail. Prior to us undertaking a Discovery Meeting we will gather some initial information about you and will require completion of certain documentation such as a Lifetime Focuser and "Mindset Scorecard".

## *Affinity Genus™*

Affinity Genus™ is our standard comprehensive Financial Planning and Wealth Management service.

## *Affinity Genus Plus™*

Affinity Genus Plus™ is our Platinum Comprehensive Financial Planning and Wealth Management service designed for those with more complex affairs and / or business interests.

## *Affinity Velorum™*

Affinity Velorum™ is designed for those that aspire to become Genus Clients but who for whatever reason do not quite meet the criteria, or who would prefer a more reactive rather than proactive service from us. Typically this would include Genus Client family members such as their Children and main beneficiaries.

## *Affinity Caritas™*

Affinity Caritas™ is our specialist Financial Planning and investment service for not for profit organisations and Charities. It is designed for such organisations that have between £1 million and £10 million of investible assets.

# Fee Schedule

## THE FINANCIAL CONDUCT AUTHORITY (FCA)

The FCA is the independent watchdog that regulates financial services. This document is designed by the FCA to be given to consumers considering buying certain financial products. You need to read this important document. It explains the service you are being offered and how you will pay for it.

## WHICH SERVICE WILL WE PROVIDE YOU WITH?



Independent advice - We will advise and make a recommendation for you after we have assessed your needs. Our recommendation will be based on a comprehensive and fair analysis of the market.



Restricted advice - we will advise and make a recommendation for you after we have assessed your needs, but we only offer advice on limited types of products or products from one company or a limited number of companies



No advice - you will not receive advice or a recommendation from us. We may ask some questions to narrow down the selection of products that we will provide details on. You would then need to make your own choice about how to proceed.

# What will you have to pay us for our services?

Our fee structure reflects the high quality services we provide. We will agree, as far as possible, the fees payable before commencing any chargeable work on your behalf.

## BECOMING A CLIENT

### DISCOVERY MEETING

An initial meeting without charge to determine your objectives and to establish whether or not our services are appropriate for you.

### PLANNING FEES

Initial Planning fees are as follows:

Affinity Genus™ & Genus Plus™ **£2,497**

Affinity Velorum™ planning fees will range from **£497** to **£2,497** depending on the complexity of your affairs and the depth and type of planning to be undertaken.

Planning fees cover items such as establishing your objectives, priorities and concerns, data gathering, technical analysis, research and preparation of Lifetime Cash flow forecasts as well as preparation and presentation of your Integrated Wealth Management Plan™ and associated recommendations reports as required. Please see our service documents for more detail on the services provided.

## STANDARD ADVICE IMPLEMENTATION FEES

This is a % of assets under advice "AuA" and is payable on implementation of the Recommendations. This is set based on the sum invested as follows:

The first	£250,000	<b>2.75%</b> (Maximum £6,875)
The next	£250,000	<b>1.75%</b> (Maximum £4,375)
The next	£250,000+	<b>1.00%</b>

So, for example if we implement recommendations on £600,000, there will be an Advice Implementation fee of £12,250.

*The minimum initial Implementation Fee is £2,497; the maximum for a single exercise will be £29,997.*

## INSURANCE POLICIES WITH NO INVESTMENT ELEMENT

For advice that results in a non-investment insurance / assurance policy i.e. an assurance policy that is purchased only for protection purposes, not for investment purposes, we will receive commission from the product provider. Details of this commission will be disclosed to you in writing in advance of implementation of the policy. This commission will be payable in addition to any investment Implementation Fees as detailed above.

## INTEGRATED ONGOING SERVICES™

For Ongoing Financial Planning Services, we charge a *Monthly Membership fee* depending on the service level as follows:

Affinity Genus Plus™	<b>£247</b>	per month
Affinity Genus™	<b>£97</b>	per month
Affinity Velorum™	<b>£33</b>	per month

In addition, for ongoing investment advice, administration, oversight and monitoring we charge an *Assets Under Advice "AuA" fee*, payable monthly calculated as a % of assets under our advice. This is set at **0.88%** pa of the sums invested when investment is into the Affinity Model Portfolios on one of our preferred platforms or **1%** pa if other.

So, for example, if you invest £800,000 with us into an Affinity Model Portfolio, there will be an Integrated Ongoing Services annual fee of £7,040 which will vary depending on the value of your investment, plus the monthly Financial Planning fee depending on your service level.

In summary, our Integrated Ongoing Services™ is to help you ensure that your Financial Planning stays on track, your records are constantly updated and your AuA continue to be invested in a way which is designed to help you meet with your objectives.

You can cancel this service and charge at any time by writing to us at the above address. This will necessitate you moving your investments out of our Affinity Model Portfolios. You should note also that some platform providers will levy additional charges if no authorised intermediary is appointed to act on your behalf on an ongoing basis.

## EXISTING CLIENTS NEW ADVICE EVENTS – PLANNING & IMPLEMENTATION FEES

Often situations will arise where an existing Client will require advice on a new topic, on the investment of new monies, the transfer of funds from one provider/wrapper to another or the movement of monies from one type of pension to another. These will be classed as “New Advice Events” and as such, Planning and Advice implementation fees will apply as detailed above (with discounts for Genus and Genus Plus Clients).

### VAT

On all our fees, we will tell you if you have to pay VAT.

### YOUR PAYMENT OPTIONS

You can pay a fee by bank transfer, direct debit, standing order or cheque depending upon which payment option we agree. Other payment methods can be discussed. Alternatively, providing that you agree with the product provider you can ask the provider to deduct our implementation and AuA fees from your investment (but not Ongoing Financial Planning Services Fees) and arrange for them to pay us directly. This will reduce the amount of your investment by the amount of our fee. For example, if your investment is £500,000 and our implementation fee is £11,250 only £488,750 would be invested.

### SETTLING YOUR ADVISER CHARGE IN A SINGLE PAYMENT.

You will be required to settle the payment of your fees within 14 days of completion of our work.



## ADDITIONAL FEES

In addition to our Initial Planning, Implementation and Ongoing Fees, there will be product or service charges applied in respect of the trading platform, investment services, products and funds into which we may recommend that you invest your AuA. These charges will be applied and disclosed to you in accordance with the relevant terms that apply to that service, fund or product.



## Who regulates us?

Affinity Integrated Wealth Management is a trading style of Buryfield Grange Limited of Inspire House, 20 Tonbridge Road, Maidstone, Kent ME16 8RT which is authorised and regulated by the Financial Conduct Authority. Our FCA Register number is 231907.

Our permitted business is advising on and arranging savings and investments, pensions, life assurance and other protection products and mortgages.

You can check this on the FCA's Register by visiting the FCA's website <http://www.fca.org.uk/firms/systems-reporting/register> or by contacting the FCA on 0300 500 0597.

What to do if you have a complaint.

If you wish to register a complaint, please contact us

...in writing      Write to Ian Painter at Affinity Integrated Wealth Management, Inspire House, 20 Tonbridge Road, Maidstone, Kent ME16 8RT.

...by phone      Telephone 01622 235222

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service. However, for charities if you have annual income in excess of £1m when a complaint is made this facility is not available.

For further details on how the Ombudsman works please refer to [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).

Please note that certain parts of our service such as matters relating purely to Financial Planning, the preparation of Cash Flow models, certain tax planning and Wills & Trusts, are not regulated by the Financial Conduct Authority or any other regulatory body.

## Are we covered by the 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 up to a maximum limit of £50,000.

Cover for compulsory insurance is 100% of the claim with no upper limit. This also applies to pure protection policy claims arising from death or incapacity of the policy holder, such as life assurance, and any benefits falling due in the form of income such as annuity contracts.

For other non- compulsory insurances, the cover is 90% of the claim with no upper limit.

Further information about compensation scheme arrangements is available from the FSCS.

Please note that certain parts of our service such as matters relating to certain tax planning, Wills & Trusts and some investments such as Peer to Peer type arrangements, are not covered by the FSCS.

*Affinity*





# Terms of Business

## PERMITTED BUSINESS

Our permitted business is advising on and arranging savings and investments products, pensions, mortgages and non-investment Insurance contracts.

## CLIENT CLASSIFICATION

Unless otherwise agreed in writing, you will be treated as a retail client when you transact business with us. This means that if something goes wrong you have the best protection available under the law.

## COMMUNICATIONS

Communications with you may be in a number of different formats including written, oral and electronic. You as Client agree to read all such material as presented, either electronic or written and to inform us of any discrepancies accordingly. Presentation of advice and "suitability reports" may be in Email, PDF or written report format. We will always require certain original documentation with original signatures returned to us via the post and / or electronically. You as Client agree to return any and all such papers as soon as is practicable.

All communications will be in English.

## TAX

Any and all advice will be based on our current understanding of HMRC rules and practice and current tax rates, all of which are subject to change without notice. Similarly, the existing tax treatment of investment products cannot be guaranteed to remain the same in the future.

When investments are made into portfolios that include any form of regular rebalancing or fund changes, no account will be taken of individual Capital Gain Tax liabilities for such rebalancing exercises. Meeting the portfolio objectives and maintaining portfolio integrity and structure will override individual tax considerations.

## PERIOD OF THIS AGREEMENT

This Agreement shall commence on the date of issue and shall continue in force until determined by either party giving immediate notice to the other in writing or until replaced by a later Agreement. Determination may be at any time, without penalty and without prejudice to the completion of transactions already initiated on behalf of the Client. After termination of this Agreement AIWM will not execute any further transactions for the Client or provide any further advice or services except at Client's specific request and subject to Client Agreement then current and a new agreement being entered into.

## SERVICES TO BE PROVIDED

This will be agreed with you before any work commences on your behalf.

## RESTRICTIONS

Unless advised to the contrary, we will assume that you wish to place no restrictions on the types of investment we may recommend and in which you may subsequently invest.



## ADVICE AND INSTRUCTIONS

Any advice given to you by us shall be in writing or electronic such as email, PDF or electronic recording. 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 and / or are recorded electronically.

We may, at our discretion, refuse to accept instructions although such discretion shall not be exercised unreasonably. We will record all transactions on our files which, along with copies of relevant documentation, will be retained by us for a period of not less than six years. You have a right to inspect copies of contract notes, vouchers and entries in our books or computerised records relating to your transactions. We reserve the right to withhold copies of these records if information to other parties would be disclosed.

## RECORDED CALLS

We may record telephone calls for quality and training purposes. By calling us or accepting our calls, you consent to such recording. When appropriate we may accept your instructions via a recorded telephone call.

## LIAISON WITH OTHER ADVISERS

Unless specifically instructed in writing to the contrary AIWM is authorised to liaise with Client's other professional advisers and shall not be required to verify any information provided by Client or Client's other professional advisers and is expressly authorised to rely upon such information.

## PAYING FOR SERVICES

All work is carried out on a fee basis. Where commission for certain transactional business is available to us we will use this to cover fees due. You may ask us for an estimate of how much in total we might charge. You may also ask us not to exceed a given amount without checking with you first. Fees will be payable immediately on receipt by Client of the relevant invoice ('the due date') and Client agrees to pay interest to AIWM on any sums not paid within thirty days of a due date; such interest to be at a rate equal to the base rate charged by Bank of Scotland plc at the due date plus three percentage points.

## MATERIAL INTEREST

We will act honestly, fairly and professionally known as conducting business in 'Clients best interest' and "Treating Customers Fairly" regulations. 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.

Buryfield Grange Limited has a minority shareholding in Integrated Financial Arrangements Plc (Transact is operated by Integrated Financial Arrangements Plc). The existence of the shareholding and any potential benefit will in no way influence our recommendation in relation to the most suitable product or provider.

## MONEY LAUNDERING

We are obliged to conform to anti money laundering regulations which require us to confirm identity and place of residence of each investor. This may require sight of certain documentation, checking with credit reference agencies, the electoral role or directory enquiries in order to verify your details. In the event that we use an electronic check you should be aware that a footprint will be left but this will not affect your credit rating. A credit agency may record the search. Where we are required to verify your identity in accordance with the Criminal Justice Act 1993 and Money Laundering Regulations, we take no responsibility for any delay in investing funds.

## LAW

These Terms of Business are governed and shall be construed in accordance with English Law and the parties shall submit to the exclusive jurisdiction of the English Courts.

## TERMINATION

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.

## THIRD PARTIES RIGHTS

A person who is not a party to this Agreement will have no right under the Contracts (Rights of Third Parties) Act 1999 ("the RTP") to enforce any term of this Agreement. This does not affect any right or remedy of such a third party, which is available apart from the RTP.

## Data Protection

You or your appointed agent may inspect contract notes, vouchers and entries in our books (manual and electronic) which relate solely to your investments. We reserve the right to provide copies only if to do otherwise would allow you access to information relating to other clients. We will charge you the Information Commissioner's stated maximum rate at the time you request copies. All our transaction records will be retained for at least six years.

Where investment or mortgage business services are provided to AIWM by third parties then circumstances may arise which warrant the disclosure of more than just your basic contact details. On these occasions you agree that personal information held by AIWM may be disclosed on a confidential basis, and in accordance with the Data Protection Act 1998, to such third parties. You agree that this information may be provided to them on paper or electronically.

Personal information provided by Clients will be retained on computer records and or on paper and will not be disclosed to other parties except to our auditors, lawyers or compliance consultants and any other organisation requiring access under the regulations or exercising their legal entitlement to such access or in accordance with requirements to disclose. We agree that the data we hold shall be fairly and lawfully processed, processed for limited purposes, adequate relevant and not excessive, accurate, not kept longer than necessary but also as required by our regulator, processed in accordance with your rights, secure and will not transfer it outside the EEA without adequate protection. You have the right on payment of the appropriate fee to a copy of the personal data we hold.

# Confidentiality

All information furnished by Client to AIWM shall be treated as confidential and disclosed to other advisers, banks, investment managers, insurance companies, product providers and/or other organisations with which AIWM negotiates on Client's behalf only to the extent that AIWM, in its absolute discretion, or it considers necessary or as required and allowed by law.

## **Referrals to third parties**

There may be occasions whereby we would refer you to a specialist for specific advice such as tax advice. Should you pursue our suggestion to use the third party introduced to you, you should note that we are **not** responsible for the advice that they give you. You will be subject to their terms and conditions. They will agree their charges for their advice direct with you.

## **Foreign Account Tax Compliance Act (FATCA)**

The Foreign Account Tax Compliance Act (FATCA) requires US persons holding an interest in any specified foreign financial assets with an aggregate value exceeding \$50,000 to report related information to the IRS.

It is your responsibility to inform us if you:-

- Have US citizenship or lawful permanent resident (green card) status
- Born in the US
- Have a US residence address or US correspondence address (including a US PO box)
- Standing instructions to transfer funds to an account maintained in the United States or directions regularly received from a US address
- Have a 'in care of' address or a 'hold mail' address that is the sole address with respect to the client;
- Have a power of attorney or signatory authority granted to a person with a US address

Please note that we are not responsible in any way for any reporting obligations that you may have in relation to FATCA. We may also share your FATCA status with other Financial Institutions, HMRC and/or the IRS if requested.

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

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## Declaration and Client consent

1. I/we agree to engage AIWM and have received, read and understood this Fee Schedule & Terms of Business document.
2. I/we agree that fees will be charged in accordance with this fee agreement.
3. I/We hereby authorise the transfer of information, as described above on a confidential basis when warranted between such third parties.
4. I/we agree that where AIWM provides services to my spouse/partner as named below, my/our information can be disclosed to my/our spouse/partner.
5. I/we agree that my spouse/partner as named below may provide instructions on my/our behalf.

Signed ..... Date.....

Print Name.....

Signed ..... Date.....

Print Name.....

Please tear out this page and return to us at

Inspire House, 20 Tonbridge Road, Maidstone, ME16 8RD

Or use the prepaid envelope provided.