



John Yuille Financial Services (JYFS)

Service Proposition & Engagement

This agreement is made between: **John Yuille Financial Services**

And: _____

The Correspondence Address is: _____

This agreement is supplementary to the Client Agreement and sets out the basis on which I charge for my services.

I recognise that all my clients have different financial needs and objectives and I will provide a service appropriate to the needs of each client.

In order to clarify the expectations of all parties and to provide transparency of charges I set out in this document the services available and associated costs. Please feel free to contact me 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 my cost:

1. Initial consultation
2. Financial Review and Recommendation
3. Policy arrangement and Implementation
4. Review – Ongoing care and advice through our ongoing Management Service

Stages 1 to 3 are detailed in the Client Agreement. This document confirms the ongoing services I can/will provide you with and the cost to you for the provision of these.

Reviews – Ongoing care and advice through the ongoing Management Service

Your financial objectives may change over time due to changes in your lifestyle or circumstances. I believe it is essential to ensure that your portfolio continues to meet your lifestyle and investment objectives. The ongoing review and management service offers:

- Structured reviews to give you peace of mind
- Assessment of your current circumstances and any changes to your plans that are needed
- Regular updates and information regarding your holdings
- A choice of differing levels of support depending on your needs
- Ongoing support with correspondence and administration issues

I 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. The charges are guaranteed not to increase within the first 12 months of your contract with me. Should I need to increase the 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 the services and I do offer a transactional only service which is free of charge but does provide limited characteristics.

Our fees for our ongoing management service as well as the services we provide are set out in the table below:

Servicing categories:	Full Private Client Service	Transaction Only Service
Ongoing Administration and Document Processing	✓	Not available
Access to Personal Finance Portal (PFP) - Optional	✓	Not available
Electronic Document Storage	✓	Not available
Issue Annual Statements	✓	Not available
Quarterly Newsletters & other Investment Communications	✓	Not available
Ongoing Phone and / or Email Support	✓	Not available
Annual Review Meetings (including) :	✓	Not available
<i>Review of Tax changes</i>	✓	Not available
<i>Review of Risk Profile</i>	✓	Not available
<i>Review of Objectives</i>	✓	Not available
<i>Referral to other professionals (where required)</i>	✓	Not available
<i>Periodic Mortgage Review</i>	✓	Not available
<i>Inheritance Tax Review (Optional)</i>	✓	Not available
<i>Portfolio Rebalancing (where required)</i>	✓	Not available
<i>Income & Expenditure Review (if Appropriate)</i>	✓	Not available

1. Ongoing service and review costs for Private Client Service

0.75% per annum of the value of funds invested under management (FUM) or £75 for every £10,000 of funds invested under management. This will apply for funds up to £500,000. For FUM of £500,001-£1,000,000 this will reduce to 0.50% per annum and for FUM greater than £1,000,000 this will reduce to 0.25% per annum.

Please note there is a minimum fee of £325 per annum for our ongoing advice service.

The following examples should help you understand how these would be applied;

Example 1: if your investments are valued at £30,000 and you have selected the Full Private Client Service the ongoing management fee we would receive is £225 i.e. 0.75% of £30,000. As this is less than the minimum ongoing service fee for this service level, I would charge you £100 as the balance. The total fee payable would be £325 per annum.

Example 2: if your investments are valued at £600,000 and you have selected the Full Private Client Service the ongoing management fee we would receive is £4,250 i.e. 0.75% on the first £500,000 and 0.5% on the balance. As this exceeds the minimum ongoing service fee for this service level no other charges would be applied. The total fee payable would be £4,250 per annum.

Example 3: if your investments are valued at £1,200,000 and you have selected the Full Private Client Service the ongoing management fee we would receive 0.75% on the first £500,000, 0.5% up to £1,000,000 and 0.25% on £200,000. As this is

exceeds the minimum ongoing service fee for this service level no other charges would be applied. The total fee payable would be £6,750 per annum.

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. Any change to the level of services throughout this agreement will result in pro-rata 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 12 month period by standing order. At each anniversary of this agreement we will revalue your 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/yearly*) 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.

2. Ongoing fee services for Transaction Only Service

- No ongoing service provided
- No ongoing fee

DECLARATION


I/We would like to subscribe to the following ongoing service option (please tick the appropriate boxes):

- **Transactional only Client Service Option**
I/We understand that the fee for this service is Nil% of the value of the relevant investments each year, subject to a minimum of £Nil.
- **Full Private Client Service Option**
I/We understand that the fee for this service is 0.25-0.75% of the value of the relevant investments each year, subject to a minimum of £325 and 'Funds under management threshold discounts as per client agreement

Facilitation of Payments:

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

I/We have received a copy of this document for my/our records.

	Adviser on behalf of JYFS	Client	Partner
Print Name	John Yuille		
Signature			
	Date Issued	Date Agreed	Date Agreed