

## WHAT CONSTITUTES A REVIEW

The following identifies typical features in a financial review

UPDATE FROM PREVIOUS MEETING	<ul style="list-style-type: none"> <li>• Establish if there anything particular that the client(s) wish to discuss</li> <li>• Update Personal &amp; financial circumstances (Financial Review &amp; ESG Questionnaires)</li> <li>• Recap last review &amp; record any changes in objectives/goals</li> <li>• Reassess/Update &amp; confirm Attitude to Risk, Capacity for loss &amp; Tolerance for loss levels of client</li> </ul>
EXISTING BUSINESS	<ul style="list-style-type: none"> <li>• Provide information on current valuations;</li> <li>• Evaluate the client's tax standing (such as Bed and ISA, Pension contributions);</li> <li>• Breakdown of Ex-Post Disclosure costs for file and provide to client if requested;</li> <li>• Provide client with Ex-Post disclosure;</li> <li>• Contemporaneous notes on agreed course of action (changes or no changes), revised illustrations, fund fact sheets, research, application if required;</li> <li>• Periodic Suitability Report or Confirmation of Ongoing Service letter;</li> <li>• New Client Agreement, where new initial adviser fees are being charged or there has been a change to the Ongoing Service being provided;</li> <li>• Provide client with Ex-Ante disclosure cost on request;</li> </ul>
OTHER REVIEW POINTS	<ul style="list-style-type: none"> <li>• Any inheritances since original advice?             <ul style="list-style-type: none"> <li>- Planning for children or grandchildren;</li> <li>- Private education or University funding.</li> </ul> </li> <li>• Does the client intend to add any more money to existing investments?</li> <li>• Pension requirements;</li> <li>• Inheritance Tax – potential concern?</li> <li>• Long Term Care needs?</li> <li>• Wills - made &amp; up to date?</li> <li>• Review Personal/Family Protection needs including expiring policies;</li> <li>• Business owners:             <ul style="list-style-type: none"> <li>- Auto Enrolment;</li> <li>- Share Protection / Key Person / Relevant Life.</li> </ul> </li> <li>• Mortgage clients:             <ul style="list-style-type: none"> <li>- Mortgage rate / terms;</li> <li>- Expiring / under review;</li> <li>- Protection;</li> <li>- Private Medical.</li> </ul> </li> </ul>