



BreedElliott

happiness through sensitive financial planning

The Breed Elliott LLP Client Agreement

Our Commitment to You

The purpose of this document is to help you to understand more about Breed Elliott LLP and how we seek to make a positive difference to our clients. Your financial planner will go through this with you when you first meet and answer any questions you may have.

This is an important document in setting out the terms of our relationship and it is vital that you understand them. Accordingly, we will ask you to sign a declaration to confirm that you have read and understood all aspects of the Client Agreement.

Our Beliefs and Ethics

Our Beliefs

- Our overarching belief is that, through our financial planning experience, knowledge and skills, we can make a significant contribution towards the long-term happiness of our clients. All of our efforts are focused towards this aim.
- We believe in the concept of win/win. This means that we will focus on treating others as we would want to be treated ourselves and on ensuring that there is always mutual benefit in all of our working relationships. It is difficult to place a monetary value on our advice because the benefits can be intangible and long term but we will strive to ensure you continually receive value for money.
- We believe that our clients will feel more comfortable and confident about their financial planning if they understand exactly what is being recommended and why. Therefore, we aim to keep our financial planning advice simple and straightforward.
- We believe that the vital ingredient in the long-term relationships we seek with our clients is trust. We will always act with integrity to earn our clients' trust.

Our Ethics

- To act in the best interests of each client.
- To understand each client's unique needs and priorities before giving advice.
- To be open and honest about all aspects of the service we provide.
- To constantly strive to exceed our clients' expectations of us.
- To continually seek to improve our financial planning knowledge and skills.
- To comply with the Chartered Insurance Institute's Code of Ethics.
- To comply with financial planning laws and regulations.



Who we are

We are a Chartered Firm of financial planners who are engaged by individuals who seek help in managing their finances. Predominantly, we advise on investments, including pensions. We are **independent**, which means that there is no restriction upon us as to which companies we choose to provide the product solutions or which funds we recommend to hold within those product solutions. We act as your agent, not for a product provider.

We are authorised and regulated by the Financial Conduct Authority (FCA).

What we do

We are in the very privileged position where our clients confide in us their aims and aspirations for the future and allow us to help them to achieve these. This provides us with a rich experience of life, which we can call upon to help each individual client we meet.

We will focus on helping you to develop a strategic financial plan tailored to assist you to achieve your future aims and aspirations. We will advise you on the implementation of the plan and, once this has been agreed, we will meet with you regularly to ensure that the plan remains on track to achieve your objectives and to make adjustments when required.

Who we aim to help

Our clients are introduced to us by existing clients or by professional advisers, such as solicitors. Many of our clients will have recently come into money, for example, as the result of a divorce or an inheritance. Typically, our clients are seeking help on how best to manage their investments in the future so that they can feel confident about their long-term financial security.



How we offer our help

When we first meet with you, we will go through this document to ensure you understand all aspects of how we work, including our charges.

We will establish how we might be able to help you and then make sure we fully understand your current situation and your aims and aspirations for the future, as this will form the basis of our advice. We will also discuss your personal financial planning priorities and your attitude to investment risk.

As a result of these discussions, we will collect a great deal of personal information about you and you may rest assured that we treat all personal data as confidential and will not process it other than for legitimate purposes, as required by the General Data Protection Regulations (GDPR).

If you would like further information about how we protect your data, please refer to our Privacy Notice which can be found on our website.

Once we understand your priorities, we prepare a 'Planning Report' which recommends a strategic financial plan to help you to achieve your objectives. This Report will typically not go into detail about product providers, as we believe it is better to describe and agree the overall plan in concept first, before discussing the detail of how this will be implemented.

Once you have read the 'Planning Report,' we will meet to discuss the recommended plan and to answer any questions you may have. We will then ask whether you would like our help in implementing the plan.

At this point, you may choose to terminate the relationship with us. If this is the case, we will not charge you for the Planning Report and the advice given to date. We believe that this approach helps us to develop the trust which is such a vital ingredient to a mutually beneficial, long-term relationship.

If you would like us to help you to implement the plan, we will discuss and agree the exact cost of our advice and will then prepare an 'Implementation Report.' This Report will explain how the recommended plan will be established, provide details about the product providers, confirm the cost of our advice and set out how we will monitor and review the plan in the future.

We will meet with you again to discuss the Implementation Report and answer any outstanding questions. Once you are ready to proceed, we will carry out the required steps to implement the recommendations.

We will agree a schedule for future meetings to monitor and review how the plan is performing and this will be confirmed in writing. At each meeting, we will update our understanding of your current situation, your aims and aspirations for the future and your attitude to risk. We will then review your existing investments and ensure that they are still suitable and on track to enable you to achieve your future objectives. If changes are required, we will help to carry these out for you.

Our relationship may be terminated at any time without penalty by either party giving seven days' notice to the other in writing to that effect.

What are our charges?

We charge for our initial advice and service by way of a fee. The fee is based on a percentage of the amount you invest.

For the formulation of your overall plan, the selection of solution providers, the construction of suitable investment portfolios and the arrangement and implementation of the recommended investments, we will charge an initial fee equal to 3% of the lump sum, transfer or regular saving you are making.

For example, if we arrange an investment or transfer some funds on your behalf for £200,000, our initial fee will be £6,000. If we set up a regular savings plan for £500 per month, our initial fee will be £15 per month for a maximum of 12 months.

We also charge for our ongoing advice and service by way of a fee. The fee is based on a percentage of the funds we help you to manage.

For regularly reviewing your financial affairs, providing updates on the values of your investments, checking that plans remain on track and making adjustments where necessary, we charge an ongoing advice fee of 1% per annum.

For example, if we are helping you to manage a portfolio of investments with a total value of £500,000, the ongoing advice fee will be £5,000 per annum.

For both the initial fee and the ongoing advice fee, we are prepared to negotiate the fees for larger investments.

The fees can be deducted from your investments or paid directly by you. You should note that when paid through the investments it may reduce your personal tax thresholds and/or exemption levels. Where this happens we will discuss it with you and confirm it in the Implementation Report.

There may also be occasions when we are called upon for some ad hoc advice or service where investment advice is not required. Our charges for any additional services are based on the amount of time it takes and we charge £250 per hour. We will provide you with an estimate of how many hours we expect your request to take and we will not exceed this without checking with you first.

What happens if things go wrong?

Our overarching aim is to help you to feel happy and we dedicate everything we do to this aim. However, if you are dissatisfied and wish to register a complaint, please write to:

**Neil Miller, Compliance Officer, Breed Elliott LLP,
1 Linfield Copse, Thakeham, West Sussex RH20 3EU
Tel: 01903 746468**

A summary of our internal complaints handling procedures for the reasonable and prompt handling of complaints is available on request. If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service at **www.financial-ombudsman.org.uk** or by contacting them on **(0800) 023 4567**.

Other important issues

If you make a complaint and we are unable to meet our liabilities, you may be entitled to compensation from the Financial Services Compensation Scheme. Investment business will normally be covered up to a maximum of £50,000. Further information about these amounts and limits for all other product types are available from the FSCS at **www.fscs.org.uk/what-we-cover/products**.

We never handle our clients' money or accept cash. We never accept a cheque made payable to Breed Elliott LLP unless the cheque is in settlement of charges or disbursements for which we have sent you an invoice.



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Client Agreement Declaration - Client Consent

This is our standard Client Agreement upon which we intend to rely. For your own benefit and protection, you should read the Client Agreement carefully before giving your consent. If you do not understand any point please ask your financial planner for further information.

I/We understand how Breed Elliott LLP meets the General Data Protection Regulations and manages the privacy of personal data.

I/We have read and understood how Breed Elliott LLP charges for the initial advice and services and for the ongoing advice and services.

I/We have agreed the initial advice fee as set out below.

I/We have agreed the ongoing advice fee as set out below.

Client Name	_____	_____
Client Signature	_____	_____
Date Signed	_____	_____
Date Issued	_____	_____

www.breedelliott.co.uk

Registered Office:
1 Linfield Copse Thakeham West Sussex RH20 3EU

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