

FACT-FIND

October 2016

You are a financial adviser authorised under the Financial Services and Markets (FSMA) Act 2000. You completed the following fact-find when you met Mr and Mrs Porter recently.

PART 1: BASIC DETAILS

	Client 1	Client 2
Surname	Porter	Porter
First name(s)	Hans	Eileen
Address	6 Queens Fort Drive, Worthing	6 Queens Fort Drive, Worthing
Date of birth	01.11.1951	03.04.1954
Domicile	UK	UK
Residence	UK	UK
Place of birth	UK	UK
Marital status	Married	Married
State of health	Good	Good
Family health	Good	Good
Smoker	No	No
Hobbies/Interests	Golf	Horse riding

Notes:

Hans and Eileen have been married for 25 years. Eileen retired on her 62nd birthday to help look after her grandchildren and Hans is retiring on his 65th birthday.

PART 2: FAMILY DETAILS

Children and other dependants

Name	Relationship	Age	D.O.B	Health	Occupation	Financially dependant?
Damon	Son	35	15.07.1981	Good	Accountant	No
Justin	Son	32	10.06.1984	Good	Sales Executive	No
Dominic	Son	30	15.11.1985	Good	Builder	No

Notes:

The children are Eileen's from her first marriage. Her first husband died in 1986 when they were still married.

Her sons are married and each of them has two children. Hans has no children but is close to his sister and her two children.

PART 3: EMPLOYMENT DETAILS		
	Client 1	Client 2
Employment		
Occupation	Director	Retired
Job title	Technical Director	
Business name	Groots Engineering Ltd	
Business address	Church Street, London	
Remuneration		
Salary	£100,000	Nil
State Pensions	Nil	Nil
Overtime	Nil	Nil
Benefits		
Benefits-in-kind	£1,000	No
Pension scheme (see Part 11)	Yes	No
Life cover	2 times salary	No
Private Medical Insurance	Yes	No
Permanent Health Insurance	No	No
Self Employment		
Net relevant earnings	N/A	N/A
Accounting date	N/A	N/A
Partnership/Sole trader	N/A	N/A
Other Earned Income		
Notes:		
<p>Hans is retiring on his 65th birthday. He will then start work as a self-employed consultant for his current employer on a part-time basis. Hans expects to earn £20,000 per annum over the next three years from his consultancy work. Hans does not own any shares in the company.</p> <p>Eileen retired on 3 April 2016 and has not worked since then.</p>		
	Client 1	Client 2
Previous Employment		
Previous employer	Wills Engineering	Worthing Chemicals
Job title	Engineer	Administrator
Length of service	9 years	20 years
Pension benefits (see Part 11)	No	Yes
Notes:		
<p>Hans has worked for his current employer for 30 years. Wills Engineering went into liquidation in 1986.</p> <p>Eileen has worked for a number of companies and took time off work to bring up her three children. Eileen has preserved pension benefits from her previous employments (see Part 11).</p>		

PART 4: OTHER PROFESSIONAL ADVISERS

	Client 1	Client 2
Accountant	Poole & Co	Poole & Co
Bank	Access Bank	Access Bank
Building Society		
Doctor	Dr Foster	Dr Foster
Solicitor	Davis LLP	Davis LLP
Stockbroker		
Other		

Notes:**PART 5: INCOME AND EXPENDITURE****Income**

	Client 1		Client 2		Joint	
	Monthly £	Annually £	Monthly £	Annually £	Monthly £	Annually £
State Pensions						
Private Pensions						
Salary	8,333					
Benefits-in-kind		1,000				
Investment income (gross)		500		150		3,000
Rental (gross)						
Dividend payments		10,655		200		

Notes:

The figure of £3,000 under investment income is derived from the investment bond (see Part 6).

	Client 1 £	Client 2 £
Income Tax		
Personal allowances		
Taxable income		
Tax		
National Insurance		
Net Income		

Notes:

Expenditure

Household Expenditure	Monthly £			Annually £		
	Client 1	Client 2	Joint	Client 1	Client 2	Joint
Mortgage/Rent			125			
Council tax			365			
Buildings and contents insurance						850
Gas, water and electricity						1,800
Telephone						600
TV licence and satellite						650
Property maintenance						1,500
Regular Outgoings						
Life assurance (see Part 8)			120			
Health insurance (see Part 9)						
Savings Plans (see Part 10)	500	500				
Car tax, insurance and maintenance				1,300	700	
Petrol and fares				1,600	500	
Loans						
School fees						
Childcare						
Further education						
Subscriptions						
Food, drink, general housekeeping						8,000
Pension contributions (see Part 11)	833					
Other Expenditure						
Magazines and newspapers			45			
Entertainment						800
Clubs and sport				720		
Spending money						6,000
Clothes				650	800	
Maintenance						
Other (Holidays)						4,000
Total Monthly Expenditure	1,333	500	655			
Total Annual Expenditure	15,996	6,000	7,860	4,270	2,000	24,200
Total Outgoings						60,326

Notes:

Do you foresee any major/lump sum expenditure in the next two years?

Notes:

They wish to repay their mortgage debt (see Part 7).

Hans and Eileen are planning to give £30,000 to her son Dominic for him to use in his business.

PART 6: ASSETS

	Asset	Client 1 £	Client 2 £	Joint £	Income (Gross) £
1.	Main residence			1,250,000	
2.	Contents/car			100,000	
3.	Current account – Access Bank	3,500	1,500	5,000	
4.	Deposit Savings Account – Access Bank	120,000	10,000		650
5.	Unit Trusts & OEICs - UK Equity tracker	87,000	8,000		2,375
6.	Unit Trusts & OEICs - UK Growth funds	160,000			2,880
7.	Unit Trusts & OEICs - UK Equity Income funds	140,000			5,600
8.	Stocks & Shares ISAs – UK Equity tracker funds	128,000	76,000		
9.	UK Onshore Investment Bond			58,000	3,000

Notes:

Their house is owned as joint tenants.

The UK Onshore Investment Bond is invested in a cautious managed fund. They have taken 5% per annum withdrawals based on the initial investment on a monthly basis since inception.

They have both used their maximum ISA allowance for the tax year 2016/2017. Their ISAs are invested in accumulation units.

The Unit Trusts and OEICs are all held in income units/shares. This income, together with the withdrawals from their UK Onshore Investment Bond is used to partially fund Hans and Eileen's annual ISA allowances.

PART 7: LIABILITIES

Mortgage Details	Client 1	Client 2	Joint
Lender			Access Bank
Type of mortgage			Interest only
Amount outstanding			£50,000
Start date			December 1992
Term/maturity			December 2017
Monthly payment			£125
Interest rate			3%
Life policies (see Part 8)			Yes

Notes:

Hans and Eileen are due to redeem their mortgage in December 2017 but want to repay this when Hans retires in November 2016.

Other Loans	Client 1	Client 2	Joint
Lender			
Type of loan			
Amount outstanding			
Start date			
Term/maturity			
Monthly payment			
Interest rate			
Payment protection			

Notes:

Hans and Eileen do not have any loans.

Other Liabilities (e.g. tax)**Notes:**

PART 8: LIFE ASSURANCE POLICIES

	Life/Lives assured	Ownership	Sum assured £	Premium £	Term	Start date	In trust?	Surrender Values £
1.	Joint (First death)	Joint	50,000	120 p.m.	25 years	1992	No	35,000
2.								

Notes:

When Hans and Eileen took out their mortgage they set up a low cost endowment policy to cover this.

This policy is invested in a balanced managed fund and there is a shortfall in the policy which is estimated to have an eventual maturity value of around £36,000.

PART 9: HEALTH INSURANCE POLICIES

Type	Life Covered	Benefit level £	Start Date	Term/ Review	Deferred Period	Premium £
Private Medical Insurance	Joint	Comprehensive		Annually		See notes below

Notes:

The taxable benefit-in-kind for this policy is £1,000 per annum.

PART 10: REGULAR SAVINGS

Type	Company	Ownership	Fund	Amount Saved £	Sum Assured	Maturity Date	Current Value £
ISA	Access Bank	Hans	UK Equity tracker	500 p.m.	N/A	N/A	128,000
ISA	Access Bank	Eileen	UK Equity tracker	500 p.m.	N/A	N/A	76,000

Notes:

Hans and Eileen both save £500 per month into their ISAs each year and top up these regular savings with ad-hoc lump sum amounts to fully utilise their ISA allowances. These lump sums come partly from their investment income (see Part 6)

PART 11: PENSION DETAILS**Occupational pension scheme**

	Client 1	Client 2
Member of employer's scheme	Groots Engineering Ltd	N/A
Type of scheme	Defined benefit	
Date joined	1986	
Retirement age	65	
Pension benefits	80 ^{ths}	
Death benefits	2 times death-in-service plus return of member contributions	
Dependant's benefits	50% pension	
Contracted-in/out	Contracted-in since April 2016	
Contribution Level (employee)	10%	
Contribution Level (employer)	Not known	
Fund type	Defined benefit	
Fund value	N/A	

Notes:

Hans will receive a pension commencement lump sum of £112,500 (3/80^{ths} of his pensionable salary) and a pension of £37,500 per annum (1/80th for each year of service).

Hans has recently learned that the scheme is currently under-funded and this is due to be discussed by the trustees in the near future.

Hans has nominated Eileen as the beneficiary under the pension scheme.

Additional Voluntary Contributions (including free standing additional voluntary contributions)

	Client 1	Client 2
Type	None	None
Company		
Fund		
Contribution		
Retirement age		
Current value		
Date started		

Notes:

Hans and Eileen do not have additional voluntary contributions.

Personal Pensions

	Client 1	Client 2
Type	None	Group Personal Pension
Company		Welsh Life
Fund		Cautious Managed
Contributions		None
Retirement age		65
Current value		£45,000
Date started		2007

Notes:

Eileen stopped paying into this scheme when she retired from Worthing Chemicals in April 2016.

Eileen has not drawn any benefits to date and has not completed a nomination form.

Previous pension arrangements

	Client 1	Client 2
Employer	None	Two previous employers
Type of scheme		Personal Pensions
Preserved benefits		See notes below

Notes:

Eileen also has two paid up policies from her previous employment prior to Worthing Chemicals. One is valued at approximately £8,000 and the other at £7,000.

State Pension

	Client 1	Client 2
Basic Pension/Flat rate	£122 per week (Flat rate)	
SERPS/S2P		
Graduated Pension		
Total		

Notes

Hans will receive his State Pension on his 65th birthday.

Eileen will receive her State Pension entitlement from her State Pension age in September 2019. Eileen has completed a BR19 form and been advised that she is not entitled to the full flat rate pension.

PART 12: INHERITANCES

Wills	Client 1	Client 2
Do you have a current Will?	Yes	Yes

Notes:

The Wills were set up shortly after Hans and Eileen married and leave everything to the surviving spouse.

Hans and Eileen are keen to ensure that on second death both Eileen's three sons and Hans' sister benefit from their estate.

Hans and Eileen are concerned that their current Wills do not reflect their wishes on second death and would like to review this.

Hans previously held a Power of Attorney for his mother whilst she was still alive and has enquired about him and Eileen possibly setting up similar arrangements.

Trusts	Client 1	Client 2
Are you a beneficiary under a trust?	No	
If yes, give details		
Are you a trustee?	No	
If yes, give details		

Notes:

Gifts	Client 1	Client 2
Give details of gifts made and received.	None	None

Notes:

Hans and Eileen want to give her son, Dominic, £30,000 to help him with his business.

Inheritances	Client 1	Client 2
Give details of any inheritances received or expected	None	None

Notes:

Hans and Eileen do not expect to receive any future inheritances.

PART 13: ATTITUDE TO RISK

What level of risk are you prepared to take to achieve your financial objectives?

Notes:

A risk-profile questionnaire has been completed to confirm the clients' attitudes to risk.

Hans has a cautious to medium attitude to risk.

Eileen has a cautious attitude to risk.

PART 14: BUSINESS RECORDS**Compliance**

Date fact-find completed	01.10.2016	
Client agreement issued	01.10.2016	
Data Protection Act	01.10.2016	
Money laundering	01.10.2016	

Consultations

Dates of meetings	01.10.2016	
-------------------	------------	--

Marketing

Client source		
Referrals		

Documents

Client documents held		
Date returned		
Letters of authority requested	03.10.2016	

Notes:

--

PART 15: OTHER INFORMATION

--

