



Chartered
Insurance
Institute

AF5 FACT-FIND – October 2021

You are a financial adviser authorised under the Financial Services and Markets Act 2000 (FSMA). You completed the following fact-find when you met Jim and Sandra Harris.

PART 1: BASIC DETAILS

	Client 1	Client 2
Surname	Harris	Harris
First name(s)	Jim	Sandra
Address	Oxford	Oxford
Date of birth	01.09.1958	20.08.1958
Domicile	UK	UK
Residence	UK	UK
Place of birth	Cardiff	Leeds
Marital status	Married	Married
State of health	Good	Good
Family health	Good	Good
Smoker	No	No
Hobbies/Interests	Travel, Cricket	Travel, Arts and Culture

Notes:

Jim and Sandra are planning to retire in September 2023 and have appointed you to assist them in reviewing their retirement objectives.

PART 2: FAMILY DETAILS

Children and other dependants

Name	Relationship	Age	Health	Occupation	Financially dependent?
Anna	Daughter	41	Good	Teacher	No

Notes:

Jim and Sandra have one daughter, Anna. Anna is married with three children, aged 7, 11 and 13.

PART 3: EMPLOYMENT DETAILS		
Employment	Client 1	Client 2
Occupation	Engineer	Medical Researcher
Business name		
Business address		
Year business started		
Remuneration		
Salary	£62,000	£43,000
State Pensions		
Overtime		
Benefits-in-kind		
Pension Scheme	See Part 11	See Part 11
Life cover	See Part 8	See Part 8
Private Medical Insurance		
Income Protection Insurance		
Self-Employment		
Net relevant earnings		
Accounting date		
Partnership/Sole trader		
Other Earned Income		
Notes:		
<p>Jim has worked for his current employer for 20 years.</p> <p>Sandra has worked at various research laboratories on a number of short-term contracts but took up a full-time position with her current employer 10 years ago.</p> <p>Both of their employers have indicated that they would be willing to offer part-time employment to Jim and Sandra after their normal retirement date.</p>		
Previous Employment	Client 1	Client 2
Previous employer	HYQ Designs Ltd	
Job title	Construction Engineer	
Length of service	20 years	
Pension benefits	See Part 11	
Notes:		

PART 4: OTHER PROFESSIONAL ADVISERS

	Client 1	Client 2
Accountant	Fawsley & Co	Fawsley & Co
Bank	Access Bank	Access Bank
Doctor		
Financial Adviser		
Solicitor	Henson Davies LLP	Henson Davies LLP
Stockbroker		
Other		

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

	Client 1		Client 2		Joint	
	Monthly £	Annually £	Monthly £	Annually £	Monthly £	Annually £
State Pensions						
Pensions/Annuities						
Salary (gross)		62,000		43,000		
Benefits-in-kind						
Savings income (interest)						1,015
Rental (gross)						
Dividends		3,250		3,625		

Notes:

	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						
Council tax						3,200
Buildings and contents insurance						600
Gas, water and electricity						1,800
Telephone			40			
TV licence and satellite			70			
Property maintenance						2,500
Regular Outgoings						
Life assurance (see Part 8)						
Health insurance (see Part 9)						
Savings Plans (see Part 10)						
Car tax, insurance and maintenance				1,200	1,200	
Petrol and fares	210	140				
Loans						
School fees						
Childcare						
Further education						
Subscriptions						
Food, drink, general housekeeping			650			
Pension contributions (see Part 11)	372	172				
Other Expenditure						
Magazines and newspapers						200
Entertainment			400			
Clubs and sport				1,200		
Spending money				300	300	
Clothes				500	1,000	
Other (Holidays)						8,000
Total Monthly Expenditure	582	312	1,160			
Total Annual Expenditure	6,984	3,744	13,920	3,200	2,500	16,300
Total Outgoings						46,648

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

Jim and Sandra believe that their expenditure in retirement will remain largely unchanged.

Jim and Sandra are considering making a gift of £120,000 to assist their grandchildren with the payment of future University fees. They have asked for your guidance with this objective.

PART 6: ASSETS					
	Assets	Client 1 £	Client 2 £	Joint £	Income (Gross) £
1.	Main residence			650,000	
2.	Contents/car			85,000	
3.	Current account	3,000	5,000		
4.	Deposit Savings Account – 1-year Fixed Rate			80,000	640
5.	NS&I Direct Saver Account			250,000	375
6.	NS&I Premium Bonds	50,000	30,000		
7.	Stocks and Shares ISAs – European Equity/Asian Equity funds	170,000			2,550
8.	Stocks and Shares ISAs – UK Growth fund/US Equity Tracker fund		155,000		1,860
9.	Unit Trusts – UK Equity Income funds	130,000			3,250
10.	Unit Trusts – UK FTSE-Tracker funds		145,000		3,625

Notes:

Jim and Sandra own their property as tenants in common. This is mortgage free. As the property is now too large for them, they are considering downsizing once they retire and using some of the proceeds to assist them with their retirement income objectives.

Jim and Sandra have recently sold their holiday home in Spain and the net proceeds of £250,000 are held in their NS&I Direct Saver Account. There is no further tax liability on this sale. They wish to invest the bulk of these funds as soon as possible to assist them with their retirement planning objectives and to provide funds for their grandchildren's University education.

Jim and Sandra are happy with their prizes from Premium Bonds and do not intend to sell these.

Jim and Sandra have always reinvested the dividend income generated by their ISA funds into the existing funds. They are aware that the dividend yields from some of their ISA funds could be improved although they are happy with the capital growth of the existing funds.

Jim and Sandra each hold Unit Trusts which are invested in a range of UK Equity Income funds for Jim and a range of UK FTSE-Tracker funds for Sandra. The dividend income from these funds is paid out to Jim and Sandra. No changes have been made to these holdings since they were originally purchased.

Jim and Sandra have used their ISA allowances for the 2021/2022 tax year.

PART 7: LIABILITIES

Mortgage Details	Client 1	Client 2	Joint
Lender			
Type of mortgage			
Amount outstanding			
Start date			
Term/maturity			
Monthly payment			
Interest rate			
Life policies (see Part 8)			

Notes:

Jim and Sandra do not have a mortgage.

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

Notes:

Jim and Sandra do not have any loans.

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

Jim and Sandra do not have any outstanding liabilities.

PART 8: LIFE ASSURANCE POLICIES

Life/Lives assured	Ownership	Sum assured £	Premium £	Term	Start date	In trust?	Surrender Values £
Jim	Employer	186,000	N/A	N/A	N/A	Yes	N/A
Sandra	Employer	129,000	N/A	N/A	N/A	Yes	N/A

Notes:

Jim and Sandra each have death-in-service cover with their respective employers. These will pay a lump sum of 3 x basic salary on death whilst in service. They have nominated each other as beneficiaries of the death-in-service plans.

PART 9: HEALTH INSURANCE POLICIES

Type	Life Covered	Current Sum Assured £	Start Date	Term/Review	Deferred Period	Premium £

Notes:

Jim and Sandra do not have any health insurance policies.

PART 10: REGULAR SAVINGS

Type	Company	Ownership	Fund	Amount Saved £	Sum Assured	Maturity Date	Current Value £

Notes:

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

	Client 1	Client 2
Member of employer's scheme	HYQ Designs Ltd	
Type of scheme	Defined Benefit	
Date joined	1981	
Retirement age	65	
Pension benefits	£15,200 per annum (gross)	
Death benefits		
Dependant's benefits	50% spouse's pension	
Contracted-in/out	Contracted-in	
Revaluation rate	Fixed	
Indexation in payment	LPI	
Fund type		
Fund value		

Notes:

Jim was a member of his former employer's occupational pension scheme which will provide him with an annual pension of £15,200 (gross) from his 65th birthday. Jim does not intend to transfer from this scheme but has asked you to give him some general guidance on the risks and benefits of this type of pension fund.

Additional Voluntary Contributions (including free standing additional voluntary contributions).

	Client 1	Client 2
Type		
Company		
Fund		
Contribution		
Retirement date		
Current value		
Date started		

Notes:

Neither Jim nor Sandra has any Additional Voluntary Contributions.

Personal Pensions

	Client 1	Client 2
Type	Group Personal Pension Plan (GPP)	Group Personal Pension Plan (GPP)
Company	Assure Life	Assure Life
Fund	UK Growth funds – 50% European Growth funds – 50%	UK FTSE-All Share Tracker – 60% Global REITs fund – 40%
Contributions	5% employer/9% employee	5% employer/6% employee
Retirement date	Age 65	Age 65
Current value	£720,000	£280,000
Date started	2001	2011

Notes:

Jim and Sandra are both members of their current employer's respective qualifying workplace pension schemes. They have nominated each other as beneficiary on the plans.

Jim's plan is invested in a range of UK and European Growth funds.

Sandra's pension plan is invested in a UK FTSE-All Share Tracker fund and a Global Real Estate Investment Trust (REIT) fund.

Previous pension arrangements

	Client 1	Client 2
Employer		
Type of scheme		
Date joined scheme		
Date left		
Current Value		

Notes:

Sandra transferred the proceeds of previous pension arrangements into her employer's GPP when she joined her current employer in 2011. She has no other pension arrangements.

State Pension

	Client 1	Client 2
State Pension	£11,500 per annum	£10,200 per annum

Notes

Jim and Sandra have received a State Pension forecast and they are on target to receive a State Pension of approximately £11,500 and £10,200 respectively per annum at their State Retirement Age.

PART 12: INHERITANCES

Wills	Client 1	Client 2
Do you have a current Will?	Yes	Yes
Notes:		
Jim and Sandra have mirror Wills leaving all of their assets to each other and then to Anna on second death.		
Trusts	Client 1	Client 2
Are you a beneficiary under a trust?	No	No
If yes, give details		
Are you a trustee?	No	No
If yes, give details		
Notes:		
Gifts	Client 1	Client 2
Give details of gifts made and received	£3,000	£3,000
Notes:		
Jim and Sandra each gift their full annual gifting allowance to Anna each year.		
Inheritances	Client 1	Client 2
Give details of any inheritances expected	None	None
Notes:		
Jim and Sandra do not expect to receive any inheritances.		

PART 13: ATTITUDE TO RISK

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

Notes:

Jim and Sandra have each completed a full risk-profiling assessment and have been identified as medium-risk investors. Jim and Sandra have a high capacity for loss.

Jim and Sandra do not have any strong ethical investment concerns at the present time although this has been discussed in detail with them both.

PART 14: BUSINESS RECORDS**Compliance**

Date fact-find completed	01.09.2021	
Client agreement issued	01.09.2021	
Data Protection Act	01.09.2021	
Money laundering	01.09.2021	

Dates of meetings	01.09.2021	
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Marketing

Client source		
Referrals		

Documents

Client documents held		
Date returned		
Letters of authority requested		

Notes:**PART 15: OTHER INFORMATION**