



Chartered
Insurance
Institute

AF5 FACT-FIND – February 2025

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

PART 1: BASIC DETAILS		
	Client 1	Client 2
Surname	Evans	Evans
First name(s)	Martin	Sylvia
Address	Truro	Truro
Date of birth	15.11.1956	06.01.1961
Domicile	UK	UK
Residence	UK	UK
Place of birth	Plymouth	Taunton
Marital status	Married	Married
State of health	Poor	Good
Family health	Good	Good
Smoker	Yes	No
Hobbies/Interests		
Notes:		
<p>Martin and Sylvia are due to receive an inheritance from Martin's late mother very shortly. They have decided to seek financial advice to ensure the most appropriate use of their inheritance, as well as improving the longer-term sustainability of their retirement income.</p> <p>Martin has been in poor health for several years due to injuries sustained in a car accident in 2021.</p>		

PART 2: FAMILY DETAILS					
Children and other dependants					
Name	Relationship	Age	Health	Occupation	Financially dependent?
Notes:					
<p>Martin and Sylvia do not have any children or dependants.</p>					

PART 3: EMPLOYMENT DETAILS		
Employment	Client 1	Client 2
Occupation	Retired Manager	Retired Optician
Job title		
Business name		
Business address		
Year business started		
Salary		
Salary (gross per annum)		
State Pensions	£11,500	
Overtime (gross per annum)		
Benefits-in-kind		
Benefits-in-kind		
Pension Scheme		
Life cover		
Private Medical Insurance		
Income Protection Insurance		
Self-Employment		
Net relevant earnings		
Accounting date		
Partnership/Sole trader		
Other Earned Income		
Notes:		
<p>Martin retired in 2021 following his car accident. Sylvia retired recently and is keen to review her options in respect of her various pension benefits that she has accrued over the years.</p>		
Previous Employment		
	Client 1	Client 2
Previous employer		
Job title		
Length of service		
Pension benefits	See Part 11	See Part 11
Notes:		
<p>Both Martin and Sylvia have pension benefits which they have built up from their previous employers.</p>		

PART 4: OTHER PROFESSIONAL ADVISERS

	Client 1	Client 2
Accountant		
Bank	Astira Bank Ltd	Astira Bank Ltd
Doctor	Dr Baker	Dr Baker
Financial Adviser		
Solicitor	Henson Warren LLP	Henson Warren LLP
Stockbroker		
Other		
Notes:		

PART 5: INCOME AND EXPENDITURE**Income**

	Client 1		Client 2		Joint	
	Monthly £	Annually £	Monthly £	Annually £	Monthly £	Annually £
State Pensions		11,500				
Pensions/Annuities		22,000				
Salary (gross)						
Overtime (gross)						
Benefits-in-kind						
Savings income (interest)		2,700		2,700		7,000
Rental (gross)						
Dividends						

Notes:

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

Notes:

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Expenditure						
	Monthly £			Annually £		
Household Expenditure	Client 1	Client 2	Joint	Client 1	Client 2	Joint
Mortgage/Rent						
Council tax			280			
Buildings and contents insurance						400
Gas, water and electricity			300			
Telephone/Mobile	50	50				
TV licence and satellite			60			
Property maintenance						1,500
Regular Outgoings						
Life assurance (see Part 8)			80			
Savings Plans						
Car tax, insurance and maintenance				1,800	1,100	
Petrol and fares	200	140				
Loans						
School fees						
Childcare/School Clubs						
Further education						
Subscriptions						
Food, drink, general housekeeping			1,000			
Pension contributions (see Part 11)						
Other Expenditure						
Magazines and newspapers						520
Entertainment			200			
Clubs and sport				2,000	600	
Spending money						3,000
Clothes						1,200
Other (Holidays)						10,000
Total Monthly Expenditure	250	190	1,920			
Total Annual Expenditure	3,000	2,280	23,040	3,800	1,700	16,620
Total Outgoings						50,440

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

Notes:

Following Sylvia's recent retirement, they have insufficient income to meet their ongoing expenditure. They plan to use their combined cash deposits to support their expenditure needs until they have put in place a comprehensive income strategy.

PART 6: ASSETS

	Assets	Client 1 £	Client 2 £	Joint £	Income (Gross) £
1.	Main residence			470,000	
2.	Contents/cars			55,000	
3.	Current account			27,000	
4.	Deposit Account – Fixed-Rate			140,000	7,000
5.	NS&I Premium Bonds	50,000	50,000		
6.	Cash ISA – Variable Rate Instant Access	60,000			2,700
7.	Cash ISA – Variable Rate Instant Access		60,000		2,700
8.	Stocks and shares ISAs – UK Managed fund (accumulation units)	25,000			
9.	Stocks and shares ISAs – UK Bond fund (accumulation units)		20,000		

Notes:

Martin and Sylvia have a fixed-rate deposit account which is due to mature next month.

Martin and Sylvia have made small investments into Stocks and shares ISAs in the past. On receipt of the inheritance in two months' time, they are keen to explore a more diverse investment strategy for the future. They have not used their ISA allowances for the current tax year.

Martin is due to receive his late mother's house as part of his inheritance in the very near future. Martin and Sylvia are considering using this as a rental property for the next few years, although it requires substantial modernisation to bring it up to a suitable standard for rental.

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:

Martin and Sylvia repaid their mortgage many years ago.

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

Notes:

Martin and Sylvia do not have any loans.

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

Martin and Sylvia have no liabilities.

PART 8: LIFE ASSURANCE POLICIES

Life/Lives assured	Ownership	Sum assured £	Premium £	Term	Start date	In trust?	Surrender Values £
Joint	Joint	150,000	80 p.m.	Whole of Life	2005	No	5,700

Notes:

Martin and Sylvia have a joint life second death Whole of Life policy which was set up in 2005. This is reaching a review in March this year. They have been advised that the premium will increase to £160 per month if they wish to retain the same level of cover.

PART 9: HEALTH INSURANCE POLICIES

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

Notes:

Martin and Sylvia have no health insurance policies.

PART 10: REGULAR SAVINGS

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

Notes:

Martin and Sylvia do not make regular savings at present.

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

	Client 1	Client 2
Member of employer's scheme		
Type of scheme	Defined Benefit	
Date joined		
Retirement age	65	
Pension benefits	£22,000 p.a.	
Death benefits		
Dependant's benefits	50% spouse's pension (£11,000 p.a.)	
Contracted-in/out		
Contribution Level (employee)		
Contribution Level (employer)		
Fund type		
Fund value		

Notes:

Martin is receiving his pension from a former employer's pension scheme. He took benefits at the scheme retirement age. This pension income increases by inflation (CPI), capped at 5% each year. The scheme is well funded and has no financial difficulties.

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

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

Notes:

Martin and Sylvia have no Additional Voluntary Contributions plans.

Personal Pensions		
	Client 1	Client 2
Type		Qualifying Workplace Pension Scheme
Company		Monarch Life
Fund		UK Deposit & Fixed-Interest fund
Contributions		N/A
Retirement date		January 2026
Current value		£120,000
Date started		June 2012
Notes:		
<p>Sylvia has recently retired from her job as an optician and the final pension contribution has been paid into the plan. An up-to-date nomination is in place for Martin.</p>		
Previous/other pension arrangements		
	Client 1	Client 2
Employer		
Type of scheme	Qualifying Workplace Pension Scheme	Qualifying Workplace Pension Schemes
Date joined scheme		
Date left scheme	October 2021	Various
Current value	£170,000	£40,000
Notes:		
<p>Martin has a defined contribution pension plan from his most recent employer. This is invested in a Lifestyle fund which is held as 25% Cash and 75% Fixed-Interest securities.</p> <p>Sylvia has three defined contribution pension plans with various former employers. These are valued at £8,000, £7,500 and £24,500. These are all invested in UK Cautious Managed funds.</p>		
State Pension		
	Client 1	Client 2
State Pension	£11,500	£11,500
Notes		
<p>Martin's State Pension is already in payment. Sylvia will be entitled to a State Pension of £11,500 per annum. She has checked this recently via a BR19 form.</p>		

PART 12: INHERITANCES		
Wills	Client 1	Client 2
Do you have a current Will?	Yes	Yes
Notes:		
<p>Martin and Sylvia have mirror Wills leaving all assets to the survivor. On second death, they have left specific bequests to a range of local charities, with the majority of their estate split equally between their two nephews.</p> <p>Martin and Sylvia have registered Lasting Powers of Attorney with the Office of the Public Guardian with each of them acting as sole Attorney for the other.</p>		
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	None	None
Inheritances	Client 1	Client 2
Give details of any inheritances expected	£350,000	
Notes:		
<p>Martin is due to inherit his late mother's estate which includes her property valued at £225,000 along with her cash holdings of £125,000. He is due to receive the inheritance in the next two months. Probate has been granted and no IHT was due on her estate. His father died many years ago. Sylvia is not expecting any inheritances.</p>		

PART 13: ATTITUDE TO RISK

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

Notes:

Martin and Sylvia are inexperienced investors but are both keen to learn about investing as they wish to improve their retirement income prospects following receipt of the inheritance. They have been assessed as cautious to medium risk investors. Neither Martin nor Sylvia are interested in Environmental, Social and Governance (ESG) investments.

Martin and Sylvia have been assessed as having a medium capacity for loss.

PART 14: BUSINESS RECORDS

Compliance

Date fact-find completed	01.02.2025	
Client agreement issued	01.02.2025	
Data Protection Act	01.02.2025	
Money laundering	01.02.2025	

Dates of meetings

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Marketing

Client source		
Referrals		

Documents

Client documents held		
Date returned		
Letters of authority requested		

Notes:

PART 15: OTHER INFORMATION

Useful tips as you prepare for the AF5 exam

1. **Schedule sufficient revision time** to use your notes and learning and support materials to refresh your learning and consider how what you have learned applies to the case studies.
2. **Familiarise** yourself with the format and the navigation options navigation of an onscreen written exam using the familiarisation test which can be found by clicking [here](#).

The familiarisation test is modelled on AF1, the example is relevant for every candidate preparing to sit on-screen written exams by remote invigilation. Whilst there might be slight differences in layout, it will make you familiar with navigation and use of the platform.

3. The [Assessment Information - Before the exam](#) area of the CII website has further practical information and support.
4. **Prepare exam technique** using the support of the Exam Guides on the AF5 unit page, found [here](#), which include examiner guidance and time-saving tips such as abbreviations.
5. **Post Fact-Find Video Technical Guides** are available and cover the main areas of knowledge that might be applicable, based on the fact-find released for each exam. For more information and how purchase this video guide, please click [here](#).