



**AF5 – FINANCIAL PLANNING PROCESS**  
**FACT-FIND - April 2018**

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 Green recently.

**PART 1: BASIC DETAILS**

	Client 1	Client 2
Surname	Green	Green
First name(s)	David	June
Address	8 Hendale Rise, Leeds	8 Hendale Rise, Leeds
Date of birth	01.06.1950	20.05.1952
Domicile	UK	UK
Residence	UK	UK
Place of birth	Leeds	Harrogate
Marital status	Married	Married
State of health	Good	Good
Family health	Good	Good
Smoker	No	No
Hobbies/Interests	Cricket, Golf	Walking, Travel

**Notes:**

David and June have been married for three years. They are both previously divorced and each have children from their previous marriages. David has a daughter, Karen who is married with two children. June has a son, Joshua who is due to get married in the next few months. Joshua and his partner have a son. Both Karen and Joshua are financially independent.

**PART 2: FAMILY DETAILS**

**Children and other dependants**

Name	Relationship	Age	D.O.B	Health	Occupation	Financially dependent?
Karen	Daughter	33	05.08.1984	Good	Engineer	No
Joshua	Son	36	15.09.1981	Good	Teacher	No

**Notes:**

David and June are keen to start gifting regular sums to help build up funds to pay towards university fees for their three grandchildren.

<b>PART 3: EMPLOYMENT DETAILS</b>		
<b>Employment</b>	<b>Client 1</b>	<b>Client 2</b>
Occupation	Retired	Retired
Job title		
Business name		
Business address		
Year business started		
<b>Remuneration</b>		
Salary		
State Pensions	Deferred	In payment
Overtime		
<b>Benefits</b>		
Benefits-in-kind		
Pension Scheme	See Part 11	See Part 11
Life cover	See Part 8	
Private Medical Insurance	See Part 9	See Part 9
Income Protection Insurance		
<b>Self Employment</b>		
Net relevant earnings	N/A	N/A
Accounting date	N/A	N/A
Partnership/Sole trader	N/A	N/A
<b>Other Earned Income</b>		
<b>Notes:</b>		
<b>Previous Employment</b>	<b>Client 1</b>	<b>Client 2</b>
Previous employer		
Job title		
Length of service		
Pension benefits		
<b>Notes:</b>		
David and June both fully retired in July 2014.		

**PART 4: OTHER PROFESSIONAL ADVISERS**

	Client 1	Client 2
Accountant		
Bank	BK Bank	BK Bank
Doctor	Dr Baines	Dr Baines
Financial Adviser		
Solicitor	Hendry LLP	Hendry LLP
Stockbroker		
Other		

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

	Client 1		Client 2		Joint	
	Monthly £	Annually £	Monthly £	Annually £	Monthly £	Annually £
State Pensions				6,240		
Private Pensions (gross)	5,480					
Salary						
Benefits-in-kind						
Savings income (gross)		7,700		200		800
Dividend (gross)		5,100				
Investment Bond		9,000				

**Notes:**

David has deferred his State Pension. He receives monthly income from his self-invested personal pension (SIPP) and his defined benefit pension scheme.

	Client 1	Client 2
Income Tax	£	£
Personal allowances	11,500	11,500
Taxable income		
Tax		
National Insurance		
<b>Net Income</b>		

**Notes:**

**Expenditure**

Household Expenditure	Monthly £			Annually £		
	Client 1	Client 2	Joint	Client 1	Client 2	Joint
Mortgage/Rent						
Council tax			120			
Buildings and contents insurance						800
Gas, water and electricity						1,800
Telephone			50			
TV licence and satellite			70			
Property maintenance						1,500
<b>Regular Outgoings</b>						
Life assurance (see Part 8)	120					
Health insurance (see Part 9)	265					
Savings Plans (see Part 10)						
Car tax, insurance and maintenance				1,200	900	
Petrol and fares	90	60				
Loans						
School fees						
Childcare						
Further education						
Subscriptions				110	60	
Food, drink, general housekeeping			600			
Pension contributions (see Part 11)						
<b>Other Expenditure</b>						
Magazines and newspapers						
Entertainment						
Clubs and sport		50		1,400		
Spending money						
Clothes				800	1,200	
Maintenance						
Other (Holidays)						6,000
<b>Total Monthly Expenditure</b>	475	110	840			
<b>Total Annual Expenditure</b>	5,700	1,320	10,080	3,510	2,160	10,100
<b>Total Outgoings</b>						<b>32,870</b>

**Notes:**

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

**Notes:**

David has received £1,400,000 from the sale of his family home in London. David and June have purchased a property in Leeds for £300,000 as joint tenants. They are planning to purchase a holiday home with part of the proceeds within the next year. This property will be for their sole use and they do not intend to rent this out. David is also planning to gift some of the monies to his daughter. David and June's former spouses have no entitlement to any future pensions or assets.

**PART 6: ASSETS**

	Asset	Client 1 £	Client 2 £	Joint £	Income (Gross) £
1.	Main residence			300,000	
2.	Contents/car	60,000	25,000		
3.	Current account – BK Bank	40,000	8,000	25,000	
4.	Fixed-Rate Savings Account – BK Bank			80,000	800
5.	National Savings & Investments Income Bonds	750,000			7,500
6.	Cash ISAs	20,000	20,000		400
7.	Stocks & Shares ISAs	200,000	25,000		
8.	Investment Trusts – Global Equity	170,000			5,100
9.	Investment Bond – Multi-Asset fund	250,000			9,000

**Notes:**

The residual proceeds of David's property sale are being held in National Savings & Investments Income Bonds.

David's Stocks & Shares holdings are invested in a range of UK equity income and fixed-interest collective investment funds. He bought these on the advice of his former financial adviser and has been pleased with the performance although he is unsure if these remain suitable for him since he retired. David's Stocks & Shares ISAs are invested in accumulation units.

June holds a Stocks & Shares ISA which is invested in a UK multi-manager fund which was recommended to her by her bank. She has never reviewed the performance of this fund since it was purchased but believes it has performed well. The Stocks & Shares ISA is invested in accumulation units.

David's Investment Trust holdings were inherited from an uncle a few years ago. These holdings had a probate value of £140,000 when David inherited them. They are invested in a range of global equity trusts and David is keen to learn more about these holdings.

David purchased his Investment Bond ten years ago and has utilised the full 5% withdrawal facility each year since inception.

**PART 7: LIABILITIES**

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

**Notes:**

David and June have no outstanding mortgages.

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

**Notes:**

David and June have no outstanding loans.

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

David and June have no other liabilities.

**PART 8: LIFE ASSURANCE POLICIES**

	Life/Lives assured	Ownership	Sum assured £	Premium £	Term	Start date	In trust ?	Surrender Values £
1.	David	David	250,000	120	25 years	1995	No	N/A

**Notes:**

David has a level term life assurance policy which was set up to support the original mortgage on the family home that has now been sold. This was originally in joint names with his former wife but as part of their divorce settlement, the policy was assigned to David's sole name.

**PART 9: HEALTH INSURANCE POLICIES**

Type	Life Covered	Current Sum Assured £	Start Date	Term/ Review	Deferred Period	Premium £
Private Medical Insurance	Joint					265 p.m.

**Notes:**

David has a comprehensive Private Medical Insurance which covers himself and June.

**PART 10: REGULAR SAVINGS**

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

**Notes:**

David and June do not currently have any regular savings plans.

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

	Client 1	Client 2
Member of employer's scheme	Yes	
Type of scheme	Defined benefit	
Date joined	1980	
Retirement age	60	
Pension benefits	3/60ths	
Death benefits		
Dependant's benefits	50% pension	
Contracted-in/out	Out	
Contribution Level (employee)	N/A	
Contribution Level (employer)	N/A	
Fund type	N/A	
Fund value	N/A	

**Notes:**

David's defined benefit pension is already in payment. He receives a monthly income of £2,480 (gross) which is index-linked. David has updated his nomination in favour of June. David's ex-spouse has no entitlement to this pension.

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

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

**Notes:**

David and June do not have any Additional Voluntary Contribution schemes.



**Personal Pensions**

	Client 1	Client 2
Type	Self-invested personal pension	
Company	ACM Life	
Fund	See notes below	
Contributions		
Retirement date	2010	
Current value	£295,000	
Date started	2008	

**Notes:**

David has a self-invested personal pension from which he started to draw a monthly income of £3,000 (gross) in June 2010. This is invested in a range of UK and global equity funds.

**Previous pension arrangements**

	Client 1	Client 2
Employer		
Type of scheme		Personal Pension
Date joined scheme		1992
Fund		UK Equity (50%)/UK Fixed-Interest (50%)
Retirement date		65
Current Value		£85,000

**Notes:**

June has a personal pension from her former employer. She has not drawn any benefits from this plan.

**State Pension**

	Client 1	Client 2
State Pension	Deferred	£120 per week
<b>Total</b>		

**Notes**

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**PART 12: INHERITANCES**

<b>Wills</b>	<b>Client 1</b>	<b>Client 2</b>
Do you have a current Will?	Yes	Yes

**Notes:**

David and June set up new Wills when they married. Their Wills leave all assets to each other on first death and then to their respective children on second death. David and June wish to review these Wills to ensure that they will meet their objectives.

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

**Notes:**

<b>Gifts</b>	<b>Client 1</b>	<b>Client 2</b>
Give details of gifts made and received	£50,000	

**Notes:**

David gave his daughter, Karen, a gift of £50,000 following the sale of the family home in May 2017. He intends to make a larger gift to Karen as soon as the purchase of the holiday home is completed.

<b>Inheritances</b>	<b>Client 1</b>	<b>Client 2</b>
Give details of any inheritances expected	None	None

**Notes:**

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**PART 13: ATTITUDE TO RISK**

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

**Notes:**

David and June have completed individual risk profiling assessments which confirm their attitudes to risk.

David is a high-risk investor.

June is a cautious investor.

Neither David nor June have any ethical investing preferences.

**PART 14: BUSINESS RECORDS****Compliance**

Date fact-find completed	01.04.18	
Client agreement issued	01.04.18	
Data Protection Act	01.04.18	
Money laundering	01.04.18	

**Consultations**

Dates of meetings	01.04.18	
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**Marketing**

Client source		
Referrals		

**Documents**

Client documents held		
Date returned		
Letters of authority requested		

**Notes:****PART 15: OTHER INFORMATION**