

Our services & charges explained



Autus Service Cycle

 Stage 1. Financial Review & Recommendation

 Stage 2. Implementation *(optional)*

 Stage 3. Ongoing Review / Maintenance *(optional)*



Advice Options

Independent Advice

We will advise, make a recommendation and arrange any suitable products or services for you after we have assessed your needs. Our recommendation will be based on a comprehensive and fair analysis of the market. If you choose to receive advice from us, this can be in the following ways:

Advisory

'One off' advice on demand

Our initial advice will be appropriate for you based on your requirements and circumstances at that time. We will not ensure that any initial advice is still suitable for you at a later date unless you specifically ask us to do so; you can ask us to do this at any time.



Optimum

Advice & ongoing services

In addition to our initial services, you could ask us to undertake further services on an ongoing basis. Details of the ongoing services we offer are explained later in this booklet.



Service Options

We offer an Advisory service

Advisory

If you want 'one off' advice for an immediate requirement or would like us to arrange a particular product to fulfil a current need and you don't want any ongoing support you should select our:

Advisory Service | Fee Based | No ongoing service

OR

We offer two levels of ongoing service for you to choose from:

Optimum 'Core'

If you want a light touch service, with low-level contact from your adviser you should select our:

Optimum CORE Service | 0.75% per annum | Reviews – Every 3 years

Includes our 12 Point Financial Health Check. For further information see overleaf.

Optimum 'Premium'

If you'd prefer a more involved service, with enhanced contact with your adviser you should select our:

Optimum PREMIUM Service | 1% per annum | Reviews – Every year

Includes our 12 Point Financial Health Check. For further information see overleaf.

Our ongoing 'Optimum' services are optional and can be cancelled by you at any time. Any ongoing advice fees will also stop.

Optimum Services



What's included	Core	Premium
Professional Expertise and Governance Embedded into Our Investment Process	● Included	● Included
Access to our investment policy, philosophy and portfolio construction process	● Included	● Included
Face to Face Advice Meeting	● 3 Yearly at our office	● Annually at our office or your preferred location
12 Point Financial Health Check	● 3 Yearly	● Annually
Financial Risk Assessment	● 3 Yearly	● Annually
Portfolio Rebalancing	● Auto	● Tactical
Investment Report	● 3 Yearly	● Annually
Investment Valuations	● Annually	● Quarterly
E Newsletter	● Bi-Monthly	● Bi-Monthly
Advice Publications	● Quarterly	● Quarterly
Online Portfolio Access	● 24 / 7	● 24 / 7
Adviser / Team Consultancy Telephone & Email	Up to 3 Hours free per year then agreed fee thereafter	● Unlimited
Liaise With Other Professionals (Tax / Legal)	Available (Agreed Fee)	● Unlimited
Suitable Investment Level	£35,000 - £75,000	£75,000 +
Annual Charge (12 Month Pro Rata)	0.75%	1%

12 Point Financial Health Check



Included in our Optimum Services and conducted each year (Premium) or every 3 years (Core).

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- 1 **Client Information**
Update records since last review.

 - 2 **Your Issues – Aims & Objectives**
Update and discuss issues requiring attention.

 - 3 **Investment Review**
Looking back and reviewing performance over the period.

 - 4 **Financial Risk Assessment**
Review and make amendments accordingly.

 - 5 **Investment Action Plan**
Planning forward and implementing any recommendations.

 - 6 **Tax & Legislation Update**
Changes that might affect your investments or life plan.

 - 7 **Life Planning**
Reviewing income in retirement (Pensions / Investments / Capital Withdrawals).

 - 8 **Protection Review**
Check ongoing suitability of insurance, levels and type of cover.

 - 9 **Debt Review**
Assess debts and suitability of loan repayment vehicles.

 - 10 **Family Review**
Consider other matters (Inheritance Tax, Wills, Gifting, Estate Planning).

 - 11 **Remove the Hassle**
Review all paperwork & 'de-clutter'.

 - 12 **Professional Updates**
Liaise with & co-ordinate other advisers (accountant / solicitor).

Our Charges

Our fee categories have been designed to be easy to understand and simple to compare. Furthermore, they give you the assurance that you will know exactly how much you will have to pay and, importantly, you won't be hit with any surprises.

Stage 1 Financial Review & Recommendation

One-off fee



Fee Category

A. Simple	B. Standard	C. Complex	D. Agreed Fee
£1,400	£1,900	£3,100	†

Stage 2 Implementation

One-off fee



Fee Category

A. Simple	B. Standard	C. Complex	D. Agreed Fee
£260	£490	£970	†

† Agreed Fee – Occasionally, the work required may be either so minimal or so intricate that it will not fit within one of our usual fee categories above. In such circumstances we will discuss the situation with you, explain the likely work needed and agree a specific fee with you before proceeding.

In some circumstances (such as providing 'protection' advice), there may be an option for the insurer to pay us a commission, which could be used to offset your fee. We will explain this in more detail when this is likely to occur and agree any remuneration before commencing any work on your behalf.

Our Guarantee

Once we've agreed a fee category with you, that amount is fixed and is the maximum charge you will have to pay us even if the amount of work involved exceeds our original estimate.

Stage 3 Ongoing Review / Maintenance

Optimum services only



	Optimum Core	Optimum Premium
Review Meeting	Every 3 Years	Every Year
Ongoing Charge	0.75% per year	1% per year

Example of fees based on:

Investment of £40,000	£300 per year	
Investment of £80,000	£600 per year	£800 per year
Investment of £120,000		£1,200 per year

Our Fixed Fee Categories – How are they calculated?

Over the years we've worked with hundreds of different clients with an almost endless variety of circumstances. This experience has helped us to create a fixed fee structure which is simple and suitable for the majority of situations we are likely to encounter.

Each fee category takes a number of important factors into consideration; including –

- Who will be involved in doing the work (e.g. Independent Financial Adviser, Paraplanner or Administrator).
- The likely amount of time required by each type of person doing the work.
- The intricacy of your personal circumstances (Income, Assets, Tax Position, Family, Trusts, etc.).
- The number, type and complexity of any existing arrangements to be assessed.
- The range of potential products and services to be considered and the depth of analysis required.
- Investment amount(s).
- Potential liability of different areas of advice.
- Likelihood of future requirements (adapting to changing legislation, etc.).
- Anticipated additional costs (e.g. Systems, Software, Outsourcing, etc.).

Our fixed fee structure ensures that we must constantly strive to maintain our high level of service and improve efficiencies where practical.

Examples

Simple

Mr Smith was due to retire with a personal pension worth £60,000. He asked us to explain the various options available to him and prepare a recommendation on how best to take an income from his pension. Part of this process included us 'shopping around' for the best annuity, which he then went on to implement using our Advisory Service. This is how we charged for this:

Stage 1 fee – Financial review & recommendation:	£1,400
Stage 2 fee – Implementation:	£260 [†]
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	Total £1,660
Stage 3 fee – Ongoing service (No ongoing service needed)	£0

We invoiced Mr Smith when his annuity had been arranged and he chose to pay the fee by cheque. Alternatively, he could have opted for us to deduct our fee from his pension.

Standard

Mrs Jones had £70,000 to invest, she asked us to prepare a recommendation for her on how best to invest this, which she then went on to implement using our Optimum Core ongoing service. This is how we charged for this:

Stage 1 fee – Financial review & recommendation:	£1,900
Stage 2 fee – Implementation:	£490
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	Total £2,390 [†]
Stage 3 fee – Ongoing service (£70,000 x 0.75% = £525 per year) (£525 / 12 = £43.75)	per month £43.75 ^{††}

Mrs Jones requested that we deduct any fees from her investment. We deducted £2,390 when her investment was set up and the ongoing fee of £43.75 per month is deducted automatically from her investment.

[†] Stage 1 and Stage 2 fees can be invoiced to you direct or deducted from your investment.

^{††} Stage 3 (ongoing) fees can be invoiced to you direct or deducted automatically from your investment.

Ongoing Fee This will fluctuate in line with your investment performance. As the value of your investment rises or falls, your fee will rise or fall too.

Complex

Mrs Anderson holds Power of Attorney for her mother (Gladys) who'd recently been diagnosed with Dementia. Gladys had above average wealth but very modest income so Mrs Anderson asked us to prepare a report on how to ensure that Gladys received the best care possible, whilst also protecting her estate. We recommended several strategies which she asked us to implement, including arranging a care plan (£90,000) and consolidating her investments (£120,000) to provide income using our Optimum Premium ongoing service. This is how we charged for this:

Stage 1 fee – Financial review & recommendation:	£3,100
Stage 2 fee – Implementation:	£970
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	Total £4,070 [†]
Stage 3 fee – Ongoing service	per month £100 ^{††}
(£120,000 x 1% = £1,200 per year) (£1,200 / 12 = £100)	

Mrs Anderson wanted to pay the fee for our initial advice by cheque and the fee for our ongoing service to be deducted automatically from her Mother's investment. We invoiced Mrs Anderson £4,070 when the implementation of the care plan and all the investments had completed. The ongoing fee of £100 per month is deducted automatically from her Mother's investment.

[†] Stage 1 and Stage 2 fees can be invoiced to you direct or deducted from your investment.

^{††} Stage 3 (ongoing) fees can be invoiced to you direct or deducted automatically from your investment.

Ongoing Fee This will fluctuate in line with your investment performance. As the value of your investment rises or falls, your fee will rise or fall too.

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