



THE RETIREMENT PLANNING SERVICE

Our Retirement Planning Service is not just about pension plans.

PRE-RETIREMENT PLANNING is concerned with understanding future options, making investments and arranging your financial affairs so that you can retire at the earliest opportunity, or to make sure that you can afford to stop working when you reach retirement age.

AT-RETIREMENT PLANNING is concerned with understanding your options and obtaining the best possible terms from your pension plans and other investments at retirement.

POST-RETIREMENT PLANNING is concerned with making sure the arrangements you make at retirement continue to meet your requirements.

This summary must be read with our Terms of Business and Investment & Annuities Fees document.

1. INITIAL DISCUSSION

The first step is to introduce ourselves to each other.

We will explain how we work, our areas of expertise and our fees. We will then ask for some background information about your current financial situation and the advice you require.

The initial discussion usually takes about 30 minutes. At the end of the discussion we should both have a clear idea of the work required and how we can help. We can usually also clarify the likely timescales and costs at this stage.

We are happy to have the initial discussion at our offices but it can often be easier to complete this stage over the telephone. There is no charge for the initial discussion.

2. REVIEW OF EXISTING ARRANGEMENTS

We will provide a detailed assessment of your existing policies, investments and other pension entitlements. We will ascertain what options are available and report on their performance and effectiveness in the light of your objectives and requirements. We can also take responsibility for the future administration of existing arrangements, if required.

Our fee for reviewing your existing arrangements depends on the number to be reviewed and their complexity but an estimate will be given before we start any work.

PARTNERS

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The Goodman Partnership is Authorised and Regulated by the Financial Services Authority





3. ASSESSMENT & STRATEGY DESIGN

This is possibly the most important step and includes:

- ▲ A meeting to define your financial objectives and requirements including:
 - how much income will you require when you stop work
 - Estate preservation and tax planning considerations
- ▲ An assessment of your investment risk profile using specialist software.
- ▲ Further comment on your current plans, investments and pension entitlements. We will highlight any options that can be exploited or penalties that should be avoided. We will also obtain an estimate of your State pension.
- ▲ A report containing:
 - comment on the performance and effectiveness of your existing arrangements
 - information about your income and pension options at retirement
 - our recommendations for a Retirement Planning Strategy, including tax mitigation
 - information on asset allocation and portfolio construction
 - comment on related issues such as the need for specialist advice from other advisers
- ▲ A follow-up discussion to review our analysis and explain our recommendation

We usually work on a fixed fee basis for the Assessment and Strategy Design. Please refer to our Schedule of Fees for further information.

4. IMPLEMENTATION

Implementation includes:

- ▲ Refining our Strategy Design recommendations and agreeing with you:
 - the annuity or annuity alternative you require (at-retirement implementation only)
 - the changes required to your existing plans, policies and investments
 - the new investments you require
 - asset allocation and portfolio construction
- ▲ Research to identify the most appropriate products and providers.
- ▲ Research to obtain the best annuity terms (at-retirement implementation only).
- ▲ A report confirming our final recommendations. This will include comment on providers, product terms & features, portfolio construction and fund options. We will also provide and help you with the paperwork.
- ▲ Help to complete the new arrangements or alterations to existing plans as quickly as possible. We will also check that the arrangements are completed correctly.
- ▲ Providing relevant information to your other advisers.

Implementation fees are calculated according to the amount to be invested and the complexity of the arrangement. Please refer to our Schedule of Fees for further information.



5. REVIEW SERVICES

Regular reviews are essential if your retirement planning strategy is to remain effective up to and beyond retirement.

Changes to strategy may be required to reflect changes in your circumstances and requirements, or changes in the financial world generally. We must also check that the investment strategy remains appropriate and that the funds are performing satisfactorily. We will agree the date of the first review at the end of the Implementation phase.

Our Review Services include:

- ▲ a periodic Comprehensive Review and follow up report – see Agenda below
- ▲ a Progress Report in years when we do not carry out a Comprehensive Review
- ▲ contact as necessary between reviews

Our fees reflect the value of your investments and frequency of the Comprehensive Review. Ad hoc Reviews can be provided at any time subject to an additional fee. We will clarify what services are to be provided when we implement the strategy and arrange your investments but a summary is noted below.

VALUE OF ASSETS UNDER REVIEW

SERVICES PROVIDED

£100,000 to £200,000

Comprehensive Review (1) every 3 years
Progress Report (2) in other years

£200,000 to £500,000

Comprehensive Review every 2 years
Progress Report in other years
Second Opinion Service (3)

£500,000 to £1.0m

Annual Comprehensive Review
Information to your other professional advisers
Second Opinion Service
Filing Clerk Service

£1.0m +

Twice-yearly Comprehensive Review
Priority notice of product, fund and tax changes
Information to your other professional advisers
Second Opinion Service
Filing Clerk service

- (1) See Comprehensive Review Agenda below.
- (2) Progress Reports include an updated summary of your plans, policies and investments.
- (3) An independent assessment of investment products you have seen or been offered
- (4) We may withdraw or amend the services provided at any time.
- (5) The Assets under Review figure is calculated at each annual review date.
- (6) Review meetings more than 40 miles from our office may be subject to an additional fee.



THE RETIREMENT PLANNING SERVICE COMPREHENSIVE REVIEW AGENDA

1. PERSONAL UPDATE

- update on your general financial position, requirements and objective
- update on your cash reserves, assets and liabilities, income and expenditure
- a summary of your plans, policies and investments

2. INVESTMENT PROGRESS, ANALYSIS & UPDATE

- report on the performance and ratings of your pension plans and investments
- report on the current asset allocation and portfolio risk profile
- re-assessment of your investment risk profile
- briefing on the latest ideas, products and fund developments

3. PENSION PLAN UPDATE

- update on your retirement planning intentions and objectives
- existing plans - progress and performance report
- income from All Sources review (where applicable)
- briefing on the latest developments, products and ideas

4. ESTATE PRESERVATION AND TAX PLANNING UPDATE

- review of your remuneration or income strategy
- review of your Capital Gains Tax position and options
- review of your IHT position
- review of your Will provisions, Trusts and IHT plans
- briefing on the latest Estate preservation developments, products and ideas

5. SECOND OPINION SERVICE (WHERE APPLICABLE)

- assessment of investment products you have seen or have been offered

6. ACTION

- agree strategy and portfolio changes
- agree other changes or follow-up action

7. FILING CLERK SERVICE (WHERE APPLICABLE)

- we will review and help you file the paperwork accumulated on your financial affairs