Constellation
Financial Solutions Limited

Client Copy

Service Proposition & Engagement

This engagement is made between: **Constellation Financial Solutions Ltd**

And:

The correspondence address is:

All investments should be reviewed on a regular basis and this agreement sets out the terms on which we charge for our ongoing services to you. Should you decide to sign up for our ongoing services we will ask you to acknowledge your consent at the end of this agreement. You should then retain your copy of this with our 'client agreement' previously provided to you.

Below we set out the on-going services we provide and the associated cost to you. Please notify me if you wish to discuss any aspect of these terms.

Your financial objectives may change over time due to changes in your lifestyle or circumstances. We believe it is essential to ensure that your portfolio continues to meet your lifestyle and investment objectives. Our ongoing review and management service offers:

- structured reviews to give you piece of mind
- assessment of your current circumstances and any changes to your plans that are needed
- regular updates and information regarding your holdings
- a choice of differing levels of support depending on your needs
- ongoing support with correspondence and administration issues

We recognise that all clients do not have the same service requirements therefore even though we do provide a guideline by way of our bandings you are free to choose the level of service that best suits your needs. Our charges are guaranteed not to increase within the first 12 months of your contract with us. Should we need to increase our charges after this period, you will be given notice of this fact and the opportunity to decide whether to continue with the revised level of charges. It should be noted that it is not compulsory for you to sign up to one of our services and we do offer a transactional only service.

The charges listed below can be deducted from your investments or paid directly by you. You should note that when paid through the investments it may reduce your personal tax thresholds and/or exemption levels. Where this happens we will discuss it with you and confirm it in your personal recommendation report.

It should be noted that if you choose any of our ongoing management services they are subject to a minimum fee per annum.

- Transactional only Nil
- Investment £1000
- Bespoke £2,500

Example 1; if your investments are valued at £200,000 and you have selected Bespoke (0.5%) the ongoing service fee we would receive is £1000. As this is less than the minimum ongoing service total fee of £2500 we would charge you £1,500 as the balance.

Example 2; if your investments are valued at £200,000 and you have selected Investment (1%) the ongoing service fee we would receive is £2000. As this is more than the minimum ongoing service total fee of £1000 no other charges would be applied.

You can choose to pay this fee directly or by deduction from the policy(ies) you hold. Should you wish to pay directly you can spread the payment over a 12 month period by standing order.

When you sign this ongoing service agreement it is deemed to commence immediately and payable monthly in arrears. You can choose to cancel this at any time by providing us with written confirmation of your decision. Payments would then cease within 7 business days or after collection of any due proportion of any period charges if later.

Our fees for our ongoing management service as well as the services we provide are set out in the table shown below:

SERVICE LEVEL	Bespoke	Investment	Transactional Only
Funds Under Management	**£250,001+**	**£0.00 to £250,000**	**N/A**
Access to our Support Team	ü	ü	
On-going access to your Adviser	ü	ü	
Regular Portfolio Rebalancing	**At least Annually**	**At least Annually**	
Regular Valuations	**6 monthly**	**6 monthly**	
6 Monthly Review Meetings including:			
Changes in your Personal Circumstances	ü	ü	
Your Needs and Objectives	ü	ü	
Review of Risk Profile and Capacity for Loss	ü	ü	
Review of Asset Allocation (if required)	ü	ü	
Review of Existing Fund Choices	**Ongoing**	**Ongoing**	
Impact of Tax and Legislative Changes	ü	ü	
Bi-Monthly Newsletter	ü	ü	
Comprehensive Financial Review: if requested			
Tax Planning	ü		
Estate Planning	ü		
Income / Expenditure Review and Forecasting	ü		
Liaison with Accountant/Solicitor (if required)	ü		
Minimum Fee	**£2,500**	**£1,000**	**£Nil**
Annual Fee based on the total value of your investments*	**0.5%**	**1%**	**£Nil**

***Where the value of your investments rises, then the fees for this service will increase, conversely, if the value of your investments falls, the fees for this service will decrease. This is subject to the above minimum charges.**

DECLARATION

I/We would like to subscribe to the ongoing service proposition and understand that the fee for this service is 1% or 0.5% of the value of my/our investments each year, subject to a minimum of £1,000 or £2,500.
(please tick the appropriate box)

Transactional only Client Service Option
I/We understand that the fee for this service is £Nil. ☐

Investment Client Service Option (1%)
I/We understand that the fee for this service is £1,000 per annum. ☐

Bespoke Client Service Option (0.5%)
I/We understand that the fee for this service is £2,500 per annum. ☐

Facilitation of Payments

I/We wish for the cost of the ongoing service to be paid by deduction from the policy(ies) I/we hold ☐

I/We wish for the cost of the ongoing service to be charged directly to me/us on a monthly/yearly ba ☐