

This agreement covers how we will be remunerated for our services. You have options dependent upon the type and level of service that you require from us.

## 1. Ongoing Advisory Management and Administration

The service: all clients will receive a portfolio valuation on at least an annual basis and have access to their financial adviser throughout the year. Our investment committee meets regularly to monitor and discuss both our list of preferred funds and the general economic situation. Where it is felt necessary, your adviser will recommend changes to your portfolio. On an annual basis, or more frequently if your personal or financial circumstances are likely to change, you may feel it is appropriate to initiate a discussion of your portfolio with your adviser. Dependent upon the size of your portfolio you may receive also half yearly or quarterly valuations and a periodic newsletter covering financial topics.

Fee basis: the ongoing maintenance fee will be based upon the size of your portfolio at each annual valuation, commencing at the first anniversary. The following examples illustrate the scale of charge. You have the choice of either having our fee deducted from the value of your portfolio or paying separately within 14 days of receipt of our invoice.

### Annual Maintenance Fee indicative examples:

#### Portfolio value under £200,000

£100,000	1%	£1,000
£200,000	1%	£2,000

#### Portfolio value £200,000-£499,999

£250,000	0.75	£1,875
£350,000	0.75	£2,625

#### Portfolio value £500,000 (and over)

£550,000	0.5	£2,750
£750,000	0.5	£3,750

### Set up/Initial Fee:

The Set Up / Initial Fee covers the cost of the initial advice and implementation of that advice. The fee is based on the complexity of the case and work involved.

Agreed Fee: (for advising on and establishing a new portfolio)

initial: consultation fee £ \_\_\_\_\_

set up fee £ \_\_\_\_\_

annual: maintenance fee (refer to tariff above)

(based upon anticipated portfolio size circa £ \_\_\_\_\_) % \_\_\_\_\_ = £ \_\_\_\_\_

Agreed Fee: (for taking over an existing portfolio)

initial: consultation fee £ \_\_\_\_\_

set up fee £ \_\_\_\_\_

annual: maintenance fee (refer to tariff above)

(based upon anticipated portfolio size circa £ \_\_\_\_\_) % \_\_\_\_\_ = £ \_\_\_\_\_

Payment Method:

**either** - all fees to be deducted, by the provider, from your investment account and paid to DHM YES / NO  
[**NB** this option will reduce the amount remaining for investment]

**or** - all fees to be payable directly to DHM within 14 days from receipt of invoice YES / NO

VAT: Your fees will not be subject to VAT.

Termination: You may terminate our ongoing advisory management and administration service by giving us instructions in writing or by email. However, if you decide to do this within the first two years following your investment **and** we have made no charge for the initial set up process, we reserve the right to levy a set up charge of up to 1% which will become payable within 14 days of our invoice date.

2. **One-off Advice including a Report and/or Transaction Execution**

initial consultation fee £ \_\_\_\_\_

followed by:

**either** A) a percentage basis

anticipated amount of investment £ \_\_\_\_\_

fee % \_\_\_\_\_

**fee chargeable** £ \_\_\_\_\_

or B) an hourly rate which is based upon the following rates:

senior partner / specialist advice	£300 per hour
financial adviser (min two hours)	£200 per hour
administration	£ 75 per hour

Estimated hours

	<b>No.</b>	Rate	<b>Total</b>
senior partner		£300	
financial adviser		£200	
administration		£ 75	
	<b>fee chargeable</b>		<b>£ _____</b>

Payment Method

**either** - fee to be deducted from investment amount  
by the provider and paid to DHM YES / NO  
*[NB This option will reduce the amount available for investment]*

**or** - fee to be payable directly to DHM within 14 days from receipt of invoice YES / NO

VAT: - may be chargeable if there is no resultant transaction.

3. **Agreed Fee Basis (other business)**

**Mortgages**

Our maximum adviser fee to you, for advising on and arranging a mortgage, is typically £750. We offer a comprehensive range of mortgages from across the market but not deals that can only be obtained by going directly to a Lender.

We may also be paid a 'procurator fee' by the Lender. The amount will be disclosed to you, by the Lender, within the ESIS documentation (European Standardised Information Sheet) or Illustration/Key Facts document. Our adviser fee and any procurator fee received will also be disclosed to you within our Suitability Report.

Where the work involved is straightforward, the receipt of this procurator fee may enable us to rebate our adviser fee to you either completely or in part.

As an example, a 3% procurator fee on a £150,000 mortgage loan equals £450. This would be paid to us by the Lender and we would invoice you for the balance of £300, which would be payable within 14 days of the invoice date.

If, after satisfactorily arranging a mortgage, either you subsequently decide not to proceed or the Lender rejects your application and then you decide not to proceed with an alternative application, our standard adviser fee of £750 will become chargeable.

Our Client Agreement advises that DHM Wynchwood LLP is authorised and regulated by the Financial Conduct Authority (FCA) with the registration number 569713. This can be verified from the FCA Register which is accessible from their website. The Client Agreement also contains details of our complaints process and the contact details for the Financial Ombudsman Service.

**Adviser Fee chargeable £** \_\_\_\_\_

### **Equity Release**

A maximum adviser fee of £1,500 payable when you apply for a mortgage. We will also be paid a procuration fee from the lender/company which may offset this fee.

**Adviser Fee chargeable £** \_\_\_\_\_

### **Insurance and Annuity Products**

For life assurance, critical illness cover, income protection, general insurance (including buildings and contents insurance) and annuity products, commission will be paid by the provider to the Company. A fee may be payable if this is insufficient to meet our costs.

**Fee chargeable in addition to commission received £** \_\_\_\_\_

### **Regular (insurance) Premium Plans**

In respect of any regular premium policy which we may recommend, should you subsequently cease to pay premiums on the policy and as a result of your cancellation we are obliged to refund product charges or other commission that has been paid to us, we reserve the right to charge you a fee representing the amount we have to repay, for a period of up to four years after commencement of the policy. We will not charge such fee if you exercise your right to cancel in accordance with the cancellation notice sent to you by the product provider.

### **Aggregated costs and charges**

Before we finalise our advice we will add together all the costs and charges payable so that you are able to understand the overall costs of our services and recommendations. This is referred to as aggregated costs and charges information and will include provider and investment costs.

**Signed by a duly authorised officer for  
and on behalf of the Partnership** \_\_\_\_\_ **Date** \_\_\_\_\_

I confirm that I have received, read and retained a copy of this document and I am in agreement in respect of the fees payable as stated above.

**Name:** \_\_\_\_\_

Please print

**Name:** \_\_\_\_\_

Please print

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_