

**PERSONAL AND CONFIDENTIAL**

Client Fact Find

Client Names:

CLIENT B

Adviser Name:

TOBY ALCOCK

Date:

10-MAR-2025

Adviser Internal Reference: 1824765

Presented By:

**LOCKHART CAPITAL MANAGEMENT LLP**

2 The Studios, Concordia Street Leeds, LS1 4ES

Tel: 0113 468 4444

Email: [tobyalcock@lockhartcapitalmanagement.com](mailto:tobyalcock@lockhartcapitalmanagement.com)

An appointed representative of Best Practice IFA Group

which is authorised and regulated by the Financial Conduct Authority

Objectives:

**SELF**

**PARTNER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Protection |  | Pension Planning |  | Savings/Investments |  | Estate Planning |  | Mortgages |
|  | |  | | ✔ | |  | |  |
|  | |  | |  | |  | |  |

Financial Goals:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What are your financial goals, target timeline and any associated costs to achieve these goals? | | | | | |
| **Rank** | **Owner** | **Goal** | | **Amount Required** | **Date Needed** |
| 1 |  |  | |  |  |
| 2 |  |  | |  |  |
| 3 |  |  | |  |  |
| 4 |  |  | |  |  |
| 5 |  |  | |  |  |
| 6 |  |  | |  |  |
| 7 |  |  | |  |  |
| 8 |  |  | |  |  |
| Do you need a lump sum to achieve these financial goals?  If a lump sum is required, do you have any savings or investments that could be used to meet these needs? | | |  | | |
|  | | |

Personal Details:

Self

Partner

Title Forename(s)

2

Surname Gender Marital Status

Address

Postcode Country Telephone (home)

Email Preferred Means of Contact

Other contact Date of Birth Country of Birth Place of Birth UK Domiciled?

Mr.

Client B

Male Single

2 Client Address

# AB12 CDE

United Kingdom 0

[clientb@gmail.com](mailto:clientb@gmail.com)

Mobile: +44123445678;

01-Jan-2001

United Kingdom

Yes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Dependent On** | **DOB** | **Age (on Fact Find)** | **Dependant Until** | **Child Trust Funds** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Notes** |
| Client D | Mother |  |
| Client P | Father |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Self/Partner** | **Country** | **ID Type** | **Tax ID** | **Primary?** |
| Self | United Kingdom | National Insurance Number | A12345678B | Yes |
|  |  |  |  |  |
|  |  |  |  |  |

Notes:

Yes

Excellent No Student

Employed

22-Sep-2023

ABC

0 years, 0 months

**Dependants:**

**Relationships:**

**National Insurance / Other Tax Identifiers:**

UK Deemed Domicile Date UK Resident for Tax?

Tax Region State of Health

Smoker? Main Occupation Employment Status Employment Type Employment Start Date Employer/Business Name

Time in current emp/self employment

# WHAT WOULD YOU LIKE TO GAIN FROM TODAY’S MEETING?

This was an opportunity for Client B and I to have an update on both Client Bs work position and also the investments.

# WHAT EXPERIENCE DO YOU HAVE OF RECEIVING FINANCIAL ADVICE?

Client B has some experience of taking financial advice given his age.

WHAT ARE YOUR FINANCIAL OBJECTIVES AND ASPIRATIONS? (Can you prioritise these?)

Client B is now 18 months into his full time career with ABC and his aspirations are to develop his career within this employer and seek to earn a good level of compensation over the long term. With the funds he has invested he sees this as medium to long term capital that he doesn't need at present and so remains happy for it to be invested so that capital growth can be the order of the day. He is hopeful that his income will meet his expenditure and he may even be able to save from this. This in turn strengthens his confidence that he wont need to draw from his investments in the short term.

C

# WHAT ARE YOUR FINANCIAL FEARS AND CONCERNS?

No concerns as everything is in its infancy.

# WOULD YOU LIKE TO CONSIDER INCLUDING AN ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG) COMPONENT TO YOUR INVESTMENT STRATEGY(RISK PROFILE ALLOWING)?

This is something that Client B thinks about and in due course when he has established investments this will be something he would consider. However, at this point with the initial investment, we will remain mainstream.

# ARE THERE ANY ANOMOLIES ON THE RISK QUESTIONNAIRE OUTPUT TO DISCUSS AND NOTE AND WHAT IS YOUR CAPACITY FOR LOSS?

No anomalies in the risk profile. Client B has no need for these funds in the short term and so can allow them to have market participation in order to enhance the prospects for capital growth. This can then be used to say that Client B has a reasonable capacity for loss as he will not need to be accessing these funds for sometime.

Income:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Self | Partner | Joint |
| Salary  Self-employment Overtime, commission,  bonuses Rental income Personal pension Occupational pension  State pension State Client Befit Maintenance  Investment bond withdrawal  Investment income  Other income Total Gross Income Total Net Income Total Of All Gross Total Of All Net  Highest Tax Rate Payable | Gross: £58,000.00  Net: £50,000.00  Certainty: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| £58,000.00 |  |  |
| £50,000.00 |  |  |
| £58,000.00 | | |
| £50,000.00 | | |
| 40% |  |  |

|  |  |
| --- | --- |
| Do you anticipate any changes to your short or long-term  income? If yes, please provide details  How would an unexpected major life event (e.g. death, divorce, illness) affect your  income?  Is there anything else to know about these incomes? | Yes |
| Client B hopes to claim the income scale quickly at ABC with the ultimate aim of getting to partner level. |
|  |
|  |

Expenditure:

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential** | Self | Partner | Joint |
| Mortgage  Rent  Council tax  Utilities  Home insurance  Car & vehicle maintenance  Car insurance Car finance Travel costs |  |  |  |
| Net: £1,450.00  Importance: Flexibility: |  |  |
|  |  |  |
| Net: £300.00  Importance: Flexibility: |  |  |
| Net: £50.00 Importance: Flexibility: |  |  |
| Net: £400.00  Importance: Flexibility: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Personal loans Credit cards  Total Essential |  |  |  |
|  |  |  |
| £2,200.00 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lifestyle** | Self | Partner | Joint |
| Education fees  Childcare Groceries & household  supplies  Holidays Recreation & entertainment  Hobbies  Phone & broadband Mobile phone contract  TV licence  TV streaming services &  subscriptions Other insurances  Total Lifestyle |  |  |  |
|  |  |  |
| Net: £300.00  Importance: Flexibility: |  |  |
|  |  |  |
| Net: £500.00  Importance: Flexibility: |  |  |
| Net: £100.00  Importance: Flexibility: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| £900.00 |  |  |
|  | |  |  |
| **Discretionary** | Self | Partner | Joint |
| Investment contributions Pension contributions  Cash savings Charities & Donations  Accountant Financial Adviser Monetary gifts  Presents (e.g. birthday &  celebrations) Professional & misc items  Total Discretionary |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | |  |  |
| **Other Expenditure** | Self | Partner | Joint |
| Non Essential  Regular Bills  Total Other Expenditure | Net: £400.00  Importance: Flexibility: |  |  |
| Net: £400.00  Importance: Flexibility: |  |  |
| £800.00 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Monthly Expenditure  Total Annual Expenditure Monthly Household Disposable  Income | £3,900.00 |  |  |
| £46,800.00 |  |  |
| £266.67 |  | |

|  |  |
| --- | --- |
| Do you anticipate any changes to your short or long-term  expenditures? If yes, please provide details  How would an unexpected major life event (e.g. death, divorce, illness) affect your  expenditures?  Do you have enough guaranteed income to cover your essential expenses?  Is there anything else to know about these expenditures? | No |
|  |
|  |
|  |
|  |

Notes:

**Notes for Expenditure:** It is early days for Client B's new life in London so the cost of living is an unknown quantity at present although the above is a reasonable sensible estimate of this.

Assets:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have any assets? | | | | Yes (If yes, please give details below) | | | | | | |
| **Description** | **Whose Name** | **Type** | **Classification** | | **Provider** | **Ref No** | **Start/Purchase Value** | **Start Date** | **Current Value** | **Valuation Date** |
| Savings account | Client | Savings - Savings Account | Savings | | HSBC |  |  |  | £7,000.00 | 24-02-  2022 |
| ISA (Shares) | Client | Savings and Investment | Stocks and Shares ISA | | Fusion Wealth | FW12345678ISA | £20,000.00 | 13-04-  2022 | £23,231.67 | 12-05-  2025 |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |
| Total assets  Are you considering disposing of any  assets this tax year? | | | | Self: £30,147.50 Partner: Joint: Combined: £30,147.50 | | | | | | |
| No (If yes, give details) | | | | | | |

Liabilities:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do | you have any liabilities? | | | No | (If yes, please give details | | | | | below) | | | | |
| **Description** | **Whose Name** | **Type** | **Classification** | | | **Lender** | **Ref No** | | **Start Value** | | **Start Date** | | **Current Value** | **Valuation Date** |
|  |  |  |  | | |  |  | |  | |  | |  |  |
|  |  |  |  | | |  |  | |  | |  | |  |  |
|  |  |  |  | | |  |  | |  | |  | |  |  |
|  |  |  |  | | |  |  | |  | |  | |  |  |
|  |  |  |  | | |  |  | |  | |  | |  |  |
|  |  |  |  | | |  |  | |  | |  | |  |  |
| Total liabilities | | | | Self: |  | Partner: | |  | Joint: | | |  | Combined: | |

Notes:

Existing Arrangements:

Protection

No (If yes, please give details below)

Do you have any Protection?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Owner** | **Life** | **Provider** | **Policy No** | **Cover Amount** | **Trust** | **Start Date** | **End Date** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Retirement / Pension

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | Self | | | |  | Partner | | | |
| Are you saving for retirement? What age do you wish to retire?  On how much?  Does your company offer a pension  scheme? Does your employer contribute?  Are you a member? If no, why not?  If yes, give details  Do you have any other pension  plans? | | | | Yes | | | | |  | | | |
| 55 | | | | |  | | | |
| 60000 | | | | |  | | | |
| Yes | | | | |  | | | |
| Yes | | | | |  | | | |
| Yes  Aviva GPP - Client B pays 4%and ABC pay 4% | | | | |  | | | |
| No (If yes, please give details below) | | | | | | | | |
| **Type** | **Life** | **Provider** | **Policy No** | | **Start Date** | **NRD** | **Personal Contr** | | | **Company Contr** | **Trust** | **Value** |
|  |  |  |  | |  |  |  | | |  |  |  |
|  |  |  |  | |  |  |  | | |  |  |  |
|  |  |  |  | |  |  |  | | |  |  |  |

Will

Self

Partner

No

Have you made a will?

Type of will Is the will still relevant?

Date of will

Solicitor / Executor

Notes:

Expectations, Needs & Attitudes:

|  |  |  |
| --- | --- | --- |
| Do you expect a change in situation or plans which may affect your future needs?  (Eg planning a family / changing job / private education / early retirement / medium to long term saving plans / ethical investing) | | |
| If yes, please give details | SELF: Yes When Client B graduates and is working he will then have additional planning requirements | PARTNER |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which of the following are current needs (enter today's date), future needs (enter date for review), or never likely to be needs (leave blank)?  1. Life & 2. 3. 4. 5. Pension 6. Pension 7. 8. Invest 9. Estate 10.  CIC PMI PHI LTC Pre At Retirement Savings Planning Mortgages  Retirement | | | | | | | | | | |
| SELF |  |  |  |  |  |  |  | 24-Feb-  2022 |  |  |
| PART |  |  |  |  |  |  |  |  |  |  |
| Details if adviser disagrees with client on this issue: | | | | | | | | | | |
| Is a referral required: No | | | | | | | | | | |

Self Risk Conversation:

|  |
| --- |
| Describe your investment experience and how you gained this knowledge. |
| Client B has built up several years of experience through his ISA managed by Lockhart. He is also an accountant for PwC and so has a reasonable appreciation of finance and the economy. |
| How do you feel about the value of your investments going up and down and might this change in different stages of life? |
| Client B is comfortable with investments going up and down and given his young age and long investment horizon he has no issue with this |
| What concerns do you have about maintaining your income during retirement? |
| Client B is only just starting his career so retirment is 40 years away. |
| Do you have enough guaranteed income to cover your essential expenses in retirement? |
| Not relevant. |

|  |  |  |
| --- | --- | --- |
| **Attitude to Risk**  (tick required risk level, following completion of a risk questionnaire, as appropriate for product type) | Self | Partner |
| **Level 1** - **Very low**  Your priority is the security of your capital. You’re highly opposed to both short-term and long-term losses. As a very low risk investor, you’re likely to remain in cash-based assets and understand and accept that returns will be limited. The value of cash-based investments is unlikely to keep pace with inflation which will reduce the ‘real value’ of your investment. |  |  |

|  |  |  |
| --- | --- | --- |
| **Level 2** - **Low**  You’re concerned about the security of your capital and wish to limit both short-term and long-term losses. As a low-risk investor, you’re likely to retain significant cash-based assets and accept that overall returns will be limited. You understand that whilst a small exposure to growth assets may generate positive real returns, a low-risk portfolio may not keep pace with inflation which may reduce the ‘real value’ of your investment. You accept there’s a possibility you could get back less than you invested, especially if you withdraw your funds in the short term. |  |  |
| **Level 3** - **Medium low**  You accept some risk to your capital to generate long-term real returns but are concerned about the prospect of significant losses. A medium-low portfolio will therefore be weighted in favour of more defensive assets to limit losses. The overall portfolio, including the growth assets, should produce above inflation growth over the longer term. You accept that you could get back less than you invested, especially if you withdraw your funds in the short term. |  |  |
| **Level 4** - **Medium**  Your objective is long-term growth, so you’re prepared to accept some risk to your capital. You would, however, be concerned by the prospect of significant losses. A medium-risk portfolio will therefore combine defensive and growth assets in roughly equal measure to produce a balanced outcome. While you may see some short-term volatility, you should enjoy long-term returns that are above inflation. You accept that you could get back less than you invested, especially if you withdraw your funds in the short term. |  |  |
| **Level 5** - **Medium high**  Your aim is higher than average long-term growth and you are prepared to accept risk to your capital. You accept that your portfolio will be weighted towards growth assets that may be invested in volatile markets, and the resulting fluctuations in value are not a concern to you. You accept that you could get back less than you invested, especially if you withdraw your funds in the short term. | ✔ |  |
| **Level 6** - **High**  You seek considerably higher than average returns and accept that this could lead to significant losses. You understand that your portfolio will likely be invested in volatile markets that will lead to significant fluctuations in value. You are prepared to take this risk to achieve your objectives and you accept a significant possibility that you could get back less than you invested, which is especially likely if you withdraw your funds in the short term. |  |  |
| **Level 7** - **Very high**  You want to achieve the highest possible long-term returns and can accept potentially extensive losses to your capital. Your investments are very likely to be in highly volatile markets and you are prepared for extreme fluctuations in value. Few standard investment portfolios are designed to deliver very high risk, and you may need to explore bespoke or highly specialised solutions. The possibility that you could get back less than you invested is significant, both in the short-term and long-term. |  |  |

Product Specific:

***Complete relevant sections as determined in 'Needs'***

Regular Savings

Self

Partner

No

Is Regular Savings a need?

Savings objective & term What amount can you afford?

Lump Sum Investment

Is a Lump Sum Investment a need?

What lump sum do you have to

invest? What emergency fund is needed?

Would you be prepared to reduce

your liabilities? By how much?

Over what time is the investment?

What do you require from your

investments?

Will any income be needed/taken in

the first year?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Self |  | Partner |  | Joint |
| Yes | |  | |  |
| £0.00 | |  | |  |
| £7,000.00 | |  | |  |
| No | |  | |  |
|  | |  | |  |
| 5-10 years | |  | |  |
| Growth | |  | |  |
| No | |  | |  |

Notes:

Declaration:

The information requested is required to ensure that the financial advice offered is appropriate to your personal circumstances. Failure to provide any relevant information may lead to inappropriate advice being given. The information will be retained in accordance with our Privacy Notice and may be used to provide ongoing services and advice in the future. This information is provided on the understanding that it will be used in strict confidence and that it places you under no obligation to take any suggested recommendations.

In the course of providing our services we collect and process your personal data (as such term is defined in the UK GDPR), in the role of data controller. Full details of how and why we process personal data can be found in the Privacy Notice on our website, and the Service Charter or Client Agreement.

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING**

|  |  |  |
| --- | --- | --- |
| **CLIENT** | | |
| Name  Signature | **Client B** | Date: **10-Mar-2025** |
| ☓ | |
| **ADVISER**  Name **Toby Alcock** Date: **10-Mar-2025**  Signature ☓ | | |

Notes:

Teams call with Client B on the 10th of March 2025 @ 4pm - please refer to file note for meeting contents.

It has taken sometime to get the meeting scheduled due to Client Bs work load with ABC this is why the meeting has gone past the annual review date .

Vulnerable client assessment - Although Client B is young and inexperienced I have classed him as not vulnerable due to the fact that we act for his parents and Grandad as the family adviser. Client B has also built up several years of experience and has now qualified with ABC as an accountant so is emersed in the financial sector as a result.