

## Retirement Planning

The following information can be obtained via a file note however, if any of the information below has been obtained in writing then please attach a copy to iBusiness.

|                  |                               |
|------------------|-------------------------------|
| Name of contact: | Phone No:                     |
| Name of caller:  | Date of call: D D M M Y Y Y Y |
| Name of client:  | Time of call:                 |

### Information Required for Plan Number and Client Details

|   |                 |
|---|-----------------|
| Plan Number   |                 |
| Start Date  | D D M M Y Y Y Y |
| Selected retirement age   |                 |
| How many Funds are available and how many can you hold at one time?   |                 |
| If the client isn't currently taking a Flexible Access Drawdown pension, can they do so within this arrangement? Or can they take UFPLS? If UFPLS, does the provider offer Full or Partial? |                 |
| Is the Plan subject to Earmarking, or an attachment order? If Yes please confirm the details in writing.  |                 |
| Is there any additional life cover and what is the cost for this? How is this deducted?   |                 |
| Is there any Waiver of Contributions/Premium and what is the cost for this? How is this deducted?   |                 |

**Information Required for Plan Number and Client Details cont...**

|  |       |  |
|--|-------|--|
| Policy Details of the current plan including:  |       |  |
| Allocation rate  |       |  |
| Bid/Offer spread   |       |  |
| Adviser Charge   |       |  |
| Initial Charges on Single Contributions/<br>Transfers in within the last 3 years.  |       |  |
| Initial Charges  |       |  |
| Change to Indexation % on Regular Contributions  |       |  |
| Plan / Wrapper Charge  |       |  |
| Policy Fee   |       |  |
| Early Withdrawal / Exit Charge   |       |  |
| Fund Discounts / Rebates   |       |  |
| Loyalty Bonus  |       |  |
| Reinvestment of Charges  |       |  |
| Would the charging structure be altered if contributions cease? If so, how?  |       |  |
| Is it possible to complete a partial transfer and if so, what is the minimum you can leave behind?   |       |  |
| Is the plan subject to a lifestlying strategy (is this taken into account in the projections)?   |       |  |
| If the client has Protected Tax Free Cash, do you have a facility for the client to take the higher tax free cash from the current plan and then pay out the remaining fund to ourselves as a drawdown transfer?   |       |  |
| Does the Plan Contain any GAR, GMP, RST or Guaranteed Annuity? Please note: If Yes, or there are any other forms of Guaranteed Benefits then information on these must be obtained in writing. A letter template (BA1109) is available for this purpose. |       |  |
| Confirm the scheme pension input period (PIP)  |       |  |
| Level of Contributions Paid in the last three PIPS   | PIP 1 |  |
|  | PIP 2 |  |
|  | PIP 3 |  |

**Fund(s) Allocation and AMC/TERs (after any discounts)**

## Transfer

[illegible]

| Gross Regular              | Amount | Date of last Regular Contribution |
|----------------------------|--------|-----------------------------------|
| Total Regular Contribution | £      | D D M M Y Y Y Y                   |

[illegible]

Notes

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