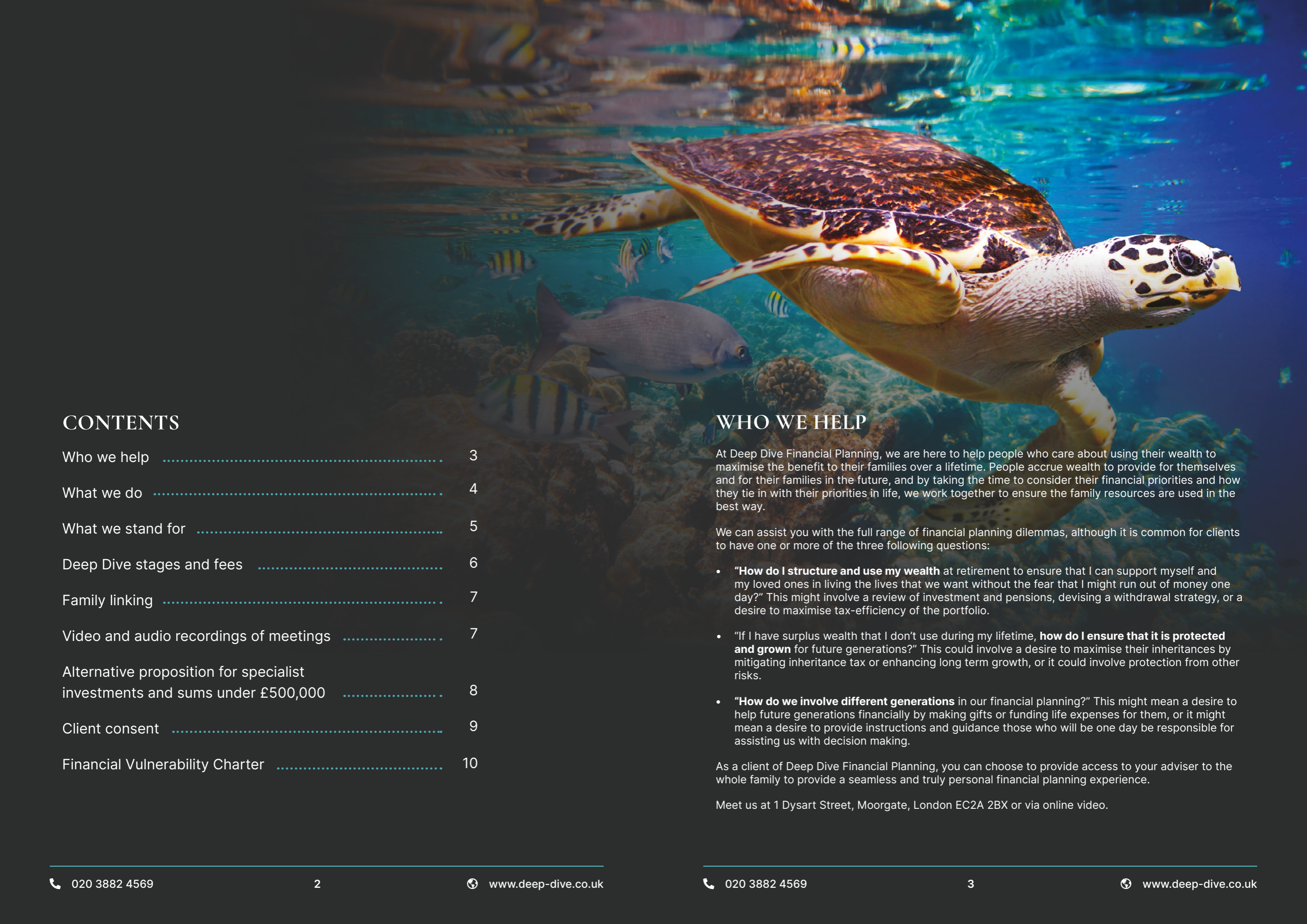




DEEP DIVE
FINANCIAL PLANNING



**SERVICES, FEES AND
CLIENT AGREEMENT**



CONTENTS

Who we help	3
What we do	4
What we stand for	5
Deep Dive stages and fees	6
Family linking	7
Video and audio recordings of meetings	7
Alternative proposition for specialist investments and sums under £500,000	8
Client consent	9
Financial Vulnerability Charter	10

WHO WE HELP

At Deep Dive Financial Planning, we are here to help people who care about using their wealth to maximise the benefit to their families over a lifetime. People accrue wealth to provide for themselves and for their families in the future, and by taking the time to consider their financial priorities and how they tie in with their priorities in life, we work together to ensure the family resources are used in the best way.

We can assist you with the full range of financial planning dilemmas, although it is common for clients to have one or more of the three following questions:

- **“How do I structure and use my wealth** at retirement to ensure that I can support myself and my loved ones in living the lives that we want without the fear that I might run out of money one day?” This might involve a review of investment and pensions, devising a withdrawal strategy, or a desire to maximise tax-efficiency of the portfolio.
- **“If I have surplus wealth that I don’t use during my lifetime, how do I ensure that it is protected and grown** for future generations?” This could involve a desire to maximise their inheritances by mitigating inheritance tax or enhancing long term growth, or it could involve protection from other risks.
- **“How do we involve different generations** in our financial planning?” This might mean a desire to help future generations financially by making gifts or funding life expenses for them, or it might mean a desire to provide instructions and guidance those who will be one day be responsible for assisting us with decision making.

As a client of Deep Dive Financial Planning, you can choose to provide access to your adviser to the whole family to provide a seamless and truly personal financial planning experience.

Meet us at 1 Dysart Street, Moorgate, London EC2A 2BX or via online video.

WHAT WE DO

Deep Dive Financial Planning offers independent financial advice and planning and is regulated by the FCA under FCA register number 991603.

We are a member of a network of the UK's largest network of *Independent* Financial Advisers, known as 2plan. This gives us access to advanced financial planning tools, research and compliance as well as the ability to negotiate preferential product terms with providers as a collective. This membership makes us an "appointed representative" of the network although we only ever act on behalf of our clients and have a fiduciary duty to you.

As a client of Deep Dive Financial Planning, you will deal with your adviser and our team directly, enjoying the service and advice quality of a boutique specialist IFA but with the negotiating power, technology and security of a national network.

WHAT WE STAND FOR

- **Bespoke family financial planning.** We offer advice which considers the needs of the whole family and will take the time to gather as much information as you are comfortable to provide. This allows us to maximise the impact that your wealth can have on all family members, for the rest of your life and after your death. We encourage open communication between family members where there is a need and we support our clients in facilitating these conversations.
- **Sophisticated tax-efficient investment advice.** We offer whole of market advice on all investments including specialist FCA regulated investments which are designed to reduce or eliminate the inheritance tax that may be payable on your death. Inheritance tax mitigation is a particular specialty as well as the more immediate taxes such as income tax and capital gains tax. We will not engage in controversial or unproven planning techniques or recommend any tax-avoidance schemes.
- **Evidence based investing.** We offer exclusive access to highly cost-efficient risk adjusted portfolios based on three decades of academic research conducted by Nobel prize-winning economists. Over 100 years of data has been gathered and analysed to give us incredible insight into how different asset types perform, over what time period, how reliable the performance is, how world events affect investments and much more. This ensures you get investments with the most reliable track record.
- **Cutting edge technology.** We use the latest financial software to ensure planning outcomes of the highest standard. Your portfolio management, your cash flow plan and the security of your highly personal data are of the utmost importance to us.
- **Negotiating your product costs.** As a member of the 2plan network we have access to special terms and reduced costs negotiated with some of the most respected financial providers in the country. In addition, Deep Dive Financial Planning will negotiate directly with investment providers for the best possible further discounts to their terms. Any cost savings are passed directly to you.
- **Supporting those in vulnerable circumstances.** We believe that all of us are likely to encounter circumstances at some point in our lives that make us vulnerable. Our staff are highly trained in assisting in such situations and we care deeply about taking the time to help all clients make the right decisions. Our standard advice process has been designed with vulnerability in mind and we always encourage clients to involve their loved ones in planning and attend meetings as a family where appropriate.
- **Protecting our planet.** We assist our clients in making their investment decisions with sustainability in mind. When a client feels that leaving something for the next generation is more than just a financial goal, we apply the same rigorous evidence-based approach to low carbon investments, as well as offering our expertise on ethical and sustainable portfolios.

DEEP DIVE STAGES AND FEES

These terms outline the different stages involved in becoming a client of Deep Dive Financial Planning. The text in the accompanying 2plan "Private Client Agreement Document" describes terms commonly available from advisers in the network. Deep Dive Financial Planning works with families who have at least £500,000 on which they wish to take advice and our percentage-based fees are therefore typically lower.

Stage	Description	Fee
Stage 1: Discovery meeting	A meeting in person or online lasting approximately two hours during which we will explore your needs and goals. Relevant planning concepts will be discussed in detail if appropriate but no formal recommendations will be given without further research.	£200 Payable by debit or credit card at the time of booking.
Stage 2: Research and Financial Planning Report	We gather all outstanding information needed to produce recommendations, liaising with your current product providers to obtain accurate and up to date information. We then use this information to produce formal written recommendations personalised to your unique needs and preferences.	£1950 , payable at completion of step 1, if step 2 is offered and accepted. Payable by debit or credit card, or by bank transfer or cheque, at the completion of step 1.
Stage 3: Implementation	Once you are satisfied that you wish to proceed with the recommendations detailed in your report, we implement them for you in order to achieve the benefits described. We only implement advice where we are highly confident that the potential benefits significantly outweigh the risks and costs involved.	2% of the sum up to £1.25m* 0% of the sum invested between £1.25m and £5m 0% of the sum invested over £5m Payable by bank transfer or cheque or deducted from portfolio.
Stage 4: Ongoing service	Your ongoing relationship with Deep Dive Financial Planning. Your family circumstances will change over time, as will the investment outlook and legislation regarding finance and tax. We meet periodically and at least annually to ensure your planning remains suitable.	1% of the sum up to £1.25m 0.5% of the sum invested between £1.25m and £5m 0.3% of the sum invested over £5m Payable by bank transfer or cheque or deducted from portfolio.

*The total fee for stages 1 to 3 combined is capped at **£25,000**.

FAMILY LINKING

The combined assets of a family may be taken into account when calculating the annual fee for ongoing service.

For example, a family who has over £5m invested across all members would be subject to the 0.3% tier on funds in excess of £5m. We calculate the new percentage rate annually at the review of the first member of that family and apply that rate to all members for the following year.

VIDEO AND AUDIO RECORDINGS OF MEETINGS

We are not required to record video or audio of our meetings and will, if requested, offer meetings without recording video or audio. Our standard practice is to make video and/or audio recordings of meetings whenever possible because this enables the accurate gathering of information, which may later be referred to by our team when writing an advice case, even if the case preparation and research takes months to complete. Please tell us if you do not wish for such recordings to be made.

Telephone calls are not recorded as a matter of course and we will ask your permission each time when we wish to do so.





ALTERNATIVE PROPOSITION FOR SPECIALIST INVESTMENTS AND SUMS UNDER £500,000

To reflect the additional workload and regulatory burden associated with specialist investment types and dealing with smaller cases, the implementation fee may increase by a maximum of 2%. Please also note that it is often the case that ongoing service is either unnecessary or unavailable for such investments and in those cases no ongoing service fee is charged.

We define a specialist investment as one that requires a licence or expertise in excess of the standard level 4 which is required for all financial advisers. Examples of this include, but are not limited to, such things as:

- Inheritance tax efficient investments such as AIM portfolios or other Business Relief Schemes
- Immediate Needs Care Annuities
- VCTs
- EIS

CLIENT CONSENT

I have read and understood these terms. I understand that signing this form indicates an understanding of the basic terms of engaging with Deep Dive Financial Planning without obliging me to proceed with any of the advice stages until I give further agreement.

I confirm that I wish to proceed with the Discovery Meeting at a cost of £200. I understand that the fee is payable before the meeting and I will supply relevant information in advance of the meeting.

I wish to request that the meeting is not recorded.

Client 1 Please print name and sign below:

Name

Signature

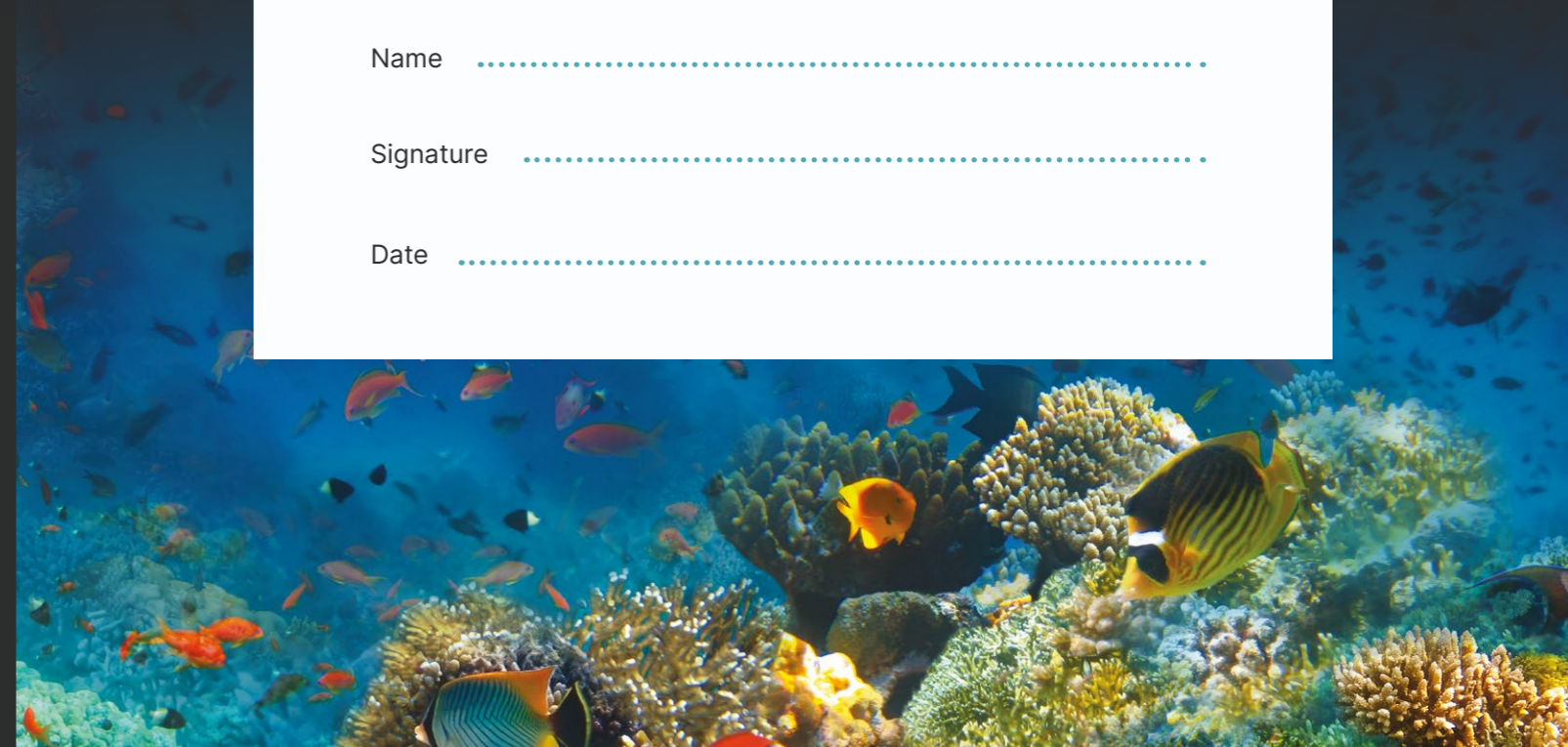
Date

Client 2 Please print name and sign below:

Name

Signature

Date



FINANCIAL VULNERABILITY CHARTER

We support the financial vulnerability charter. As professionals working in or with the UK personal finance sector:


1. We acknowledge that as our services often involve the application of specialist and technical financial knowledge, this places many clients in a position of dependency and as such imposes upon us a greater moral duty to act in their best interests and as a 'safe pair of hands', especially to those who find themselves in vulnerable circumstances.
2. We accept that our professional obligation to use 'best endeavours' and place our clients' interests above our commercial interests have a greater significance to clients who are in vulnerable circumstances and, therefore, at greater risk of detriment.
3. We recognise that vulnerability can manifest itself in either physical, mental or emotional form (knowingly or otherwise), is dynamic in nature (short lived or longer term, sometimes permanent, transient, recurring or fluctuating over time) and may be hidden.
4. When working with clients who seek to access our services, we treat all fairly and regardless of their identity, age, gender, race, sexual orientation, disability, gender reassignment, religion or belief, and guard against making assumptions about individuals.
5. We believe that language and terminology is important. Vulnerability relates to circumstances and not a category of person. As such, descriptions such as 'those in vulnerable circumstances' should be used at all times instead of 'vulnerable individuals', except when referring to individuals or groups of individuals where vulnerability is permanent.


6. We recognise that people in vulnerable circumstances are often unaware of their vulnerability and, if they are aware, might not acknowledge it nor wish to be described as vulnerable. We, therefore, accept our heightened professional obligations towards clients in vulnerable circumstances; and the need for raised awareness, greater sensitivity, and additional technical competencies.
7. We seek to recognise clients in vulnerable circumstances and encourage all to self-declare if appropriate, safe in the knowledge that we will:
 - a) Adapt our business processes and professional services, so our clients do not suffer detriment at any point as we seek to deliver outcomes at least as good as for those who are not in vulnerable circumstances.
 - b) Maintain confidentiality and ensure our behaviours are fully compliant with all relevant legislation including The Equality Act (2010), Consumer Protection regulations, The Mental Capacity Act 2005 and data protection including GDPR.
 - c) Embed the above as 'business as usual', part of our raison d'être and not part of a separate compliance or 'stand-alone' exercise.
8. We seek to enable all members of our organisations to deal compassionately, empathetically and effectively with those in vulnerable circumstances by raising awareness of vulnerability and by providing training to all within our organisations in appropriate methods of engagement and the effective discharge of our professional services.
9. When we encounter clients in vulnerable circumstances and recognise that they may be in immediate danger of significant abuse or harm, or may need immediate support, we will take action to contact the appropriate authorities to mitigate the risks they face.




READY TO TAKE THE PLUNGE?

The support you need is only a few short steps away. Simply give us a call or an email or visit our website to get started.

 020 3882 4569

 info@deep-dive.co.uk

 www.deep-dive.co.uk

 1 Dysart Street, Moorgate,
London EC2A 2BX

Deep Dive Financial Planning Ltd is an appointed representative of 2plan wealth management Ltd which is authorised and regulated by the Financial Conduct Authority.

Deep Dive Financial Planning Ltd is entered on the FCA register (www.FCA.org.uk) under no. 991603. Registered office: 18 Brompton Court, Tweedy Road, Bromley, BR1 3PS. Registered in England and Wales Number: 14501403.