Please complete this sheet for all new business cases to outline your recommendations.

|  |  |  |  |
| --- | --- | --- | --- |
| CLIENT Name(s) |  | | |
| ADVISER |  | | |
| Type of case | Investment Switch / Pre-Retirement Pension Switch / At-Retirement Pension Switch / At Retirement No Switch / New Investment / New Pension / Protection / Estate Planning [Delete all not appropriate] | | |
|  |  | | |
| Outline of case | | | |
| **Current Holdings / Plans to be Reviewed**: |  | | |
| **New Product & Provider** |  | **Underlying Fund / Investment Strategy**: |  |
| **Initial Advice Fee**: |  | **Ongoing Advice Fee**: |  |
| *Please provide any other relevant details for the case. Include any details of contributions or income if required.* | | | |
|  | | | |
| Have you remembered to upload the following key documents? | | | |
| * Fact Find with Completed Notes / AQS * Attitude to Risk Questionnaire * Adviser Charges Agreement (Completed with Case Details) * Copies of Letters of Authority * Full Ceding Information (Including Current Employer Scheme if Applicable) * Fair Value Calculator * VIP Agreement, if applicable | | | |

**Logo

Description automatically generated**

new business

case information sheet

April 2023