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
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new business

case information sheet

April 2023