##### FORM TO BE EMAILED TO: wiltshirepp@sjpp.co.uk

##### Submission Form (New Business)

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner Name:** | Partner Name. | **Partner Code:** | Partner Code. |
| **Client Name (1)** | Client Name | **Client D.O.B.** | Client DOB. |
| **Client Name (2)** | Client Name | **Client D.O.B.** | Client DOB |

**Joint Letter Preferred? Yes** [ ]  **No** [ ]  **If applicable: Agreed IAF** Enter %

### Recommended Solution

|  |  |
| --- | --- |
| **Recommended Plan** | Choose an item. |
| **Recommended Plan** | Choose an item. |
| **Other – please confirm** | Confirm here. |

**Investment Recommendation Check: Does this fit within the Investment Corridors? Yes** [ ]  **No** [ ]  **N/A** [ ]

**If, NO & non-IHT planning: please include details of the succession planning in the CFR**

**Does this involve a top up/increase for an existing client?** **Yes** [ ]  **No** [ ]

**Has this business been submitted on swift? Yes** [ ]  **No** [ ]

**If Yes; confirm date submitted:** Insert Date Here.

**Confidential Fact Find Review**

If you could please ensure that when completing the Investment & Regular Savings and/or the IHT & Estate Planning section(s) there are full notes about what was discussed and agreed including details of other options discussed and discounted, term of investment, agreed ATR, agreed investment strategy and why they are looking to move to SJP.

Please ensure that all other sections of the Confidential Review have been completed

**Swift access to be granted to P37721**

**Pension Recommendations – N/A** [ ]

**Preferred Retirement Age** Enter PRA

**Has Carry Forward been used? Yes** [ ]  **No** [ ]  **If yes; please provide figures used.**

**Current Employer Sponsored Pension Scheme**

**Is the client an active Final Salary scheme member: Yes** [ ]  **No** [ ]

If Yes details will need to be discussed with the Paraplanner before case can be started

**Active member of employer pension scheme: Yes** [ ]  **No** [ ]  **N/A** [ ]

If **N/A** WHY? Enter Reason Why

If **YES**, please provide confirmation of scheme details including charges and confirmation that the client is receiving the maximum matching contributions from their employer.

# **Recommendation in Detail**

**Details of product to be used and amount to be invested:**

|  |
| --- |
| FREE TYPE – i.e. RP £10,000, ISA £16,042.11………. |

# **Client Needs & Objectives**

**Please confirm brief details of the investor’s needs with regard to this particular investment:**

|  |
| --- |
| FREE TYPE – i.e. client wishes to maximise ISA/Pension allowance, capital growth, tax efficiency, IHT mitigation………….Include beneficiary or Lives Assured info here if different |

**What alternatives were discussed & why were they discounted?**

|  |
| --- |
| FREE TYPE – i.e. for IHT planning please include reasons for discounting other available solutions. For non-IHT planning please include reasons for not investing into a pension and other options (as applicable). For pensions, why are we not using the ER pension? |

**Attitude to Risk & Fund Selection – N/A** [ ]

**Clients Attitude to Risk: Choose an ATR**

**Chosen Fund Portfolio: Choose an SJP Portfolio**

**Bespoke Portfolio Fund Selection**

|  |  |
| --- | --- |
| **Fund Name (s)** | **%** |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |
| FUND NAME | Type % Required. |

**Reason for fund choice:**

|  |
| --- |
| FREE TYPE - i.e. how does this fund choice tie in with the client’s needs and objectives, reasons for the fund choice if bespoke portfolio created. If VCT/EIS confirm reason for using this particular portfolio or why you have not used a diversified solution. |

Upon completion, the following will be invoiced to you:

|  |  |  |
| --- | --- | --- |
| Case Type | Fee | Please ✔ |
| Pension/Inv Increases (Shortened Letter) | £50 |[ ]
| New Business Case – Inc. Joint letters with one product type | £144 |[ ]
| New Business – joint letter with two product types recommended | £175 |[ ]
| NB IHT & Trust Cases | £258 |[ ]
| LTC | £300 |[ ]
| Drawdown Review | £145 |[ ]
| Hourly – Ad-hoc tasks | £50 per hour |[ ]

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| --- |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insert Date Signed

 **(Signed by licensed Partner making presentation) Date**

Type Partner Name

 Partner Name