



## About our services

**BLUEFINCH**

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This document sets out the standard costs and charges that apply to the advice and service that we provide to clients. We will agree with you in writing the actual amount that will be payable before we carry out any business for you.

You need to read this important document. It explains the service you are being offered and how you will pay for it.

### 1 Whose products do we offer?

#### Investment

Please refer to section 2 of this document

#### Insurance

- ☒ We offer products from a range of insurers for life assurance & non-investment insurance contracts.
- ☐ We only offer products from a limited number of insurers. Ask us for a list of the insurers we offer insurance from.
- ☐ We only offer products from a single insurer.

### 2 Which service will we provide you with?

#### Investment

- ☒ **Independent advice** - We will advise and make a recommendation for you after we have assessed your needs. Our recommendation will be based on a comprehensive and fair analysis of the market.
- ☐ **Restricted advice** - We will advise and make a recommendation for you after we have assessed your needs, but we only offer advice on limited types of products, or products from one company or a limited number of companies.
- ☐ **No advice** - You will not receive advice or a recommendation from us. We may ask some questions to narrow down the selection of products that we will provide details on. You will then need to make your own choice about how to proceed.

#### Insurance

- ☒ We will advise and make a recommendation for you after we have assessed your needs for life assurance & non-investment insurance.
- ☐ You will not receive advice or a recommendation from us for life assurance & non-investment insurance. We may ask some questions to narrow down the selection of products that we will provide details on. You will then need to make your own choice about how to proceed.

All of the above services involve the arranging and bringing about of a contract between you and another party, should you instruct us to proceed with our recommendation.

**Investment**

1. You will pay for our services on the basis of the work undertaken for you. We will discuss your payment options with you and answer any questions you have. We will not charge you until we have agreed with you how we are to be paid.
2. Please note that depending on the type of product, there may be other costs or taxes that are not paid through us or imposed by us.

**Non-advised services**

3. We do not have a set cost or charge in relation to non-advised services. The amount you will pay will be dependent upon the type of transaction and value of the transaction that you engage us to implement. We can be paid in the form of a fee payable by you or by commission paid by the product provider. If you choose for us to be paid by commission, this does not mean you are not paying us, as the commission paid will be reflected in the charges that the provider makes against your transaction.
4. We will discuss your payment options with you and answer any questions you have. If we are to be paid by commission we will tell you the amount we will receive. If we are to be paid for implementing a transaction by a fee payable by you we will not complete any business until we have agreed with you how much this will be and how we are to be paid.

**Advised services**

5. You will pay for our services on the basis of the work undertaken for you. Generally this will relate to the advising on and arranging of financial products on your behalf.

We will discuss your payment options with you and answer any questions you have. We will tell you the amount before we carry out any business for you.

**The cost of our services**

6. Our standard charges are broken down as follows:

Service	Adviser Charge												
Initial meeting to explain what it is we do and to obtain information about you that will allow us to establish if we can assist you and indeed that you want our assistance.	No charge												
A financial review report containing a full analysis of your current financial, personal and other circumstances and identification of any shortfalls in your financial plans.	<p><b>Paying by fixed amount</b></p> <p>We will agree in advance a one-off fixed charge based on your specific requirements. Fixed fees are agreed on a case by case basis, depending on the complexity and urgency of your particular requirements together with the estimated time it will take to complete the task. We will therefore provide you with an accurate estimate of our fixed fee once we have discussed your needs.</p> <p><i>Example</i> <i>If we provided you with a standard financial review report, the estimated cost could be £600.</i></p>												
Provision of a detailed specific recommendation or recommendations report on how best to address any shortfalls in your financial plans, and identify the terms of an appropriate financial product and implementation of any agreed personal recommendations	<p><b>Paying based on hourly rate</b></p> <p>The cost to you of providing the services required, including implementation of that advice, will be based on the actual time spent by our staff in dealing with your affairs.</p> <p><i>Example:-</i> <i>If we provided you with advice on arranging life assurance to cover a loan, the estimated cost could be:</i></p> <table><tr><td><i>Researching the market for a suitable plan</i></td><td><i>2 hours at £200 per hour</i></td><td><i>= £400</i></td></tr><tr><td><i>Preparation of the advice report</i></td><td><i>3 hours at £200 per hour</i></td><td><i>= £600</i></td></tr><tr><td><i>Implementation of the advice</i></td><td><i>1½ hours at £200 per hour</i></td><td><i>= £300</i></td></tr><tr><td><b>Total cost</b></td><td></td><td><b>= £1,300</b></td></tr></table>	<i>Researching the market for a suitable plan</i>	<i>2 hours at £200 per hour</i>	<i>= £400</i>	<i>Preparation of the advice report</i>	<i>3 hours at £200 per hour</i>	<i>= £600</i>	<i>Implementation of the advice</i>	<i>1½ hours at £200 per hour</i>	<i>= £300</i>	<b>Total cost</b>		<b>= £1,300</b>
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	<p><b>Paying by fixed amount</b></p> <p>We will agree in advance a one-off fixed charge based on your specific needs and requirements. Fixed fees are agreed on a case by case basis, depending on the complexity and urgency of your particular requirements together with the estimated time it will take to complete the task. We will therefore provide you with an accurate estimate of our fixed fee once we have discussed your needs. The fixed fee could include the cost of providing the advice and implementing that advice.</p> <p><i>Example:</i>  <i>If we provided you with advice on setting up a self-invested pension plan, the fixed fee could be £2,000.</i></p> <p><b>Paying as a percentage of the initial investment</b></p> <p>Where advice is being provided in relation to the investment of a lump sum, the cost of our advice could be based on a percentage of the initial investment amount. The percentage amount will be agreed with you but as an indication the charge could equal 2% of the sum invested, subject to a minimum charge of £1,000.</p> <p><i>Example:-</i>  <i>If you invest a lump sum of £100,000 into an investment portfolio, we would charge £2,000 for the provision of advice and implementing the recommendations.</i></p>
<p>Ongoing review service to monitor your policies and products to make sure that they continue to meet your requirements and needs.</p>	<p>Engaging us to provide you with an ongoing service is optional. If you wish to receive an ongoing service there will be an additional charge. Please see the “Payment for ongoing services” section of this document for more details and before making a decision.</p>

**Note:** VAT may apply in some circumstances. We will tell you if VAT is to be paid.

## Your payment options

### ***Settling your adviser charge through a single payment***

7. Whether you buy a product or not you will be required to pay us an adviser charge for our advice and services, this will become payable on completion of our work. You may decide to settle your adviser charge by way of a single payment either by cheque, debit card, credit card or bank transfer. Where you have purchased a product you may also have the option of paying our adviser charge by a single deduction from the products.

### ***Settling your adviser charge by instalments***

8. In the case of regular premium products, you may have the option of paying our adviser charge over an agreed period of time but within 12 months of our advice. We will agree with you the amount and timescale of payment that is best for you. The instalments only cover the adviser charge, and will not cover the cost of any ongoing service, which will be agreed with you separately.
  - a. ***Paying by instalments through your recommended product***  
 Some regular premium product providers will accept your specific instruction to pay our adviser charge from the product you have purchased. They will require you to instruct them of the amount to be paid for each instalment and the number of instalments to be made.  
  
 Whilst this option means that you will not pay us up front, it does not mean that you are not paying us. Our adviser charge will be paid indirectly through the product deductions. These deductions could reduce the amount left for investment.
  - b. ***Paying by other arrangements***  
 We can facilitate payment by instalments through a direct debit or standing order agreement.

### ***Keeping up with your payments***

9. It is important that where you have decided to pay your adviser charge by way of instalments that you keep up with your payments. Where you do not keep up with your payments, the total outstanding amount will become immediately payable on demand.

## Payment for ongoing services

10. Any ongoing service is optional.
11. We provide three levels of ongoing service. Where you request and we agree to provide the ongoing service to you there will be an additional charge for this. We will confirm the rate, frequency and length of this ongoing service before it starts.

Service Level	Payment Direct from Client or paid through product funds	Minimum/maximum payment	Examples where the fee is based upon a % of the fund value
<b>Wealth Management Service</b>	<p>We will receive an ongoing service fee for establishing and managing your investment portfolio charged as a percentage of total value of the assets held. The annual charge is determined by the value of your portfolio, on its annual review date, as detailed below:</p> <p>Fund under £500,000 = 0.65% pa  Fund from £500,000 to £2m = 0.50% pa  Fund from £2m or more = 0.40% pa</p>	£1,625 pa and £20,000 pa	<p>For investable assets up to £250,000 the annual charge would be £1,625 pa (the maximum).</p> <p>For investable assets above £5,000,000 the annual charge would be £20,000 pa (the maximum).</p> <p><i>Example: if we provided ongoing advice on a £600,000 investment portfolio the ongoing service fee is 0.50%.</i></p> <p><i>An annual fee of 0.50% is calculated monthly in arrears on the portfolio value at the fee calculation date. Using a value of £600,000 as an example, a fee of £250 would be incurred for the first month. Should the portfolio increase in value by 1.00% over the next month (to £606,000), at the fee calculation date the next monthly charge would be £252.50.</i></p>
<b>Financial Planning Service</b>	0.25% of investable assets on which the ongoing service is being provided.	Not applicable	For investable assets of £250,000 the annual charge would be £625 pa
<b>Bespoke</b>	By negotiation	Not applicable	

12. Please note that if you pay for ongoing services on a percentage basis, that the amount we receive may increase as the fund value increases and conversely reduce if the fund value falls.
13. The ongoing service charge can be paid by way of a deduction from your investments or by direct payment from you under a bank transfer, direct debit or standing order as an annual or monthly payment schedule. Any payments will be payable in advance of us providing the review service in each period.
14. An ongoing service can be cancelled by either party by providing 30 days written notice of cancellation. This will be subject to the delivery of any outstanding items by us, and any settlement of monies due for the ongoing service by you.
15. Please note that VAT may apply to our ongoing service fees. We will tell you if VAT is to be paid.

## Insurance

- ☐ A fee.
- ☒ No fee. We will receive commission from the insurance company selected for life assurance & non-investment insurance.

16. You will receive a quotation which will tell you about any other fees relating to any particular insurance policy.
17. If a fee for our services is to be deducted, or a commission paid from a recommended product, should the product not proceed or be cancelled, and this results in the non-payment of the fee or commission, the amount will be payable by you directly.

18. Bluefinch Wealth Limited is an appointed representative of In Partnership.
19. In Partnership is a wholly owned subsidiary of On-Line Partnership Group Limited, which in turn is a wholly owned subsidiary of Russell Investments Systems Limited.
20. From time to time, In Partnership may provide its appointed representatives with business loans and/or other short-term financial assistance.