

# Individual Financial Planning Questionnaire

## Basic Contact Details

<i>Self</i>	<i>Partner</i>
Title	Title
Surname	Surname
First names	First names
Address	Address
Postcode	Postcode
Tel Home	Tel Home
Tel Work	Tel Work
Tel Mobile	Tel Mobile
Email	Email

## Independent Financial Advice

*from*

## Willis Cooper Financial Services Ltd

Willis Cooper Financial Services Ltd is an appointed representative of 2020 Financial Services Ltd which is authorised and regulated by the Financial Services Authority

### Confidentiality Guarantee

Any information you provide to Willis Cooper Financial Services Ltd is utilised solely in order to provide you with specific, accurate financial planning advice. It will not be divulged to any third party without your express written permission. Information may be retained on file in paper format, and also on computer.

In providing information to Willis Cooper Financial Services Ltd for the provision of financial planning advice, you are at liberty to withhold data if you deem it appropriate, but under such circumstances we cannot therefore guarantee that the advice given will be as accurate to your circumstances as would normally be the case. If you have chosen not to provide full advice, we would ask you to sign the declaration on page (11).

# Individual Financial Planning Questionnaire

## Personal Background Information

<i>Information Required</i>	<i>Self</i>	<i>Partner</i>
Date of birth		
Marital status		
National Insurance No.		
Tax Office / Ref		
Do you smoke?	Y / N	Y / N
General state of health		
Occupational state	Employed / Self-Employed	Employed / Self-Employed
Name & address of employer		

<i>Children's Names</i>	<i>Date of birth</i>	<i>Living at home?</i>	<i>Marital Status</i>

## Personal Financial Objectives

<i>Priorities for planning</i>	<i>Self</i>	<i>Partner</i>
The security of the mortgage and other major debts		
Safeguarding of income in the event of disability or premature death		
Building capital through regular savings - personal / children		
Retirement planning - pensions / other investments / business		
Review of existing lifecover provisions		
Review of existing pension provisions		
Review of existing investments		
Tax mitigation - personal income		
Tax mitigation - investments		
Inheritance Tax Planning		
In-Retirement - Long-Term Care Planning		
Ensuring prompt medical treatment when it is needed		
Other		

Identify priority: H = High; M = Medium; L = Low

# Individual Financial Planning Questionnaire

## Income & Expenditure

<i>Earned Income</i>	<i>Self</i>	<i>Partner</i>
Basic salary		
Bonus / overtime		
Dividends		
Drawings / NRE (Self-employed)		
Business profits (Self-employed)		
Pension Income		
P11D (beneficial) income		
Profit-Related Pay		

<i>Unearned Income</i>	<i>Self</i>	<i>Partner</i>
Social Security benefits		
Shares		
Fixed Interest		
Unit Trusts		
PEPs and ISAs		
Offshore Funds		
Investment Bond Withdrawals		
Guaranteed Income Bonds		
Rental Income		
Annuities		
Bank / Building Society Deposits		
National Savings & TESSAs		
Other Income		
<b>TOTALS</b>		

<i>Expenditure</i>	<i>Self</i>	<i>Partner</i>
Mortgage, loans, HP, car & home insurances		
Council tax, water, gas, electricity, phone		
Life insurance, critical illness, income-protection		
Pension contributions		
Savings		
Food, dining out, entertainment		
Holidays		
Car expenses (fuel, tax, repairs etc)		
Gifts		
Bank charges / interest		
Spending money		
Other		
Excess of income over expenditure		



# Individual Financial Planning Questionnaire

## Assets

<i>Asset</i>	<i>Value - Self</i>	<i>Value - Partner</i>	<i>Value - Joint</i>
Main residence			
Other property			
Bank deposits			
Building Society accounts			
National Savings			
Gilts / Fixed Interest Stock			
Shares			
PEPs			
ISAs			
TESSAs			
Capital Investment Bonds			
Insurance policy surrender values			
Offshore Bonds			
Guaranteed Bonds			
Investment Trusts			
Business Interests			
Pension Funds			
Alternative Investments			
Occupational pension fund value			
Stakeholder pension fund value			
Other pensions fund value			
Works of art & other valuables			
Other			
Other			
Other			
<b>TOTALS</b>			

## Estate Planning

	<i>Self</i>	<i>Partner</i>
Have you made a Will / Wills	YES / NO	YES / NO
If "No", do you understand the implications of intestacy?	YES / NO	YES / NO
If "Yes", when was your Will last updated?		
Is there likely to be an Inheritance Tax liability on your estate?	YES / NO	YES / NO
If "Yes", what amount would need to be paid to the Inland Revenue (at current values)?	£	£
Is this amount covered?	YES / NO	YES / NO

# Individual Financial Planning Questionnaire

## Life Assurance

	<i>Self</i>	<i>Partner</i>
How much income would need to be replaced in order for your family to maintain their standard of living if you / your partner were to die?	£                      pm	£                      pm
How much capital would your family or business associates need for other purposes in the event of your death?	£	£
When did you last <b>review</b> both the need for lifecover and the current cost of it?	___ / ___ / ___	___ / ___ / ___

### Summary of Current Provisions

Type	Provider	Policy No	Start Date	End Date	Lives Assured	Sum Assured	Prem £	In Trust?	Income Provided

## Critical Illness

	<i>Self</i>	<i>Partner</i>
Do you or your partner have any provision for lump-sum payment in the event of a serious illness?	YES / NO	YES / NO
How much capital would your family or business associates need for any purposes in the event that you were diagnosed with a serious illness?	£	£
When did you last <b>review</b> both the need for critical illness cover and the current cost of it?	___ / ___ / ___	___ / ___ / ___

### Summary of Current Provisions

Type	Provider	Policy No	Start Date	End Date	Lives Assured	Sum Assured	Prem £	Personal	Business

## Notes

# Individual Financial Planning Questionnaire

## Income Protection

*Self*

*Partner*

How long would your employer provide an income in the event that you were unable to work due to disability?		
What level of ongoing income would you continue to receive in the event that you were unable to work due to disability?	£	£

## Summary of Current Provisions

Provider	Policy No	Start Date	End Date	Life Assured	Monthly Benefit	Prem £	Prem Type	Income Provided	Disability Definition

## Private Medical Insurance & Long Term Care Insurance

*Self*

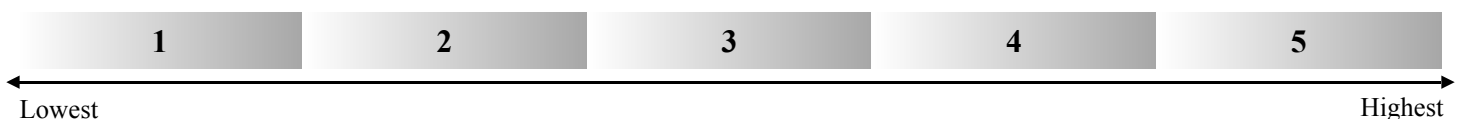
*Partner*

Details of any (PMI) cover in place in order to pay for prompt (private) medical care		
Details of any (LTC) policies in existence to pay for nursing care if you were unable to look after yourself/selves		

## Regular Savings Objectives

	<i>How much is needed?</i>	<i>When is it needed?</i>	<i>What is your budget?</i>	<i>Purpose?</i>
1				
2				
3				
4				
5				

## Your Attitude Towards Risk & Regular Savings



# Individual Financial Planning Questionnaire

## Lump-Sum Investment Objectives

	<i>Objectives when investing</i>	<i>Your own priority</i>	
1	Primarily capital growth		H = High M = Medium L = Low
2	Primarily income		
3	A compromise between income and growth		
4	Capital growth <u>now</u> and income in the <u>future</u>		
5	Minimising of unnecessary tax		
6	Adherence to ethical or environmental criteria		

## Your Attitude Towards Risk & Lump-Sum Investment

<i>Category</i>	<i>Types</i>	✓
<b>1. Cautious</b> Capital invested is guaranteed not to decrease in value but is not readily accessible. The rate of return may or may not be guaranteed	Cash, bank and building society accounts / guaranteed income + growth bonds; national savings certificates / income bonds; TESSAs, Annuities.	
<b>2. Fairly Cautious</b> There may be some fluctuation in value and growth, but this would be limited by any guarantees built into the investment.	With-Profits Bonds; stockmarket-linked bonds; friendly society bonds (with-profits); corporate bond PEPs and ISAs.	
<b>3. Medium Risk</b> Suitable for longer-term growth or income, but without offering guarantees. The value may rise and fall, and it is possible to get back <i>less</i> than the sum invested.	Capital investment bonds (Managed & Distribution Funds); general unit trusts; general PEP & ISA funds.	
<b>4. Fairly Adventurous</b> Where the objective is longer-term capital growth, and utilising more specialist funds where the prospects for improved returns need to be balanced by the possibility of short/medium term losses. Values may fall as well as rise, and it is possible to get back less than the sum invested.	Capital investment bonds (specialist funds); specific sector unit trusts, PEPs and ISAs.	
<b>5. Adventurous</b> Suitable for the investor who already has a diversified portfolio, and wishes to have a small proportion held in more specialist/adventurous sectors.	Investments in foreign currencies; options and derivatives; individual shares; emerging markets; technology & specialist funds.	

This is a rudimentary and subjective way of assessing risk preferences. For a more scientific/objective methodology, 2020 Financial Services recommend using Finametrica. See also volatility ratings tables in Jumpstart.

## Other Investing Preferences

	<i>Objectives when investing</i>	<i>Your preference</i>
1	Over what period / term will you be investing	
2	What capital needs to remain fully accessible?	
3	Do you expect a windfall / inheritance?	
4	To what extent do you like to be 'involved' in decisions?	
5	What investment types do you have a strong aversion to?	
6	Other	

# Individual Financial Planning Questionnaire

## Regular Savings Policy Listing

Plan Type	Provider	Pol. No.	Start	Ends	Owner	Premium	Current Value	In Trust?	Waiver?

## Lump Sum Investment Listing

Plan Type	Provider	Pol. No.	Start	Cost	Owner	Fund Value	Surrender Value	In Trust?	Income Distrbn?

*Notes*

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# Individual Financial Planning Questionnaire

## Retirement Planning (Continued)

### Your Attitude Towards Risk & Pension-Planning

<i>Category</i>	<i>Types</i>	✓
<b>1. Cautious</b> Capital invested is guaranteed not to decrease in value but may not be readily accessible. The rate of return may or may not be guaranteed and it is possible that higher rates of inflation will effectively erode the purchasing power of your capital.	Cash; Deposits	
<b>2. Fairly Cautious</b> There may be some fluctuation in value and growth, but this would be limited by any guarantees built into the investment. You are prepared to accept a modest degree of risk.	With-Profits Funds; Guaranteed equity funds	
<b>3. Medium Risk</b> A more balanced view for the medium to long term. Equity-based assets can be utilised where risk is spread across a wide variety of investments. The funds are managed on your behalf and are sufficiently diversified to limit the overall risk to medium.	Unit-Linked Funds (managed or balanced)	
<b>4. Fairly Adventurous</b> Where the objective is longer-term capital growth, and utilising more specialist funds where the prospects for improved returns need to be balanced by the possibility of short/medium term losses.	Unit-Linked Funds (specialist)	
<b>5. Adventurous</b> Suitable for the investor who already has a diversified portfolio, and wishes to have a small proportion held in more specialist/adventurous sectors. You accept a much greater risk of capital loss to your pension provision.	Technology; Specialist Funds; Emerging Markets	

## Declaration

All the information I / we have given is correct to the best of my / our knowledge. If there are any areas where I have been unable or unwilling to provide information, I accept that the advice I am given may be affected by the absence of that information.

Signature	<i>Self</i>	<i>Partner</i>
Date		

I confirm that I have filled in this form and am authorised by my regulatory authority to do so. I confirm that any alterations or blanks have been initialed by the client / clients.

Signature	<i>Name of Adviser</i>
Date	