

## Terms of Business

### Introduction

Our Terms of Business (also known as a “client agreement”) explain the main aspects of the way we operate, and how this affects you, the client. These Terms of Business will be effective from the date of receipt but may be amended by us following any initial interview intended to ascertain your current financial situation, objectives, and attitude to financial risk. Any such amended Terms of Business will be sent to you within 10 working days of that interview. However, irrespective of any amendments arising from such interviews, we reserve the right to amend the terms of this letter without your consent but we will give at least 10 business days notice before conducting relevant business, unless we consider it to be impracticable to do so under the circumstances at that time.

### Our status

Just Advice is a trading style of Wessex Investment Management Limited which is authorised and regulated by the Financial Services Authority and entered on the FSA Register ([www.fsa.gov.uk/register/](http://www.fsa.gov.uk/register/)) reference 400509 . Our permitted business includes advising on and arranging investments, home finance and general insurance transactions, including life and health insurances. You can check this on the FSA's Register by visiting the FSA's website [www.fsa.gov.uk/register/](http://www.fsa.gov.uk/register/) or by contacting the FSA on 0845 606 1234. Please be aware that business mortgages, buy-to-let mortgages and loans for timeshare purchase are not regulated home finance contracts.

### Our services

Our firm is independent and we offer products from the whole market. Our range of packaged products includes life policies, personal pensions, stakeholder pensions, unit trusts and open-ended collective investment schemes. When advising on investment, home finance and general insurance transactions, including life and health insurances, details of the services that we provide are set out in our key facts Initial Disclosure Documents. These explain the products we are able to recommend, our status and charging methods.

### Client categorisation

Unless you receive confirmation in writing to the contrary, in all our dealings on investment matters you will be treated as a Retail Client. On insurance matters you will be treated as a Commercial Customer or a Retail Customer, depending on whether you are acting for business purposes or not.

### Objectives

When making a specific investment, insurance or home finance recommendation, we will confirm your objectives and any restrictions on the types of product that you wish to buy, and explain in our “suitability report” why, having assessed your needs, we consider that our recommendations are suitable for your individual circumstances.

When arranging an insurance contract, including life and health insurances, we will confirm your demands and needs and any restrictions on the types of product you wish to buy in a “statement of demands and needs”.

### Fact find information

You are encouraged to provide as much information as possible about your financial situation, investment objectives, and knowledge and experience in the field of investments. Without such information we may not be able to provide advice, or the validity of our recommendations may be impeded by the lack of information. We are entitled to rely on the information provided by you unless we are aware that the information is manifestly out of date, inaccurate or incomplete.

Where you ask us to effect a transaction without receiving financial advice from us, we may need to seek information from you to establish whether you have the necessary knowledge and experience to understand the risks involved in the particular transaction.

## **Instructions**

Normally, we ask clients to give instructions in writing by completing the relevant application form and signing the appropriate declaration. However, where appropriate the use of e-mail and fax will be acceptable.

You will be informed of any taxes or costs that may exist other than our fees, the period for which any illustrations are valid, and of the minimum duration of the contract. Our authority to act on a client's behalf in accordance with these Terms of Business can be terminated at any time by either side in writing, without prior notice and without penalty. This will be effective from the date the notification is received. However, if transactions already initiated remain outstanding, the notification will only be effected once these have been completed.

## **Fees and Commissions**

Not all firms charge for advice in the same way. We offer an initial discussion (without charge) when we will describe our services, discuss your payment options with you and answer any questions you have. We will not charge you anything until you have agreed how we are to be paid. We offer the following options:

- Payment by fee, whereby the fee is paid by you, in accordance with our fee schedule (which is attached). In this case we will pass on to you the full value of any commission that we are entitled to receive.
- Payment by fee, whereby the fee is paid on your behalf by the product provider (which may reduce the amount left for investment or increase the product charges). We will tell you how the investment amount or charges will be altered before you complete an investment, but you may ask for this information earlier.
- Payment by a combination of the above options.

## **Cancellation rights**

You have a right to cancel most investment and insurance contracts, provided that you notify the provider of your wish to cancel the contract within 30 days (for investment and life insurance contracts) or 14 days (for other insurance contracts). Where you have a right to cancel your purchase, the product provider will give you notice of this in writing. For certain products where cancellation is not feasible, you will instead have an opportunity to withdraw from the contract before it is put into effect.

## **Review**

When we have arranged a contract for which you have given instructions we will not give you any further advice unless you request it, but we may contact you shortly before the contract expires to discuss its renewal, if appropriate. Alternatively, we will be glad to advise you, at any time you ask us to.

## **Ownership**

As intermediaries we never own any products you buy or transact through us. All purchases will be registered in the name(s) of the client(s) unless otherwise agreed in writing. We will forward to you all documents showing ownership of your purchases as soon as it is practical after we receive them. Where a number of documents relating to a series of transactions are involved, we may retain each document until the series is completed and then forward them to you. In some cases the documentation will be sent to you direct from the product provider.

## **Records**

Subject to certain exceptions, you are entitled to have access to your personal and sensitive personal data held by us. You may be charged a fee (subject to the statutory maximum) for supplying you with such data. We undertake to maintain such records for a period of at least six years from the date of each transaction.

## **Personal Interests**

We undertake not to transact business which we are prohibited from entering into, or which involves misuse of confidential information, or which conflicts with our obligations towards our customers. We will not transact for you any business in which our firm, a member of staff, or another customer has an interest, unless that interest has first been disclosed to you in writing and your consent has been obtained.

A copy of our "Personal Dealings and Conflicts of Interest" policy is available on request.

## **UK Money Laundering Regulations**

We are obliged to conform to the UK Money Laundering Regulations and also adhere to the guidance notes from the Joint Money Laundering Steering Group. This process may require sight of certain documentation to verify the identity and place of residence of each client. We may also request that you inform us how any monies being invested were obtained/accumulated.

If you provide false or inaccurate information and we suspect fraud or money laundering we will record this. We will not forward any applications or money to third parties/product providers until our verification requirements have been met. We take no responsibility for any delay where money laundering verification is outstanding. In circumstances where sufficient verification is not received in a timely manner after we have received completed applications, the application(s) and any monies may be returned to you.

## **Data Protection**

For your protection, Wessex Investment Management Limited is registered under the Data Protection Act. Information provided by you may be held, processed, disclosed and used by ourselves, professional advisers and any associated companies in servicing our relationship with you. However, strict confidentiality will be maintained at all times. It is understood that, unless you notify us otherwise, you agree to the storage, use and disclosure of such information. This information may be disclosed to third party product providers in the course of providing our analysis and servicing of our relationship with you. No information will be passed to another party without your prior consent unless we are legally obliged to do so. You also agree that for the purposes described above your data may be transferred to countries outside the European Economic Area (EEA). We may use and analyse your data, including the nature of your transactions, to provide you with information by post, telephone fax or email to service and update you, as well as informing you of new opportunities. If you would prefer to be excluded from these services, please write to us at Just Advice, 5 Longham Business Centre, 168 Ringwood Road, Longham, Ferndown, BH22 9BU. (Please be aware that telephone calls may be recorded and possibly monitored).

## **What to do if you have a complaint**

If you wish to register a complaint, please contact Kevin Bailey of Wessex Investment Management in writing at 5 Longham Business Centre, 168 Ringwood Road, Longham, Ferndown, BH22 9BU or by telephone on 01202 574455. We will acknowledge receipt of the complaint and will send you a copy of our complaints handling procedure. The matter will be investigated in line with that procedure and our findings will be reported to you. If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service, subject to certain time limits, unless the complainant is a business, charity or trust with turnover/assets over £1 million.

## **Client Money**

Just Advice does not handle clients' money. We never accept a cheque made out to us unless it is in settlement of charges or disbursements for which we have sent you an invoice nor do we handle cash.

## **Compensation and Professional Indemnity**

We are covered by the Financial Services Compensation Scheme. Unless you are a corporate client and the company is not a “small company” as defined in the Companies Act, you may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of transaction and the circumstances of the claim. Compulsory classes of insurance are covered for 100% of the claim, and most other types of insurance transactions are covered for 100% of the first £2,000 and 90% of the remainder of the claim, without any upper limit. Most types of investment and home finance transactions are covered for 100% of the first £30,000 and 90% of the next £20,000, so the maximum compensation is £48,000. Deposits are covered for 100% of the first £50,000. Further information about compensation arrangements is available from the Financial Services Compensation Scheme (Customer Services – 020 7892 7300 or at [www.fscs.org.uk](http://www.fscs.org.uk)).

In addition to the scheme we are also insured for negligence, by any member of staff.

## **Law and language**

Where applicable, our dealings with you shall be governed by the law of England. All information, terms and conditions, and communications shall be in English.

## **Termination**

The authority to act on your behalf may be terminated at any time without penalty by either party giving seven days notice in writing to that effect to the other, but without prejudice to the completion of transactions already initiated. Any transactions effected before termination and a due proportion of any period charges for services shall be settled to that date.

**Declaration**

**Client consent**

I understand and consent to the above terms and hereby authorise the transfer of information, as described above on a confidential basis when warranted between such third parties. I agree that the Terms of Business will come into effect from the date of issue.

- Please tick this box if you do not consent to us or any company associated with us processing any such sensitive data.
  
- Please tick this box if you do not wish for us or any company associated with us to contact you for marketing purposes by e-mail, telephone, post or SMS.

**Client name(s)**.....

**Client signature(s)**.....

**Date of issue**.....