



Terms of Business

Alex Johnston

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Domus Financial Services is a trading name of Domus Financial Services which is an Appointed Representative of Quilter Financial Services Ltd and Quilter Mortgage Planning Ltd who are authorised and regulated in the UK by the Financial Conduct Authority (FCA) and are registered on the FCA Register with Firm Reference Number: 440703, 440718

Domus Financial Services is also registered on the FCA Register with Firm Reference Number: 613685.

This document sets out the terms of business between our firm as an Appointed Representative and its clients. These 'Terms of Business' apply until further notice and must be read in conjunction with the 'Guide to Our Services or Guide to Our Mortgage and Protection Services'. In case of any ambiguity between the documents, this 'Terms of Business' will take precedence. Either we or you can end these terms at any time, without penalty and this will not affect any outstanding transactions being carried out on your behalf.

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CONFIRMATION OF MY ADVICE AREAS

Insurance - Advice is given on the basis of a fair and personal analysis of the market.	
<input checked="" type="checkbox"/>	We offer products from the whole of the market based on a fair and personal analysis of the market for Private Medical Insurance
<input checked="" type="checkbox"/>	We offer products from a range of insurers based on a fair and personal analysis of the market for Life assurance, Critical Illness, Income Protection and Whole of Life Insurance products from a panel of leading insurers. Ask us for a list of insurers we offer insurance from.
<input checked="" type="checkbox"/>	We offer General insurance* products from Paymentsshield. *If Paymentsshield cannot insure you for Buildings and Contents, we may use a range of other providers.
Mortgages	
	Residential
<input checked="" type="checkbox"/>	We offer a mortgage review service that is representative of the whole of the market, but not deals that you can only obtain by going direct to a lender. We do not provide advice on 2nd charge mortgages or bridging loans. Where clients have a need for these types of loan, we will refer you to a specialist broker.
	Business Buy-To-Let; Consumer Buy-To-let
<input checked="" type="checkbox"/>	We offer a mortgage review service that is representative of the whole of the market, but not deals that you can only obtain by going direct to a lender. We do not provide advice on 2nd charge mortgages or bridging loans. Where clients have a need for these types of loan, we will refer you to a specialist broker.
Lifetime Mortgage and Home Reversion Schemes	
<input checked="" type="checkbox"/>	I offer lifetime mortgages and home reversion plans from the whole market.
Investment	
<input checked="" type="checkbox"/>	Restricted advice – My recommendation will be limited to suitable investment and pension products from a panel of leading investment companies. I will be happy to provide you with a list of the companies on the panel at your request.

WHAT YOU WILL PAY FOR MY SERVICES

Insurance

<input checked="" type="checkbox"/>	<p>Our fees for providing protection advice are covered by the commission received from the insurer.</p> <p>However, where the policy is cancelled (typically within 48 months) part of this will have to be repaid to the insurer. Therefore, in these instances a fee will become payable.</p> <p>This is equivalent to the commission payable minus the commission received. For example, a policy in which the insurer pays £1,000 that is cancelled after 24 months, typically £500 of this will have been paid, meaning a fee of £500 will become payable for our advice.</p>
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You will receive a quotation which will tell you about any other fees relating to any particular insurance policy.

Mortgages

<input checked="" type="checkbox"/>	<p>For Residential Mortgages:</p> <p>Fees vary according to individual circumstances, and we will agree our fees with you before we undertake any chargeable work.</p> <p>This fee is for advice, research, recommendation, implementation (e.g application, administration of arranging the loan). We will also be paid by commission from the lender.</p> <p>We typically charge £500 but this may be lower or higher depending on the complexities of the case. Our minimum fee is £0 and our maximum fee is £900. Examples of what fees will be charged are as follows:</p> <p>Fee of £0: Existing clients who we have previously arranged a mortgage for. Product Transfers.</p> <p>Fee of £500: New clients arranging a residential purchase or remortgage. This includes first-time buyers and existing homeowners.</p> <p>Fee of £900: Complex cases which include elements of debt consolidation, adverse credit, overseas income or mortgages extending into retirement.</p> <p>Our fees are payable on application.</p>
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If you ask us to stop work after agreeing to proceed you will be invoiced a proportion of our maximum mortgage fee of £900, depending on the stage reached when you ask us to stop working as follows:

- Initial meeting and research is at our cost, 0% of our minimum or £0.
- Decision in Principle has been accepted, 25% of our minimum or £225.
- We have made a Recommendation, 50% of our minimum or £450.
- We have submitted an Application, 75% of our minimum or £675.
- We have obtained an Offer, 100% of our minimum or £900.

The above rates include any fee you may have already paid up front. It is likely that VAT is due on these fees.

Should you wish, you can request to view the commission rates from each of the lenders we have considered at the time that we make our recommendation to you.

NB - The amount of commission will vary depending on individual circumstances, the lender and product. The exact amount of the commission will be explained to you before you apply for a loan.

Business Buy-To-Let; Consumer Buy-To-let:

Fees vary according to individual circumstances, and we will agree our fees with you before we undertake any chargeable work.

This fee is for advice, research, recommendation, implementation (e.g application, administration of arranging the loan). We will also be paid by commission from the lender.

We typically charge £500 but this may be lower or higher depending on the complexities of the case. Our minimum fee is £0 and our maximum fee is £900. Examples of what fees will be charged are as follows:

Fee of £0:

Existing clients who we have previously arranged a mortgage for.
Product Transfers.
Portfolio landlords.

Fee of £500:

New clients arranging a Buy to Let purchase or remortgage and who are not considered portfolio landlords.

Fee of £900:

Complex cases which include elements of debt consolidation, adverse credit, overseas income, HMO/Multi Unit Blocks.

Our fees are payable on application.



If you ask us to stop work after agreeing to proceed you will be invoiced a proportion of our maximum mortgage fee of £900, depending on the stage reached when you ask us to stop working as follows:

- Initial meeting and research is at our cost, 0% of our minimum or £0.
- Decision in Principle has been accepted, 25% of our minimum or £225.
- We have made a Recommendation, 50% of our minimum or £450.
- We have submitted an Application, 75% of our minimum or £675.
- We have obtained an Offer, 100% of our minimum or £900.

The above rates include any fee you may have already paid up front. It is likely that VAT is due on these fees.

Should you wish, you can request to view the commission rates from each of the lenders we have considered at the time that we make our recommendation to you.

NB - The amount of commission will vary depending on individual circumstances, the lender and product. The exact amount of the commission will be explained to you before you apply for a loan.

2nd charge lending - referring to 2nd charge brokers



The amount of the payment will vary according to circumstances but will typically be 1.00% of the loan amount subject to a minimum of £500.00 and a maximum of £10,000.00 (e.g £500 is 1% on a loan of £50,000).

You will receive a mortgage illustration when considering a particular mortgage, which will tell you about any fees relating to it. The mortgage fees outlined above are NOT subject to VAT.

Any variation to this amount will be confirmed in writing to you before proceeding further. This may be, for example, for larger or more complex loans, or where your personal situation is more complex regarding income sources, taxation, residence, and credit rating.

Lifetime Mortgage and Home Reversion Schemes

Fees vary according to individual circumstances, and we will agree our fees with you before we undertake any chargeable work. This fee is for advice, research, recommendation, implementation (e.g application, administration of arranging the loan). We will also be paid by commission from the lender.

We typically charge £500 but this may be lower or higher depending on the complexities of the case. Our minimum fee is £0 and our maximum fee is £900. Examples of what fees will be charged are as follows:

Fee of £0:

Existing clients who we have previously arranged a mortgage for.

Fee of £500:

New clients arranging a Lifetime Mortgage or Home Reversion Scheme as a purchase or remortgage.

Fee of £900:

Complex cases which include elements of debt consolidation, adverse credit or overseas income.

Our fees are payable on application.



If you ask us to stop work after agreeing to proceed you will be invoiced a proportion of our maximum mortgage fee of £900, depending on the stage reached when you ask us to stop working as follows:

- Initial meeting and research is at our cost, 0% of our minimum or £0.
- Decision in Principle has been accepted, 25% of our minimum or £225.
- We have made a Recommendation, 50% of our minimum or £450.
- We have submitted an Application, 75% of our minimum or £675.
- We have obtained an Offer, 100% of our minimum or £900.

The above rates include any fee you may have already paid up front. It is likely that VAT is due on these fees.

Should you wish, you can request to view the commission rates from each of the lenders we have considered at the time that we make our recommendation to you.

NB - The amount of commission will vary depending on individual circumstances, the lender and product. The exact amount of the commission will be explained to you before you apply for a loan.

You will receive an illustration when considering a particular mortgage, which will tell you about any fees relating to it.

Refund of Mortgage Fees

<input checked="" type="checkbox"/>	A full refund if the lender rejects your application and you do not wish for us to find you an alternative lender.
<input checked="" type="checkbox"/>	No refund if you decide to withdraw from the process after we have started our work

Message from the Financial Conduct Authority

Think carefully about this information before deciding whether you want to go ahead. If you are at all unsure about which equity release product is right for you, you should ask your adviser to make a recommendation.

Discounts

Existing Client Discount:

We are committed to treating clients fairly. Our research has shown that the time it takes to work with a new client is longer than an existing client, mainly related to getting to know them to advise them comprehensively.

To reflect that and to reward the loyalty of our existing clients, we offer the following: discounts on implementation fees of 15%

An existing client is defined as:

A client who has implemented mortgage business with your adviser in the last 3 years, or a non-mortgage client who has affected a plan where we had received ongoing income (trail commission or fee) in the previous 12 months.

Family Member Discount:

Retaining your wealth and ensuring it is passed on as ethically as possible to the right people at the right time is key for all our clients. To help facilitate that it is beneficial to know as much about your family unit that is appropriate to your circumstances so that we can help at that critical time.

To assist with this, we also offer:

Discounts on implementation fees for family members of 25%

A family member includes a person's parents, spouses, siblings, children, grandparents and grandchildren, whether connected by birth, adoption, guardianship, marriage, civil partnership or cohabitation

STANDARD INVESTMENT FEES

As your adviser I will be paid by you for the advice I give you both initially and ongoing. You will not incur any fees until we have agreed what they will be.

The sections below set out the different ways in which I can calculate the correct level of fee for the initial advice. Only one of these will apply and once I have a better understanding of your situation, I will confirm the appropriate fee structure and be able to give you the actual fee amount that will apply to you.

We will act as the intermediary between the product provider(s) and you with a view to arranging the purchase of the Retail Investment Products as we have agreed.

Unless otherwise explained the fees below will cover a full advice process: understanding your current situation, objectives, attitude to risk, research to identify suitable solutions, documenting our recommendations and implementing the agreed solutions.

Fees for the design, production and implementation of a financial strategy are calculated as follows:

Initial Fees:

Percentage of Amount Invested

In Respect of Lump Sum Investments and Single Premium Pensions, the fee is calculated according to the size of the transaction, as set out below: When our work involves investing a lump sum of money, our fees are:

%		Range
3%	On the first £50,000	£50,000 or less
2%	On the next £200,000	£50,001- £250,000
1%	On the next £250,000	£250,001- £500,000
0.75%	On any balance	£500,001 and over

This means, our typical charge for an investment of £100,000 would be £2,500, which equates to 2.5% of the lump sum invested. Our typical charge for an investment of £500,000 would be £8,000 which equates to 1.6% of the lump sum invested.

As there is a minimum amount of work involved with even relatively small sums to be invested, the percentage is typically higher for smaller investments, such as with an ISA.

Regular Contributions

Should you invest through regular contributions, our range of fees taken over 12 months are:

%		Range
50%	On the first £250 of monthly contributions	£0-£250 per month
30%	On the next £500 of monthly contributions	£250-£750 per month
10%	On the balance	£750 per month and over

Our typical fee is 40.00% of the first year's contributions.

For a regular contribution of £100.00 per month this would equate to £600.00 (12 x £100 x 0.5)

For contributions above £250.00 per month our typical charge is 40.00%

For a regular contribution of £500.00 per month this would equate to £2,400.00 (12 x £250 x 0.5 plus 12 x £250 x 0.3)

Hourly Rates

Our fee may be based on the amount of time involved to undertake work at the following hourly rates:

	Hourly Rate
Advice - Chartered	£150
Travel and Administration	£75

Based on our experience and the anticipated complexity of your circumstances we will give you an estimate of the cost for pieces of work in advance of starting chargeable work and will not exceed this estimate without your clear agreement.

The typical time involved to complete the advice process in our offices by a diploma qualified adviser for a client with a single investment or to set up a pension arrangement will be:

Adviser – 10 hours at a cost of £1,500.00
Paraplanner – 10 hours at a cost of £750.00
A total of £2,250.00

For a Pension Transfer from two ceding schemes, in our offices, it will be:

Adviser – 10 hours at a cost of £1,500.00
Paraplanner – 15 hours at a cost of £1,125.00
A total of £2,625.00

Fixed Rates

We offer a range of advice services at fixed rates, set after an initial consultation. Full details of all fixed price services available will be provided on request but our typical fees for two levels of Financial Plans are:

	Offering	Fee
Basic Financial Plan	A simple documented review of current arrangements in relation to your objectives, orientated to meet a particular need (such as retirement income) with generic recommendations. Fees calculated using an hourly or fixed rate may be paid directly or be converted to a % of a subsequent investment, facilitated by the Product Provider.	£1,500
Full Financial Plan	A fully documented review of your assets and liabilities and net worth; current and projected income and expenses (e.g projected into retirement); insurance policies, retirement provision and other investments, including an analysis of current product and fund features and estimated inheritance tax liabilities with generic recommendations to meet your broad financial objectives.	£3,000

Minimum Fees & VAT

The fees outlined above are raised when the investment is made and will NOT be subject to VAT. Any variation to this amount will be confirmed in writing to you before proceeding further. This may be for example for larger or more complex loans, or where your personal situation is more complex regarding income sources, taxation, residence, and credit rating.

If you ask us to stop work after agreeing to these fees you will be invoiced a proportion of the agreed fee depending on when you ask us to stop working:

Our initial meeting is at our cost as well as putting together a proposal outlining what we will do and how much it will cost. If you agree to proceed with our advice but we haven't started any work, then you will pay 0% of the agreed fees.

If we have started work, then the fees payable if you ask us to stop work before completion then the fees payable will be based on our ad-hoc fees. If detailed recommendations with illustrations have not been provided and discussed with you at this point; it is likely that VAT is due on these fees.

ONGOING SERVICING AND FEES

Set out below are the detailed elements for the indicative levels of ongoing service that we deliver to our clients. You can if you wish to, add or enhance levels of service with your adviser if you feel appropriate. Our fees for these services can be seen below:

Origo	Our Origo Membership clients will typically have more straightforward financial arrangements and needs. They value the ability to check in with their adviser on an annual basis, usually remotely, to ensure they are remaining on track to meet their goals.
Prosperitus	Our Prosperitus Membership clients will typically have reasonable portfolios with more complexity to their arrangements. They receive an annual meeting, which is usually face to face and will work with their adviser to build a comprehensive financial plan that includes cashflow modelling, allowing them to get a clear understanding of their long-term finances. Advice on fund switches and encashments are also included within this membership.
Opulentia	Our Opulentia Membership clients will typically have large portfolios and the most complex of financial arrangements and needs that require end to end holistic financial planning. In addition to annual face to face meetings and building a comprehensive financial plan, their adviser is available to them for additional meetings throughout the year free of charge, including meetings with their other professional advisers such as accountants, solicitors and tax advisers.

At your Annual Financial Planning Meeting, we will cover:

- Assessment of personal circumstances
- Review of your goals & objectives
- Reassessment of your attitude to investment risk/return & market sectors (asset allocation)
- Review of investment performance & holdings
- Valuations & investment commentary
- Recommendations to keep your new and existing plans in line with your objectives
- Service will include recommending changes to existing investments to help meet your goals at an acceptable level of investment risk, providing fund analysis and valuations and a wide range of associated ad hoc services.

All service levels include an annual meeting, it is simply the style, frequency and what is included that alters, as shown in the table below:

ONGOING SERVICING OFFERING	Origo	Prosperitus	Opulentia
Keep you informed with relevant and pertinent information	✓	✓	✓
Annual Valuation	✓	✓	✓
Annual confirmation your plans remain suitable	✓	✓	✓
Access to your adviser through telephone & email	✓	✓	✓
Basic Financial Plan	✓	✓	✓
New Mortgage Planning Advice at no extra charge	✓	✓	✓
Remote Annual Meetings with your Adviser	✓	✓	✓
Face to Face Annual Meetings with your Adviser		✓	✓
Comprehensive Financial Plan, including cashflow modelling		✓	✓
Fund Switches and Encashment Advice & Implementation		✓	✓
Additional Meetings with your adviser			✓
Working with your other professional advisers i.e legal, accountancy and tax without extra charge			✓
Annual Servicing Charge	1.00%	0.75%	0.50%
Minimum fees that may apply	£600.00	£1,875.00	£2,500.00

Please note that as the fee is based the investment value, the actual amount we received will increase (or decrease) in proportion to any increase (or decrease) in the value of your portfolio.

Examples of Ongoing Fees

If we look after you via our 'Origo' service (as detailed above) & your investments are valued at £60,000, our fee is 1.00%. Therefore, the annual payment to us will be £600.00.

If we look after you via our 'Prosperitus' service (as detailed above) & your investments are valued at £250,000, our fee is 0.75%. Therefore, the annual payment to us will be £1,875.00.

If we look after you via our 'Opulentia' service (as detailed above) & your investments are valued at £500,000, our fee is 0.50%. Therefore, the annual payment to us will be £2,500.00.

The elements that make up your ongoing servicing package are subject to alteration; I will notify you in advance and in writing if any of these aspects change.

Impact Of Fees

When you make an investment there will be costs involved which will impact on your investment returns. These costs will typically comprise of the platform charge, the fund managers charge and our advice fee. As a typical example these charges may amount to 2.5% a year, so your investment return will be reduced by this amount each year. Your personalised illustration will clearly show the actual costs that will apply to your investment.

Investment Fees – For Ad-Hoc Services and where no ongoing servicing is in place

If you do not wish to subscribe to our ongoing servicing, we provide many of our services on an 'ad-hoc' basis. Should you require any services as noted below, or bespoke work to be carried out, we will be able to tailor a specific service.

An additional fee may be required, typically calculated in accordance with our hourly rates, as shown at the bottom of the table below.

Prior to any work being agreed and carried out we will give an indication of the approximate amount of time that these tasks might take. These additional fees might be paid by single payment (e.g by cheque), charged from your investment plan(s) or via regular monthly retainer payments (e.g standing order). Fees will depend on individual circumstances, but are typically:

SERVICE	FEE
Discovery Report. An initial report prior to full recommendations to confirm your existing provisions, identify areas of need and/or concern and the options available to you.	£750
Advice and Recommendations. Addressing an agreed area of need / concern (e.g retirement planning, estate planning, investment solution)	£750
Additional Research Fee per existing pension scheme	£250
Advice on withdrawing money from your funds	£500
Regulatory & taxation updates	£150
Annual Valuation	£150
Annual Risk Profiling	£250
Annual telephone advisory update	£150
Additional reviews per session	£250
Mortgage Capacity Assessment	£150
Pure time related rate work per hour	£150
Implementation fees	£750

For example, a client wishes to invest £100,000 and does not wish to receive ongoing servicing. The fees from the table that would typically apply are:

Discovery Report - £750.

An initial report prior to full recommendations to confirm your existing provisions, identify areas of need and/or concern and the options available to you.

Advice and Recommendation - £750.

To address an agreed area of need / concern (e.g retirement planning, estate planning,

Implementation - £1,000.

If our recommendations are implemented then this will be in line with our standard fees minus the charges already paid to get to this stage. Our standard fees on an investment of £100,000 would be £2,500 (2.5% of the amount invested). The total fees you will pay will not be more than our standard fees.

Please note that these services on their own are likely to attract Valued Added Tax (VAT), in accordance with current HMRC (HM Revenue and Customs) guidelines.

Where any of the above services are included in an ongoing service option, you will not be charged separately for these services.

MORTGAGE & PROTECTION – ONGOING SERVICING & FEES

Set out below are the details for the ongoing servicing that we deliver to our clients.

You can if you wish to, add or enhance levels of service with your adviser if you feel appropriate (usually for an agreed fee).

There is no fee for the following level of service, as we will have been paid commission from the mortgage lender or insurance provider at inception of your mortgage or protection plans.

- 1. Communication** - In order to provide you with a high-quality service we may want to contact you regarding items we consider are of interest to you, or to make you aware of new opportunities. If this happens, we would like to contact you
- 2. Protection** - It is important to ensure your current protection plans and provisions remain in line with your requirements, which may change over time.
- 3. Mortgages** - If we do not review your borrowing, you may end up paying more than you need to for your loans. We aim to contact you before any special terms of your mortgage expire. We encourage you to contact us should your financial circumstances change in the meantime.

We will make reasonable endeavours to contact you. Please be aware that should we not be able to review your mortgage before the end of any special term, this may result in you paying considerably more for your loan.

OTHER IMPORTANT INFORMATION WE FEEL YOU OUGHT TO KNOW

The Permitted Scope of Our Advice

We have set out above the general permitted business of Quilter Financial Services Ltd and Quilter Mortgage Planning Ltd, by the FCA.

However, we are only able to offer advice from certain leading investment, insurance and mortgage companies. By restricting the permitted business to a selected panel of product providers and to a carefully chosen range of their products Quilter Financial Planning Solutions ensure that we are able to meet the needs of our clients and deliver the high standards they expect and deserve.

We provide a list of the companies on our panel on request.

Examples of products and services which we are prohibited from recommending include the following:

Any overseas service or product (for example QROPS and QNUPS but excluding Offshore bonds designed for UK resident clients); and Non-Mainstream Pooled Investments (NMPs), such as Unregulated Collective Investments Schemes (UCIS).

In the event that you wish to consider a product or service which is not included in the Quilter Financial Planning authorised list, and which is outside of the offering of any other Quilter group company, we may be able to introduce you to a third party who might be able to provide you with further information and/or advice on a particular product or service. Please note though that in such circumstances, any such introduction and any information and/or advice on the product and service provided by that third party will be separate and distinct to those offered by any Quilter company. As such, Quilter does not accept any responsibility for any such introduction or for information and/or advice provided by any third party.

Please do not hesitate to call us should you have any queries or concerns on 0117 959 6474.

Where to complain if you are not happy with our service

If you are not happy with our service or have a complaint about your Adviser or any financial advice you have received from your Adviser, please contact us:

In writing:

Quilter Financial Planning Complaints Department, Sunderland, SR43 4JR
Email: QFPcomplaints@quilter.com
Tel: 0191 241 0700

We will be happy to provide you with a summary of the internal procedures for handling complaints, this is available without charge upon request or will be provided to you when we acknowledge your complaint.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

The Financial Ombudsman Service can be contacted as follows:

The Financial Ombudsman Service, Exchange Tower. London E14 9SR
Telephone: 0300 1239123 or 0800 023 4567
Email: complaint.info@financial-ombudsman.org.uk
Website: www.financial-ombudsman.org.uk

You should note that if your product is not regulated by the FCA (for example, a Buy-to-Let Mortgage), you will NOT be entitled to refer the complaint to the Financial Ombudsman Service.

This is the current process. Should it change we will notify you the next time we meet by issuing you with an updated version of this document. If, however, you want to have the updated version sooner you can request them at any time, and I will provide you with the updated process.

Our Contact Details

You may communicate with us at any time using the following contact details:

Domus Financial Services
Trym Lodge, 1 Henbury Road Westbury-on-Trym
Bristol
BS9 3HQ
Email: info@domusfinancial.co.uk
Tel: 0117 959 6474

Our Regulator - The Financial Conduct Authority

Domus Financial Services (FCA register number is 613685) is an appointed representative of Quilter Financial Services Ltd (FCA Register number is 440703) and Quilter Mortgage Planning Ltd (FCA Register number 440718) of Senator House, 85 Queen Victoria Street, London, EC4V 4AB which is authorised and regulated by the Financial Conduct Authority.

The permitted business of Quilter Financial Services Ltd and Quilter Mortgage Planning Ltd, is advising on and arranging the following: pensions, investments, mortgages, life assurance, general insurance.

You can check this on the FCA's Register by visiting the FCA's website at <https://register.fca.org.uk/s/> or by contacting the FCA on 0300 500 8082 or 0800 111 6768.

The FCA address is: 12 Endeavour Square, London. E20 1JN

Unregulated Mortgages

It is important to point out that not all mortgage loans and services are regulated by the Financial Conduct Authority. Some of the advice and services we provide may relate to loans which are either unregulated or have limited consumer protection.

We will confirm to you if any product we are recommending is not regulated by the FCA.

You should note that if we are arranging a "Buy-to-Let" mortgage for you, it is very important to understand that very few Buy-to-Let mortgages are regulated by the Financial Conduct Authority (FCA).

We will confirm to you if any product we are recommending is a Business Loan; a Business Buy-to-Let; or a Consumer Buy-to-let loan.

Client Categorisation Levels for your protection

The FCA has rules which affect the rights you have as a client. In our dealings with you we will be representing you as the client.

By default, we categorise all of our individual clients as 'retail' clients. The range of financial products and investments we recommend are tailored to meet the needs of retail clients. As a retail client, you will have rights under the Financial Ombudsman Service (FOS) and the Financial Services Compensation Scheme (FSCS). These rights will apply to the provision of the advice we provide.

In most cases these rights will also apply to the products we recommend. However, there are some exemptions for specialist products such as Enterprise Investment Schemes and Venture Capital Trusts. Your adviser will let you know if the product recommended will not have rights under the FOS or FSCS.

There are other client categorisations that don't have these rights. These are "professional" clients and "eligible counterparties".

You may have the right to be categorised as a professional client and revoke your retail client status on request. Should you feel you have the skills, knowledge and experience to be a professional client and don't wish to have the same protection afforded to retail clients (as explained above), please let me know and we will complete the forms necessary to re-categorise you.

If you have any questions regarding your categorisation (e.g if you are a large company), please write to Quilter Financial Planning Ltd Compliance Department, Sunderland, SR43 4JR or using the contact details above.

Client Money Peace of Mind

We do not handle Client Money. We never handle cash and will only accept a cheque made out to us in settlement of Advice and Service fees. Our preferred method of payment is via bank transfer.

Your Duty of Disclosure

Any financial advice we provide will be based on your personal financial circumstances and objectives. It is important that the information you give us is both accurate and a true reflection of your current circumstances.

It is your responsibility to provide complete and accurate information to a provider (a provider being for example, an organisation that provides insurance, mortgage, or investment related plans).

It is important that all statements made on any proposal form, or on any additional documentation are full and accurate.

Please be aware that if you fail to disclose any relevant information, or any change of circumstances to a provider, then the terms of your desired plan may be invalidated (e.g an insurance claim may not be paid). We strongly recommend that the information you provide is checked thoroughly prior to submission.

Client Risk

The value of investments can fall as well as rise. You may get back less than you originally invested. The price of investments that we recommend to you may depend on fluctuations in financial markets or other economic factors that are beyond our control. The past performance of an investment or product is not a reliable indicator of future results. You should therefore carefully consider all investment/product decisions.

Any specific warnings relevant to particular investments, investment strategies, or products will be provided to you in your Suitability Advice Report and/or your Demands and Needs Statement collectively (Written Advice).

Investment, Mortgage and Protection Advice and Recommendations Scope

Any investment, mortgage or protection advice your adviser provides will be based on your personal financial circumstances and objectives. We will confirm these and the reasons for any recommendation in your Written Advice.

If you have asked for any restrictions on the types of investment or the markets you wish to invest in, these will be confirmed in your Written Advice. We will always make it clear when products are not within the 'regulated' scope and advise you of your rights.

Paying For Advised Services

Where payments are facilitated through a product, this will impact the actual amount remaining invested. Payment of the initial Advice and Ongoing Service fees facilitated by the relevant Product Providers or Platform administrators will be as a percentage of contributions invested or of the value of the plan's value/funds under management as at the anniversary of the initial investment. As such, the cash equivalent amount will vary depending on the value at the time.

Providers/Platform administrators will detail the specific process they operate to facilitate a fee in their literature. If you opt to pay the Adviser Charge directly (not through a product) an invoice will also be provided, which must be settled within 14 days of issue (we reserve the right to charge interest on late payments at a rate of 3% above Bank base rate).

Full details of the final Advice will be provided in the Suitability Advice Report. Full details of any fee will be provided either in the Suitability Advice Report or 'Authority to Proceed' document prepared for you by your Adviser. You may also be asked to sign and return a copy of the Authority to Proceed document to confirm your understanding and acceptance of the arrangements.

Other costs, including taxes, related to transactions may arise that are not paid via us or imposed by us. For further details on how to pay for our services, please read the "Guide to Our Services and/or Guide to Our Mortgage and Protection Services". There are no additional charges for our services for using a means of distance communication.

Implementing Investment Solutions

As with most investments there is a risk of loss, especially in the short-term (over periods of less than five years). If you need access to your money in the very short-term, then holding it in a risk-free bank account could be the right course of action. We will discuss these options with you, as well as providing a detailed Suitability Advice Report for you to read in your own time, before we implement our recommendations. This will help ensure you understand the advice you have been given. Of course, if you have any questions, we will be happy to help. You are not obliged to implement any of our recommendations. However, we may still charge a fee for our advice.

When we arrange an investment for you it will typically be made into a collective investment fund. These funds have a range of different investment strategies so we will recommend one that aligns with your attitude to risk and the period of time you wish to invest for.

These funds will typically be bought via an investment platform that we recommend for you. Once we have completed the advice process the investment will be made for you in a timely manner, and in accordance with our Best Execution Policy. For example, for the majority of collective investments, they will be bought or sold at the next Valuation Point (typically 12.00 Midday) the next business day, after the instruction has been received by the platform.

Once we have agreed on an appropriate solution, we will provide you with full details of the investment fund, platform, and all associated costs.

Cancellation / Termination of Authority

You can cancel these terms of business at any time without penalty. This will not affect any outstanding transactions being carried out on your behalf and you may still have to pay a fee to us – see Investment Advice Refunds below.

The ongoing service fee or our authority to act on your behalf can be cancelled at any time without any penalty by email or post using contact details above. These methods ensure we have an audit trail for your instruction. You will be responsible for cancelling any instructions from your bank. If the fee is being taken from your investments we will endeavour to instruct the Provider, Platform or DFM to stop the fee within 5 working days of receiving your instructions and refund any over payment if we are unable to meet this commitment.

You may ask us for an updated estimate of your advice fee at any time and you may ask us not to exceed a given amount without checking with you first.

Investment Advice Refunds

Our standard policy is that in circumstances where this agreement is terminated, a recommendation is not followed through to implementation, or a product arranged is cancelled at any time, no refunds will be given, and all work undertaken will be billable and due. Please note that this does not affect your statutory rights or ability to complain.

If you cancel your investment(s) in the cooling off period or stop regular contribution payments the fee will no longer be due unless a minimum fee is stated in this Terms of Business and your Adviser Charging Agreement/Authority to Proceed.

Language

Unless agreed by us at outset all communication will be completed in English. We will communicate in a manner that is convenient to you, this could include Face- to-Face meetings, Post, E-mail and by telephone using the contact details provided above.

Location of Advice

All advice will be conducted in the UK. We do not have permissions to give advice when either you or I are located in any location outside the UK.

Timing of Written Advice

Financial Planning: I will send you a Suitability Advice Report setting out the reasons for my recommendation at the time of my recommendation and where applicable before implementing any advice that I have recommended.

Mortgage Advice: I will send you a Suitability Advice Report setting out the reasons for my recommendation within 15 days of making that recommendation.

Protection Advice: I will send you a Demands and Needs statement setting out the reasons for my recommendation before the policy starts. If I am advising you by telephone, and the policy starts on the same day the Demands and Needs statement will be sent by the end of the next working day.

VAT

The service we provide is described as an 'intermediation' service. This means we provide advice with the intention of acting between you and a product provider to arrange a financial product or service. If we did not do this, we would be liable for VAT on the fees charged. VAT is not applicable on the fees we charge for intermediation services. In arranging the sale of retail financial products an adviser fee made for advice, even if you decide not to proceed with the purchase of the recommended product, will remain VAT free where the adviser has provided you with full advice services up to that point, including all relevant documentation.

The adviser fee made for an ongoing service is also VAT free provided it is in respect of an intermediation service. This means activities such as topping up an investment or utilising available investment tax allowances, such as the ISA allowance. In the event that the advice services we provide become ancillary to our intermediation services, VAT may become chargeable (e.g. we review your entire financial circumstances but make no or limited recommendations).

Should this change in the future, and where VAT becomes due, we will notify you before conducting any further work. In any case, where VAT is payable on our services it will be charged in addition to the agreed fee.

However, where a Discretionary Fund Manager (DFM) forms part of a solution, then VAT may become chargeable.

Declaration of Other Interests

To ensure that client interests are always put first, we operate a robust Conflict of Interest and Inducements Policy. If a potential conflict of interest does arise it will be actively managed, and we have arrangements in place to ensure that all our clients are treated fairly. If we feel that our interests conflict with yours, you will be contacted, and we will obtain your consent to proceed. Our full conflict of interest policy is available on request.

Minor Non-Monetary Benefits

We are not able to receive or retain any inducements from a product provider. Should we receive any additional fee, commission or monetary or non-monetary benefit as a result of a recommendation made to you, we will return this to the product provider or transfer it to you (as appropriate) and attempt to stop further payments or inducements being received.

Our Ownership

Quilter Financial Services Ltd and Quilter Mortgage Planning Ltd are part of the Quilter Group. The Quilter Group of companies offers a range of pension, protection, and investment solutions through both a UK and International platform. This may give rise to a potential conflict of interest where a company within Quilter Group has a suitable solution for your needs. If such a situation occurs, I will ensure that my recommendation is the best execution of your needs. I will also highlight the potential conflict of interest at the time of making the recommendation.

Addressing Financial Crime

All transactions relating to the services provided by us are covered by The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017. The FCA also requires that we have appropriate measures in place to prevent the furtherance of financial crime.

Our responsibilities include but are not limited to verifying the identity and address of our clients and any third-party making payments on their behalf. If required, you must supply proof of your identity in accordance of the above Regulations. Identity verification checks may include electronic searches of the electoral roll and the use of credit reference agencies, which will result in a soft 'foot-print' on your credit records.

This footprint is not visible to other financial service providers and does not affect your credit rating in anyway. In accordance with the Data Protection Act 2018 acceptance of these terms and conditions represents your permission for us to access this information.

Financial Services Compensation Scheme (FSCS) Current limits

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. I.e. it differs for investments, insurance, mortgages, and bank accounts.

Further information about compensation scheme arrangements including the conditions governing compensation and the formalities which must be completed to obtain compensation is available from the FSCS via its website at www.fscs.org.uk

The Law that we operate under

All of our agreements provided are governed and construed in accordance with the laws of England and Wales. In relation to any dispute, for your protection you agree to submit to the non-exclusive jurisdiction of the English courts.

Data Protection

The personal information you provide will assist your financial adviser in offering you the best advice as required by the Financial Services and Markets Act 2000. The personal data you provide will be used and stored in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) under UK law. Before collecting any data from you, you will be issued with a Privacy Notice, which will explain in full how we collect, process and store your personal data as well as the purposes for which we require your personal data under the relevant UK laws, and you will be asked to agree to the collecting, storing and use of your Personal Data and any Special Category Data for the purpose of providing advice.

Privacy Notice

We, together with Quilter Financial Services Limited, Quilter Wealth Limited, and Quilter Mortgage Planning Limited (collectively to be known as Quilter) are the joint data controllers of any personal data you provide to us in accordance with these terms of business and any further information which you provide to us during our relationship with you.

We and Quilter each have a legal obligation to comply with applicable data protection legislation. Information on our uses of your personal data is set out in your Advisor's Privacy notice which can be accessed on their website or on request.

We will collect and use your personal data such as your name and contact details and other information for the provision of financial advice and to provide you with financial products or services, including related services such as administration, risk assessment, fraud prevention and regulatory purposes.

In order to provide these services, we may share the personal data you provide with, the Quilter group of companies, third parties such as other advisors within the Quilter network, product and service providers, administrators of a scheme relating to your investment plan, and third-party companies providing administration services. We may also need to share it with HM Revenue and Customs and our regulators such as the Financial Conduct Authority or the Prudential Regulation Authority in certain circumstances.

Your rights and how to contact us

For further information on how we use your personal data and your rights in relation to your personal data, please see your Advisor's Privacy Notice which can be provided on request and accessed at www.domusfinancial.co.uk/privacynotice.

Should you have any enquiries relating to the personal data that Quilter may hold about you, how your personal data is processed, or how to exercise your rights you can contact our Data Protection Officer, at QFPdataguardian@quilter.com.

Accessibility

Please note that a paper / hard copy of this document is available, upon request.

If you would like this document or any other document in an alternative format e.g. Braille, Moon, Clear and Large Print, Audio documents (Cassette, CD, MP3 or Wav) or any other languages please let me know.