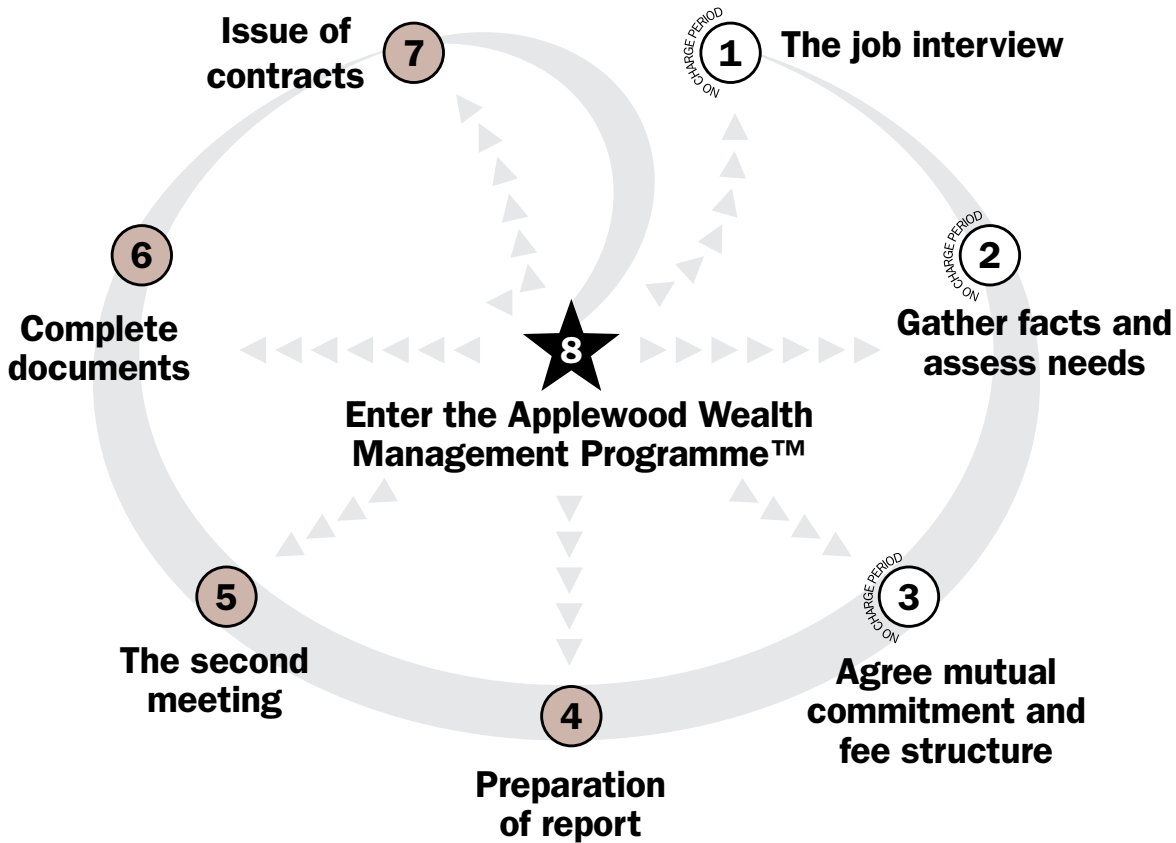


8 Stages to the Applewood Wealth Management Programme™

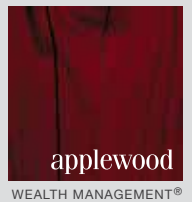


Pre-meeting Workbook

Information required to ensure a productive First Meeting

Name:

Date:



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Providing Financial Peace of Mind



Assets and Liabilities

Please complete the following details as a monetary total. C1/C2 = Client 1/Client 2

Interest Bearing Accounts and Other Cash

	Client 1	Client 2	Joint
Current Accounts			
Deposit Account			
TOISA Accounts			
National Savings			
Premium Bonds			
Investment Bonds			
Pension Funds			
PEP/ISA			
Unit Trusts			
Equities			
ISA Cash			
Any Other Cash			
Total			

Property

Main Residence			
Holiday Home			
Other Property			

Personal Possessions

Furniture/Furnishings			
Car/Caravan/Boat			
Jewellery/Furs			
Art/Antiques			
Trust Entitlements			
Other Assets			
Total Assets			

Liabilities

Credit/Store Cards			
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Mortgages and Loans

Main Residence			
Balance			
Other Property			
Balance			
Bank Overdrafts			
Total Liabilities			
Do you have loan protection?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have life assurance?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes how much?			
In Trust?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have Death in service?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you expect any of your assets or liabilities to change in the near future?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Estate & Wills

Do you have Wills? Yes No

What are the details?

Who are the executors of the Will?

Children Solicitor Other

Property Ownership

Single Joint Tenants in Common

Have you benefited from a Will in the last two years? Yes No

Income Per Annum:

C1:		C2:	
------------	--	------------	--

Expenditure Per Annum:

Client 1	Fixed/Essential	Discretionary

Client 2	Fixed/Essential	Discretionary

Date of birth:

C1:		C2:	
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What should you bring with you to the Discovery Meeting

How to help us prevent crime

If you are a new client - or you have not used our services in the last 12 months - we shall need to ask you for proof of identity. This is to comply with the law.

Our aim is to do our best for our clients, whilst at the same time making sure we do all we can to combat financial crime.

What will we need from you

When you ask us to act on your behalf we will ask you to prove who you are and where you live. Proving your identity is simple. You just need to show us a couple of original documents containing your name and address.

We will keep a copy of these documents. Most people have one or more of the documents we accept, so you should not have any difficulty in satisfying us about your identity. If more than one person is to give us instructions (e.g. husband and wife, partners, company directors, etc) we will need to confirm the names and addresses of you all.

We will need to see two documents

One to confirm your name

Any one of the following which is valid and current on the date you show to us:

- Current UK/EU Photo Driving Licence
- Current Signed Passport or EEA State Identity Card
- Resident Permit issued to EU nationals by Home Office
- Current Full UK Driving Licence (old style)
- Firearms Certificate
- State Pension or Benefits Book/Notification letter
- Sub-Contractors Certificate
- Inland Revenue Tax Notification

One to confirm your address

Any one of the following which is valid and current on the date you show it to us.

- A second document from the list above if it contains your address or
- Bank/building society/credit card statements less than three months old
- Utility bill less than three months old (excluding a mobile phone bill)
- Council tax bill for your address
- Council rent book for your address showing rent paid for the last three months
- Mortgage statement from a recognised bank or building society lender for a mortgage account in your name for a mortgage accounting year ended not more than three months previously.

- Solicitor's letter confirming details of house purchase or Land Registry
- Electoral roll check
- Most recent mortgage statement
- Current local authority Tax Bill
- Local Authority rent card or tenancy agreement
- Bank/Building Society/Credit Union Statement or Passbook
- House or motor insurance certificate
- Utility Bill (not mobile phone) no more than 6 months old
- Current UK/EU Photo Driving Licence

Please note: we cannot accept the same document as proof of both your name and your address.

What to do if you have a problem

Do not worry if you are unable to provide the documents listed. We understand that not everyone has a passport or a driving licence, or any bill or statements addressed to them because accounts may be in your partner's name.

If this applies to you there are other documents we may be able to use and we have other ways of confirming your name and address, such as checking the electoral roll.

Just tell us your situation and we will do our best to try to help you.

Peace of mind

Please remember that the security checks we are legally required to make are for your own protection and we hope they will also give you peace of mind. However, if you are unable to provide us with satisfactory proof of your identity we will not be able to assist you.

Please bring with you all existing policy details i.e. type of policy and policy number.

Please bring this booklet.

Please hand two pieces of identification to the receptionist to photocopy