

Planned Investor

“Our Services
Explained”

Version 1.01

What to expect as a **Planned Investor** Client.

The intention of this booklet is to outline the full scope of service you will receive as a **Planned Investor** client.

The PLANNED INVESTOR service is broken into 2 parts:

1. Initial Planning and Proposal
2. Ongoing Guidance and mentoring via the Client Zone and annual review.

Below is a more detailed look at the service offered in each part of this service model.

① Initial Planning and Proposal:

As we have outlined in the “Investment Process Steps” on the website, we will guide you through the Initial Planning and Proposal Process as follows:

Step
1

- **Set up your account** with SimplyInvesting by entering your contact details.
- You will then be asked to **choose a payment plan** to pay for the **Initial Planning** Service.
- You will need to **make your payment** in order to move to the next step.

2

Step
2

- **Your Personal and Financial Data and Risk Profile Questionnaire:**
- You will **download a Budgeting Workbook** from the website which you will need to complete as accurately and comprehensively as possible. This information together with the risk Profile outcome, forms the foundation to your Planning.
- You will need to email or fax the input sections of this workbook to us at SimplyInvesting.
- In **Part 2** of this step, you will register for and complete a **Risk Profile Assessment**.
- The Risk Profile Questionnaire consists of 12 strategic questions specifically designed by FinaMetrica, an international company that specialises in Investment Risk Assessment.
- The results of the Risk Profile Questionnaire will be available for you to download from the website on completion. You may find the outcomes of interest and helpful in interpreting our proposal to you.
- The above 2 documents will enable us to develop a Proposal Plan for you which will set out your current projected Financial Roadmap into the future. This Proposal Document will enable you to make some fundamental decisions regarding your current financial position and enable you to re-align your financial Planning for the future.

Step
3

- **Proposal Feedback and Application Process:**
- Based on our analysis as explained in Step 2 above, we will now email to you a draft proposal overview document for discussion during our telephonic or Skype meeting.
- At the same time as sending you the draft proposal document, we will make contact with you in order to set up this telephone or Skype meeting during which we will:
 - Discuss the initial planning outcomes as per the draft proposal document we emailed to you,
 - confirm any items which may need discussion or further information.
 - Agree on the parameters of the final Planning Proposal to be prepared (Full Proposal Scope).
- The Final Planning Proposal will now be prepared for presentation and Implementation.
- Where applicable, any Application forms for Investments will be prepared for signature.
- Any quotations for Personal Risk requirements that were identified from the planning analysis will be prepared,
- If you had chosen the “2 payment option plan” for this service, your second payment will now be due and payable prior to the final Proposal and Application forms being sent to you.

Step
3

- **Continued..**

- Once all payment confirmations have been received, the final Proposal documents as well as all fully prepared Application forms will be sent to you via email.
- You will need to complete and sign the application forms and supply any other necessary required documentation as requested.
- All completed documentation is then to be scanned (as Pdf documents) and emailed to us at SimplyInvesting for processing.
- If you are making a Lump Sum investment and need to make a transfer into the Administrators Bank account, this will need to be done now as proof of the deposit will need to be submitted to Simplyinvesting with the other required documentation.

Step
4

- **Investment Confirmation and Client Zone access:**

- SimplyInvesting will now submit all documentation to the relevant administration companies, ensuring that all compliance requirements are adhered to.
- If for whatever reason further documentation is required, we will contact you in order to arrange for this to be emailed to us.

- **Continued..**
- Once SimplyInvesting has submitted all documentation to the relevant Administration companies, it will take approximately **5 working days** before confirmation of your new investment will be available.
- Confirmation of your new investment will be emailed to you.
- Once your Investment has been confirmed, we will register you and email you your Username and Password for the SimplyInvesting **Client Zone**, where you will have access to your portfolio values online as well as access to a variety of other useful and informative services such as:
 - Video Tutorials and explainer videos
 - Discussion Blog
 - Investment Information Library
 - Investment Tools

New information is being added to this facility on an ongoing basis

PART 2

2

Ongoing Mentoring and Guidance:

- The Initial Planning and Implementation of your Plan is obviously very important and vital to making a focused start.

Ongoing Mentoring and Guidance continued..

- However, if that initial plan and what is required to keep that plan on track (ongoing review and assessment) is not adhered to and implemented, you are unlikely to reach your Goals.
- The reason for offering all of the Tutorials, discussion Blogs and forums, Information library and tools, is to assist you in keeping your Plan on track and encourage you to implement any changes, additions and planning updates along the way.
- A very important and useful part of this service is the **Personal Annual Review** which includes the following:
 - *Planning Review* – We ensure that your Proposal plan is still relevant and that you are on track. If and when necessary we will do updates to your initial proposal.
 - *Portfolio Review* – We check that your portfolio is performing as planned. If and when applicable we will address any changes that may be necessary to ensure that you are still on track based on your planning.
 - *Estate Planning Review* – This would be a check to ensure that you have this aspect of your planning in place, that it is current, relevant and up to date.
 - *Medical Review* – This would be a check to ensure that you have this aspect of your planning in place and relevant to your families specific needs and requirements..

Ongoing Mentoring and Guidance continued..

- *Asset Risk Planning Review* – This would be a check to ensure that you have this aspect of your planning in place and relevant to your current asset valuations.
- If you require assistance with any aspect of your Planning, we would be able to address this at the Annual Review meetings.

In Summary:

- The main emphasis in this service model is to:
 - Give you **initial Planning Guidance** and to get you firmly on track towards your Goals in life.
 - Assist you in getting the outcomes and agreed “way forward” **correctly mapped and implemented.**
 - For you to know that, you will have a proper review of your Full Financial position annually to ensure that you keep to your planning objectives.
 - For you to know that **you have help and guidance** should you need it, in the form of the “Client Zone” with all of its useful resources.
 - For you to know that **you have someone to contact** if you have questions along the way.

We want our clients to know that they always have guidance and help available and that this guidance and help will always be given from and in an **Independent** and **Objective** manner and perspective and that they will always get the **Best Advice** for their circumstances and needs.

If you have any questions or would like to make contact with us you can email us on:

dave@futurewealthcapital.com.

We look forward to partnering with you and helping you reach your goals and Financial Success.