

pension: key facts.

The Financial Conduct Authority (FCA)

The FCA is the independent watchdog that regulates financial services. This document is designed by the FCA to be given to consumers considering taking advice on certain financial products. You need to read this important document. It explains the service you are being offered and how you will pay for it.

Whose products do we offer?

Pensions

- We offer products from the whole market.
- We only offer products from a limited number of companies.
- We only offer products from Wealth at Work Limited.

Which service will we provide you with?

- We will advise and make a recommendation for you after we have assessed your needs.
- You will not receive advice or a recommendation from us. We may ask some questions to narrow down the selection of products that we will provide details on. You will then need to make your own choice about how to proceed.
- We will provide basic advice on a limited range of stakeholder products and in order to do this we will ask some questions about your income, savings and other circumstances but we will not:
 - Conduct a full assessment of your needs;
 - Offer advice on whether a non-stakeholder product may be more suitable.

This document relates to the service of pensions advice only. In respect of pensions advice we offer an initial discussion, without charge, when we will describe the service more fully and explain how you may pay for our services. If you decide to go ahead, we will:

- Gather and analyse personal information about you, your finances, your needs and objectives;
- Recommend and discuss any action we think you should take and, with your agreement, arrange relevant investments for you.

What will you have to pay us for our services?

Not all firms charge for advice and administration in the same way. We will 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.

- Paying by fee.** You will pay a fee for our advice and services, this will be based on the value of funds being advised on. The timing of payment can vary depending on the product/service being recommended and this will be discussed and your options detailed in writing in our report detailing our recommendation.
 - We will agree the rate we will charge you before implementing our recommendations.
 - Our fees are detailed in the tables below.
 - Depending on the product/service, VAT may be applicable.
 - The fees are designed to reflect the amount of work estimated in providing pensions advice, and are:

	Money being invested	Fee
Initial Charge	First £100,000	2% plus VAT if applicable
	Next £200,000: (£100,001-£300,000)	1% plus VAT if applicable
	Capital over £300,000	0.5% plus VAT if applicable

For example, in monetary terms this means:

	Type of charge	Amount
Capital advised upon -£350,000	Initial fee	£4,250.00
	VAT if applicable	£850.00
	Total fee	£5,100.00

We will provide you with exact details of the fee in the suitability report (prior to investment) based on your intended investment. When this is not practical, for example, transfer business when exact investment is not known, we will provide an estimate specific to the transfer value advised at the time of writing.

Annual Management Fee	Type of Service	Fee
	Discretionary Managed Portfolio Service	1.5% plus VAT

An annual management fee is charged if we provide ongoing management of the underlying investment funds. How this is calculated will depend on the product provider but typically it is calculated on a monthly basis at a rate of one twelfth of the annual management fee based on the market value of the whole portfolio and deducted from the portfolio monthly in arrears.

For example, based on a Discretionary Managed Portfolio Service, in monetary terms this would be:

	Type of charge	Amount
Portfolio value - £350,000	Monthly fee	£437.50
	VAT	£87.50
	Total monthly fee	£525.00
	Annual fee (assuming no movement in portfolio value in the 12 month period)	£5,250.00
	VAT	£1,050.00
	Total annual fee	£6,300.00

Who regulates us?

WEALTH at work and my wealth are trading names of Wealth at Work Limited which is authorised and regulated by the Financial Conduct Authority and is part of the Wealth at Work group. Registered in England and Wales No. 05225819. Registered Office: Third Floor, 5 St Paul's Square, Liverpool, L3 9SJ. Telephone calls may be recorded and monitored for training and record-keeping purposes.

Our FCA Register number is 417367. Our permitted business is to advise in relation to the Self Invested Personal Pension scheme for which we act as an operator. You can check this on the FCA's Register by visiting the FCA's website www.fca.org.uk/register or by contacting the FCA on 0800 111 6768 (freephone) or 0300 500 8082 from the UK, or +44 207 066 1000 from abroad.

What to do if you have a complaint

If you wish to register a complaint, please contact us:

In writing: Complaints Department, **Wealth at Work Limited**, Third Floor, 5 St Paul's Square, Liverpool L3 9SJ

By phone: Telephone **0800 028 3200**. Please note that calls may be recorded and monitored for training and record-keeping purposes.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service by visiting www.financial-ombudsman.org.uk.

Are we covered by the financial services compensation scheme (FSCS)?

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.

Most types of investment business are covered up to a maximum limit of £85,000.

Further information about compensation scheme arrangements is available from the FSCS by visiting www.fscs.org.uk.