

# The financial planning cycle

## Discovery - Initial Meeting

- Present Initial Disclosure requirements (Business Cards, About Us, Client Agreement)
- Review present financial situation
- Agree client's objectives
- Complete a risk questionnaire so that levels of risk and reward can be measured
- Agree any immediate actions needed
- Arrange rights to review existing policies

Discovery  
Initial meeting

*"For me having an Independent Financial Adviser means not only do I get well informed and up to date advice on investments but also I have peace of mind in knowing that should my situation change in any way, good financial advice based on personal knowledge of my affairs is readily available to me."*

Mrs. C Belcher - Kew Gardens - London

## Assessment - Research and Design Solution

- Analyse findings from initial meeting
- Compare existing arrangements against objectives
- Identify areas of need or weaknesses
- Research market
- Choose most appropriate services and products
- Arrange next meeting

Assessment  
Research &  
design solution

Ongoing  
Service

## Ongoing Service

- Set up mailing or frequency of valuations if required
- Client chooses frequency and type of contact

Our Client

Implementation  
Post presentation  
& administration

## Implementation - Post Presentation and Administration

- Send client 'reasons why' letter (written rationale)
- Administer process of issuing plans and contracts
- Keep client updated with progress through to completion

Advice  
Presentation  
of solutions

## Advice - Presentation of Solutions

- Recap objectives and agreed immediate actions
- Presentation of summary of existing planning and solutions
- Give written illustrations
- Client to agree whether to proceed
- Complete proposals

*"I no longer wonder what to do if a problem comes up - I just phone my IFA: 0141 221 4442 - problem solved! Finances are simplified, secure, invested tax-free for income or growth (or both!), according to age & requirements, a helpful and excellent service, for all age groups and businesses. Advice is suggested, never forced."*

Mrs. A Still - Greenock