

**DOCUMENT HANDOVER**

## Drawdown Review / Additional Fund Designation

Adviser:	<input type="text"/>	Client:	<input type="text"/>
Date:	<input type="text"/>	SCDD issue date:	<input type="text"/>

### Fact Find Checklist

Please confirm that you have obtained the following information. (If not, please complete the relevant section of the CFR)

Personal details	<input type="checkbox"/>	Will information in CFR	<input type="checkbox"/>
Dependant's details including date of birth	<input type="checkbox"/>	Health details	<input type="checkbox"/>
Occupation and employment details	<input type="checkbox"/>	Income and expenditure	<input type="checkbox"/>
Emergency fund	<input type="checkbox"/>	Future circumstances / tax and residence	<input type="checkbox"/>
Full details of any liabilities	<input type="checkbox"/>	Full details of any existing Protection	<input type="checkbox"/>
Full details of any existing Pensions	<input type="checkbox"/>	Full details of any existing assets	<input type="checkbox"/>
Investment and regular savings section fully complete		<input type="checkbox"/>	
Protection / Retirement / Inheritance Tax section fully complete if discussed		<input type="checkbox"/>	

Servicing agreement in place (regularity of reviews):

## Recommendation

Standard drawdown <input type="checkbox"/>	Phased drawdown <input type="checkbox"/>
Capped to Flexi <input type="checkbox"/>	Additional fund designation <input type="checkbox"/>
Review declined <input type="checkbox"/>	Drawdown no income <input type="checkbox"/>
Income required (gross per annum): <input type="text"/>	Previous income (gross per annum): <input type="text"/>
PCLS required: <input type="text"/>	<input type="text"/>

If no income required, please confirm why. Also, if there is a change in income need please explain the change:  
**Please note that if income is required within the next 5 years, then an LTIC or Cashflow would need to be undertaken.**

If PCLS required, please note reason for taking. If to be used as part of phased drawdown, please note here:

Any additional Advice Charge being taken?

## Objectives

Have there been any changes to the clients' objectives? If so please detail below:

## Lifetime allowance

If the clients:

- Uncrystallised pension rights;
- Pension rights previously crystallised with St. James's Place;
- Pension rights previously crystallised with any other pension scheme(s);
- The deemed value of any pension that commenced prior to 6th April 2006;

In total, exceed **50%** of the clients LTA, then evidence of the clients current LTA position will need to be on file.

Please confirm clients LTA position and % used for each of the pensions currently held. Either crystallised or uncrystallised.

## **Discounted options**

As drawing income from pension is not a one-off decision, we need to document what other options may be appropriate for the client and why these were discounted. Without this we cannot show that the current arrangement remains appropriate for the client.

Please therefore confirm why the following was discounted.

### **Deferring taking further benefits:**

### **Use of investments to produce flexible income:**

### **Borrowing to meet any capital needs:**

### **Annuity purchase:**

As part of the review, we have to provide a comparison against an annuity. Regardless of whether a client would take an annuity or not please detail the annuity basis that would best suit the clients' circumstances.

**If the client would be entitled to an enhanced annuity (eg. due to medical or lifestyle), please ensure the enhanced annuity questionnaire is completed and on file.**

PCLS amount:  **OR** PCLS percentage:

Frequency of payments:

Monthly  Quarterly  Half yearly  Annually  Other

Escalation:

Level  RPI  CPI  Other

Guarantee period:

5 Years  10 Years  Other

Spouse's pension:

50%  100%  Other

## **Attitude to risk**

Please confirm client's attitude to risk:

Low	<input type="checkbox"/>	Lower medium	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Upper medium	<input type="checkbox"/>	High	<input type="checkbox"/>		
Has the client's attitude to risk changed since the last review?								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, what has changed and has this been taken into consideration in the fund choice?

Did the client wish to review the existing fund choice?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, were any changes made? If so, please also note the changes made and why that selection was made.

Please detail, if not recommended, for what reasons the InRetirement Portfolio was discounted if income being drawn.

## **Asset Preservation Trust (APT)**

Please confirm if an APT is in place and if not, replay the clients' reasons for this.

## Meeting notes

Please detail below any further meetings notes that need to be relayed in the letter.

## Documentation checklist

Please ensure that the illustration and advice set have been created and the following documents are attached:

Detailed income and expenditure on file (split between essential, discretionary and luxury)	<input type="checkbox"/>
Copy of BR19 for client and spouse	<input type="checkbox"/>
Proof of any guaranteed income in payment (eg. Defined Benefit Pensions)	<input type="checkbox"/>
Proof of other potential sources of income not yet in payment	<input type="checkbox"/>
Copy of drawdown review pack including attachments	<input type="checkbox"/>
My practice illustration for the recommendation	<input type="checkbox"/>
Concession if taking less than £5,000 minimum	<input type="checkbox"/>
Evidence of any LTA protection	<input type="checkbox"/>
InRetirement Category noted in CFR at Retirement Priorities	<input type="checkbox"/>
Asset Preservation Trust in place and details on file	<input type="checkbox"/>
Details of capacity for loss discussion in CFR	<input type="checkbox"/>