

CLIENT AGREEMENT

Executive Advisory Services are authorised and regulated by the Financial Services Authority. FSA Number 154311

Registered address-Lower Road, Cookham, Maidenhead, Berks, SL6 9HF

You can check this on the FSA's Register by visiting the FSA's website www.fsa.gov.uk/register or by contacting the FSA on 0845 606 1234.

Our Commitment to You

Prior to providing you with any advice we will take time to understand your current needs, circumstances and attitude to risk. Any advice provided will be confirmed to you in writing.

Client Classification

Executive Advisory Services classifies all clients as 'retail clients' for investment business and 'consumers' for non-investment insurance business which means you are afforded all protections under the rules of the Financial Services Authority (FSA). Should you wish to be classified differently for investment business, please discuss this with your adviser. Your adviser will inform you should your circumstances dictate that we would need to classify you differently for non-investment insurance business.

Please note that should you wish to be considered as a different category of customer for investment business, such as a professional client or eligible counterparty you must inform us in writing. We will provide you with a new client agreement and you may lose a number of protections which will be outlined in that new agreement.

Methods of Communication

Unless you advise us otherwise, we will communicate with you via the following methods of communication, Face to Face, E-mail, Telephone, Letter & Fax.

Investment and Non-Investment Insurance Services

Executive Advisory Services are permitted to advise on and arrange (bring about) deals in investments and non-investment insurance contracts.

With regard to investments and non-investment insurance contracts which we have arranged for you, these will not be kept under review unless we agree otherwise with you; but we will advise you upon your request.

However, we may contact you in the future by means of an unsolicited promotion should we wish to contact you to discuss the relative merits of an investment or service which we feel may be of interest to you

Executive Advisory Services does not handle clients' money. We never accept a cheque made out to us (unless it is a cheque in settlement of charges or disbursements for which we have sent you an invoice) or handle cash.

Scope of Advice

We provide Independent Advice. This means we will advise and make a recommendation for you after we have assessed your needs. Our recommendation will be based on a comprehensive and fair analysis of the market.

Conflicts of Interest

Executive Advisory Services offer advice in accordance with that disclosed to you in this agreement. Occasions may arise where we or one of our other clients have some form of interest in business being transacted for you. If this happens or we become aware that our interests or those of one of our other clients conflict with your interests, we will write to you and obtain your consent before we carry out your instructions, and detail the steps we will take to ensure fair treatment.

The Directors of Executive Advisory Services have an equity share of 2%, with no voting rights, in Amber IFACo Limited. The value of the shareholding will only be known at the point of a sale or flotation of Amber IFACo Limited.

Best Execution

It is our policy to transact your business in order to achieve the best possible results in terms of the nature and price of the products selected, transaction charges, administration and service excellence. Further details of our policy are available upon request.

Data Protection

For details of our Data Protection statement and policy, please see our Data Protection Statement and consent form, which will be provided separately to you.

Payment for Services

Introduction

To ensure that you are always fully aware of our advice costs and how and when you are going to be asked to pay for this, we will always confirm this verbally and in writing asking for your agreement by signing our fee agreement, the exact amount and payment method.

Generally we will ask you to pay for our services at the end of the advice process/ at the start of the advice process/ after we have completed a detailed financial analysis of your current position and have agreed that we can provide advice to you/ before we have started our research process/ at the time when you receive our Suitability \Report letter.

Please note that if you have paid for our advice by way of a cheque, and you subsequently cancel the policy within the statutory cooling off period, we will not refund/partially refund the fee received.

Lump Sum Business

Executive Advisory Services offer you an initial meeting to understand in broad terms; your needs and objectives and to agree with you that our services are right for you going forward. This meeting usually lasts for around one hour, the cost of which is met by our firm.

Thereafter we charge for our advice by way of a fee or agree an amount to be deducted from your investment premium(s) prior to its investment.

We will tell you what amount of VAT is payable.

Executive Advisory Services offer a transactional advice service and an advice and ongoing review service and we will agree which level of service is most appropriate to your needs.

In the transactional service basis, we will provide the following;

- A full explanation of our company, how we work and a written explanation of the services that our company offers, so that you will fully understand the level of services and advice you can expect from us
- A financial review in order to understand and agree with you; your needs and objectives based on a comprehensive review of your current financial position.
- Completion of a detailed risk analysis assessment to fully understand your attitude and tolerance to risk
- Research the market place to ensure the most appropriate provider is recommended
- All our advice will be confirmed in writing
- We will forward any policy documents(s) to you as required.
- Your investments will not be kept under review, and we will not provide any ongoing advice, of course you are welcome to ask us to provide further advice, but we will charge separately for this.

The Regular Review Service includes the above along with the offer of a face to face review meeting every other year and an annual policy statement showing the value of any investments we have arranged for you.

The cost of this service is 0.5% per annum of the funds under management

The Full Financial Planning Review Service includes all of the above as per Transactional Services along with the offer of a minimum of one face to face meeting per annum and six monthly valuations plus on request any time.

The cost of this service is 0.75% per annum of the funds under management.

It is possible for you to agree to pay for our advice by way of a deduction of our fee from the investment amount sent to a fund manager or provider prior to its investment.

For example; if you provide a lump sum of £100,000 and our fee is £3,000, that amount will be deducted before the remaining £97,000 is invested. The £3,000 is paid to us by the provider as our fee.

Our typical charges are based on the value of the monies being invested for example:

Investment work for values of less than £500,000

Fee of up to 3% of the value of the investment moneys. For example, researching, advising and arranging a £100,000 investment could be £3000.

Investment work for values over £500,000 is by individual arrangement.

Please note that the above fees are for guidance only. You may be asked to pay more or less depending on our assessment of the work involved.

With your prior permission, we reserve the right to charge up to a maximum of 1% per annum of your investment or fund value to meet the costs of ongoing policy servicing.

Alternatively we may charge for our services as below

Our typical charges are:

Chartered Financial Planner	£200 per hour
Financial Adviser	£160 per hour
Paraplanner	£75 per hour
Administrator	£45 per hour

We may charge you for travelling costs for a home visit.

Regular Premium Business

It is our company policy to arrange for the payment for our advice to be deducted from the total amount collected by the product provider. Our fee will be forwarded to us and your contribution will be credited to the provider. The full details will be shown to you on the client specific illustration.

In some circumstances, we may ask for a separate cheque, payable to our firm. The full details of which will be shown to you on the client specific illustration.

Business that is transferred

If we advise you to transfer from one product to another, we may agree with you to pay by way of separate cheque or by deduction from the transferring fund to pay for our advice prior to its investment.

Termination of our services (Initial Advice)

You or we may terminate our authority to act on your behalf at any time.

You will be liable to pay for any advice or services that you have received prior to the date of termination. This means that where we have agreed the advice and services that we will provide for you and we have agreed to receive payment for these, either by means of a fee for investment business or by receiving commission from a provider for non-investment business you will have to pay us for any work we have completed up to the date of termination.

Termination of our services (Ongoing Advice)

You have the right to cancel payment for our ongoing services. You are required to give us three months notice in writing.

Non-investment Insurance

Payment can be made by fee, commission or a combination of both.

You will receive a Client Specific Illustration which will detail any other fees relating to your particular insurance policy.

For certain transactions that we may advise on certain occasion Executive Advisory Services will accrue a notional entitlement under a discretionary settlement. The value of this entitlement does not impact on the overall charges that we will disclose to you as required by the Financial Services Authority. The value of our notional entitlement cannot be determined until the sale is realised but please do ask us for more information if you wish to do so.

Complaints

If you wish to register a complaint, please contact us in writing at address at the front of this agreement or telephone us on 01628 532320

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

Compensation Arrangements

We are covered by the Financial Services Compensation Scheme (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.

Investment

Most types of investment business are covered for 100% of the first £50,000, so the maximum compensation is £50,000.

Insurance

Insurance advising and arranging is covered for 90% of the claim with no upper limit.

Deposits

Money in accounts like current and savings accounts, including cash ISA's are covered up to £85,000 per authorised firm. It should be noted that 'authorised firms' may have several different brands.

Further information about compensation scheme arrangements is available from the FSCS

Accounting to You

We will forward to you all documents showing ownership of your investments as soon as practicable after we receive them; where a number of documents relating to a series of transactions is involved, we will normally hold each document until the series is complete and then forward them to you.

Clients Consent

This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.

I/We agree that this client agreement will come into effect from the date of issue.

Client Name (s)	
Client Signature (s)	
Date of Issue	