

Client(s) Name	
Date	

Client(s) Details	Self	Partner
Title / Sex		
Forename(s)		
Surname		
Known as		
Date of Birth / Marital Status		
National Ins No. / UK Resident		
Home Address (Only complete 'Partner' details if different.)		
Time at current address in years & months (If less than 3 years, give details of all previous addresses for 3 years in Notes section below.)		
Home Telephone Number		
Mobile Number		
E-mail address		
Preferred method of contact		
Do you foresee any changes to your personal circumstances?		
Are you in good health?		
Do you have any medical conditions? (If 'Yes', give details in Notes section.)		
Have you smoked in the last 12 months?		
Employment Status		
If retired/ other, what was your former occupation?		
Have you ever had a change of career? If so, give details in notes		
At what age do you intend to retire?		
Do you have any religious beliefs that would affect financial planning? (If 'Yes', give details in Notes section.)		
Notes		

Children and other Dependants (Partner / Grandchildren / Elderly dependants etc.)				
Do you have any dependants?				
Name	Date of Birth	Relationship	Financially dependent?	Sex
1				
2				
3				
Notes				

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Occupation Details		
	Self	Partner
Main Occupation		
Job title of main occupation		
Secondary occupation & job title		
Employer / Business Name		
Employer / Business Address		
Employer's Tel. Number / Co. Mobile No.		
Fax Number		
E-mail address at work		
Date started employment / Business?		
Gross Income per annum / Net Profit (if self-employed)	£	£
Gross Benefits in Kind (P11d)	£	£
Do you intend to change jobs? If yes, give details in notes		

Income Details			
	Self	Partner	Joint
Net monthly "take-home pay" / Net Drawings (if self-employed)	£	£	£
Net monthly part-time / secondary occupation income	£	£	£
Net monthly guaranteed commission / bonus / overtime	£	£	£
Net monthly pension income	£	£	£
Net monthly investment income	£	£	£
Other net monthly income	£	£	£
Total Net Monthly income	£	£	£
Highest rate of income tax?	%	%	%
Do you see your income changing in the near future?			
Pay / Pension review date			

Outgoing Details	
Would you like to look at your monthly outgoings in detail? (If 'Yes', complete detailed breakdown of outgoings. If 'No', just complete the total boxes below.)	
Total Net Monthly Income	£
Total Monthly Committed Outgoings	£
Total Monthly Discretionary Outgoings	£
Total Monthly Outgoings	£
Disposable Monthly Income	£
Do you expect to see your outgoings change in the near future? If 'Yes', please provide details in the Notes section.	

Notes Please summarise your client's current experience and knowledge of investments (include details of any previous investments held with dates). Include any other relevant information to support your recommendation(s).

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Assets			
	Self	Partner	Joint
Home (Primary Residence)*	£	£	£
Other Properties	£	£	£
Contents & Personal Effects	£	£	£
Personally Owned Vehicles	£	£	£
Business Interests	£	£	£
Current Account Balance	£	£	£
Building Society & Deposits	£	£	£
TESSAs / TESSA ISA	£	£	£
PEPs	£	£	£
Cash ISAs	£	£	£
Equity / Insurance ISAs	£	£	£
Investment Bonds	£	£	£
Unit / Investment Trusts	£	£	£
Stock-Market Shares	£	£	£
Loan Stocks & Gilts	£	£	£
Other Assets (including National Savings)	£	£	£
Total Assets (TA)	£	£	£

Liabilities			
	Self	Partner	Joint
Mortgages	£	£	£
Other Loan Amounts	£	£	£
Credit Card Balances	£	£	£
Store Card Balances	£	£	£
Overdraft Balance	£	£	£
Total Liabilities (TL)	£	£	£

Summary of Assets & Liabilities	
Total Assets (TA)	£
Total Liabilities (TL)	£
Net Asset Position	£
Do you expect any of these to change in the near future? If 'Yes', provide details in Notes section.	
Do you have loan protection on your liabilities? If 'Yes', provide details in Notes section.	

Notes *Tenancy in common / Joint tenancy (Joint property / Common property in Scotland) / Commonhold
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