

Terms of Business

BACKGROUND

SCF Wealth Management Ltd is a company incorporated in the Czech Republic and operates predominantly in Central Europe. SCF Wealth Management can also provide advice and support in the Arabian Gulf through its partner company Expat Solutions.

ABOUT US AND OUR SERVICES

We are independent financial advisors and will act on your behalf in advising you on life assurance, pensions, investment funds and bank accounts from different companies. We also belong to the 'society of Will Writers' and can help clients with estate planning and making sure they have a Will that is up to date.

REGULATORY STATUS

SCF Wealth Management Ltd is regulated by the Czech National Bank, Na Prikope 28, Prague 1, tel: 224 411 111, as well as licensed with the Czech Trades Licensing Office to provide entrepreneurial, financial, organisational and economic consultancy services.

OBJECTIVES

Any advice or recommendation offered to you will be based on your stated objectives, acceptable level of risk and any other restrictions you wish to place. Details of your stated investment objectives will be included in the suitability letter/report we will issue to you to confirm our recommendation. Unless confirmed in writing, to the contrary, we will assume that you do not wish to place any restrictions on the advice we give you.

DISCLOSURE OF CLIENTS PERSONAL DATA

Where investment business services are provided to SCF Wealth Management Ltd by third parties then circumstances may arise which warrant the disclosure of more than just your basic contact details. On these occasions such as processing business, and obtaining compliance and regulatory advice you agree that personal information held by SCF Wealth Management Ltd may be disclosed on a confidential basis, to such third parties. You agree that this information may be transferred electronically, e.g. email. You also agree that we or any such third party may contact you in future by any means of communication, which we or it consider appropriate at the time.

PAYMENT FOR SERVICES

We will let you know how we will charge for our services after we have had an initial meeting with you either in person or by telephone. Based on an agreed system of priorities after an initial meeting or meetings, which we will not charge for, we will confirm either in writing or verbally what our charges will be.

Some of the consultancy services we provide like 'Will Writing', UK Pension advice will be charged by fixed fee which we will advise you on. We also derive our income from commission paid to us by life assurance companies for introducing business to them.

We may receive commissions, introducer and trail fees from fund managers, insurance companies, and other providers of investment and insurance products and services as a result of arranging transactions with them. We will provide you with additional information on commissions, finders' and trail fees upon request. You agree that we retain that commission, finders' and trail fees, or share of fees, as part of our remuneration. We reserve the right to act as agent for third parties and to share with them any such commissions or fees as are received by us.

CLIENTS' MONEY

SCF Wealth Management Ltd 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.

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.

CLIENT INSTRUCTIONS

Other than changing funds, we will require your written instructions to change any feature of your Bond, investments or policies. It is also possible for you to give us power to change investments on your behalf but only if you agree to this in writing. In general we will however never change any investment instructions without first notifying you.

CLIENTS RISK

You are advised that because investments can fall as well as rise, you may not get back the full amount invested. Past performance is not necessarily a guide to future performance.

TERMINATION OF AUTHORITY

You or we may terminate our authority to act on your behalf at any time, without penalty. Notice of this termination must be given in writing and will take effect from the date of receipt. Termination is without prejudice to any transactions already initiated, which will be completed according to these terms of business unless otherwise agreed in writing. You will be liable to pay for any transactions made prior to termination and any fees, which may be outstanding.

COMPLAINTS PROCEDURE

If you have a complaint about the advice you have received please write to: Barbora Palanova, SCF Wealth Management Ltd, Vaclavske namesti 19, 110 00 Prague 1, Czech Republic, b.palanova@scfinance.cz. We will supply you with a copy of our formal complaints procedure upon request or on receipt of a complaint. If we are unable to resolve a complaint you can consider lodging that complaint with Czech Trades Licensing Office or ombudsman as relevant.

CLIENT CONSENT

I understand and consent to the above terms and I hereby authorise the transfer of information, as described above, on a confidential basis when warranted between such third parties. I agree that the Terms of Business will come into effect from the date of issue.

Client Signature/s:

Client Name/s:

Date of Issue: