Annual Review Meeting Checklist

Client Name

Review meeting date:

To be completed by Admin:

	On File	*Required*
• Latest Client Agreement	☐	☐
• Anti-ML	☐	☐
• Letter of Authority	☐	☐
• Preferred method of contact	☐	☐
• Risk Profile	☐	☐
• Capacity for Loss	☐	☐
• Nomination of beneficiaries	☐	☐
• State pension forecast	☐	☐

	Used	*Action needed*
• ISA allowance	☐	☐

	No action	*Action needed*
• Cash balances	☐	☐
• Summary of time spent on account	☐	☐
• Summary of matched commissions and fees	☐	☐

	N/A	*Created*
• Portfolio valuation	☐	☐
• FE Analytics Report	☐	☐

To be prepared by the Paraplanner: *Prepared – Tick if 'yes'*

• Review Scorecard	☐	☐
• History of Net Worth (table)	☐	☐
• Value Added For Clients	☐	☐
• CGT Calculations	☐	☐
• Cashflow Update	☐	☐
• Re-Balancing Report	☐	☐
• Switching Letters	☐	☐
• Investment Review	☐	☐