BREWIN DOLPHIN

Service guide

For the clients of financial advisers

Important information

All of the solutions we offer involve some form of investment risk and you should be aware that the value of investments can fall and you may get back less than you invested.

You have sole responsibility for the management of your tax and legal affairs including all applicable tax filings and payments and for complying with applicable laws and regulations. We are not specialist tax advisers and will not provide you with tax or legal advice.

Contents

Our services

While we maintain a consistent and repeatable process across our business, we recognise that each client has their own specific requirements. Our investment professionals draw on our considerable experience and resources to tailor a strategy suited to the client's needs.

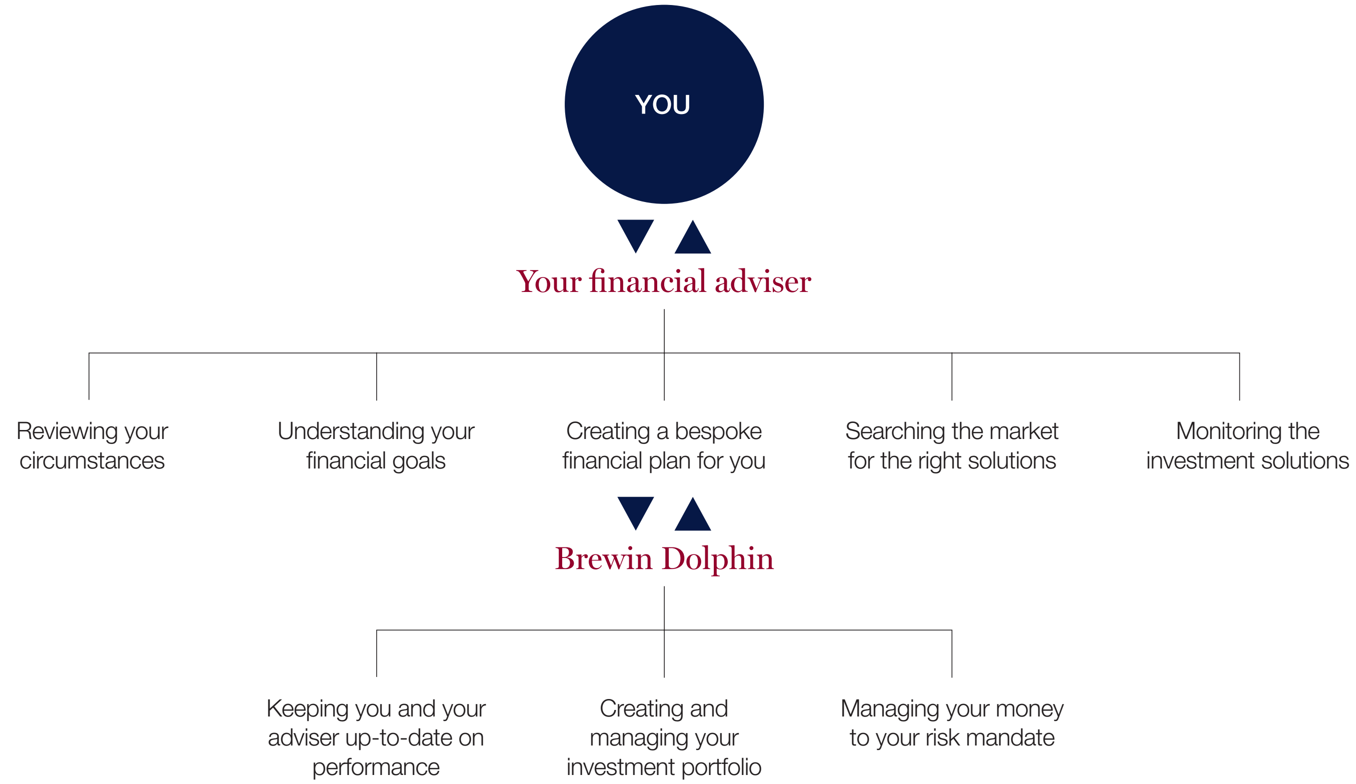
Discretionary investment management

As a discretionary investment manager we will manage investments on your behalf. The 'discretionary' part of our title means that once you and your adviser have appointed us to manage your money to a particular brief, or 'mandate', we have the responsibility to make the investment decisions to ensure we keep to it. This means that we do not need to seek permission from you or your adviser each time we make a change to your portfolio. Your investment manager will always work within the mandate and we will report regularly to you and your adviser.

Your adviser plays a crucial role and works in close partnership with us so that we can provide an exclusive service, tailor-made for you, which takes into account your needs, circumstances and risk profile. Our investment managers are supported by our award-winning research team that identify the best of breed from a huge range of investments available to populate your portfolio. Your investment manager will then choose the right asset allocation to meet your needs in line with the risk profile agreed between you and your adviser.

What you can expect from us

We work in partnership with your adviser and we both have the same objective – ensuring that you reach your financial needs and goals. To do this we ensure you are the top priority in everything we do. Below we explain what we do and how we work in conjunction with your adviser for you.



The value of investments can fall and you may get back less than you invested. No investment is suitable in all cases and if you have any doubts as to an investment's suitability then you should contact your financial adviser.

How will you keep me informed about my portfolio?

We will send you valuation reports on the agreed frequency which will show how your portfolio has performed, what it is worth and details of how it is currently invested.

This will also include a commentary on the economic and investment environment. Valuation reports can be issued on a more frequent basis if requested. You will also receive an annual custody statement detailing the investments that we hold on your behalf. Please refer to the table below for more information about which documents you will receive from us.

Document type	Content	Frequency
Online valuations	You can access your account online through our secure server via www.brewin.co.uk and check the status of your investments at any time and from anywhere. The website is also a link to a wide range of useful investment information and a good way to stay up-to-date with the latest developments in the financial markets. In particular, our award-winning research team produces regular topical articles covering key market issues and events.	Daily.
Valuation report	This will include a list of holdings, a valuation and a deposit and income statement, along with any other agreed reports.	Quarterly, following fiscal or calendar years.
Year end tax pack	This will include a Dealing and Deposit Statement, an Income Statement and a Consolidated Tax Voucher (CTV). Where applicable it will also contain a Capital Gains Tax schedule of disposals.	Annually as at your year end.
Asset confirmation report	This is a list of holdings in our custody which includes a response sheet which should be completed if you do not agree with any holdings.	Quarterly, as part of the valuation report.
Website	www.brewinmedia.co.uk/investor-relations provides a copy of our latest company report and accounts which provides full details of our credentials as a firm for managing your portfolios. It will include details of areas including the amount of money we manage, our corporate structure and Board of Directors, investment research operation and information about the protection of clients' assets.	The information will be updated on a regular basis as necessary. Updated versions will be available on request.

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