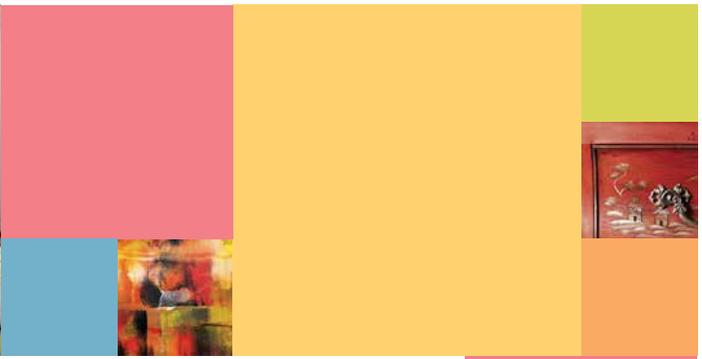




PERSONAL
PORTFOLIO
SERVICES

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THE THOUGHTFUL INVESTOR



Castlefield adopts a unique approach to looking after money, reflecting the individual objectives of all kinds of clients – from private individuals to the businesses they own and work for, to the not-for-profit organisations they help to run.

Our dedicated team is committed to achieving sustainable growth through independence and innovation, respect, responsibility and a highly personalised service. As an employee-owned business we can ensure that everything we do reflects not only the values we share as co-owners of our own business, but also the principles that are important to our clients too.

We call this approach 'thoughtful investing'.



TWO SERVICES, ONE OBJECTIVE

Our personal portfolio services have been designed to help clients to realise their long term financial goals – whether capital preservation, present day income or inflation-beating income and capital growth.

Designed primarily as an integral part of a financial advisory service, where your financial adviser acts as the link with our team of experienced investment managers, together we'll do our best to make sure that your investments always reflect your personal investment objectives, tolerance for risk and your wider beliefs and concerns.

Perhaps unusually, you'll find that we actively embrace the idea that objectives can and often do vary meaningfully from one client to another. That's why you'll be able to choose from a wide range of investment approaches. We've even developed our own **B.E.S.T** investment selection methodology, to identify investments not only based on traditional financial criteria but also on a range of other critical success factors. To us, issues like environmental and social impact, good standards of corporate governance and overall transparency are not just 'nice to have'; they're key to generating sound returns, linked to a proper appreciation of risk, defined in its widest sense.

GETTING STARTED

First, your financial adviser will help you to select which of our personal portfolio services is likely to suit your needs best – our **Managed Portfolio Service** or our **Premium Portfolio Service**. Choosing the right service will depend, in part, on how you'd like to interact in future with your financial adviser and with us too. Then, working closely with you, they'll agree an investment strategy suitable for you, taking account of any other assets you've agreed they should be separately advising you on.

THE OPTIONS

THE MANAGED PORTFOLIO SERVICE

If you're someone who not only values the sound advice your financial adviser provides but also places a value on the added peace of mind that a more proactive day-to-day personal investment management service can provide, then our **Managed Portfolio Service** could be right for you.

Clients of this service range from people who know little about investment (and feel that they've better things to do than try and become expert), to people who've an interest in the topic but simply prefer to devote their time to what they see as more enjoyable pursuits. Again, a not uncommon theme is a wish to see good returns, but not at the expense of others.

As a **Managed Portfolio Service** client, we'll start by establishing a managed discretionary account for you. This offers access to virtually any form of collective investment. Your financial adviser will advise you on your initial investment objective and attitude to risk and will review these important aspects with you periodically. They'll use this information to advise you on which of a range of standard investment profiles is best able

to meet your needs. Then, as a **Managed Portfolio Service** client, you'll also have direct access to our team of experienced investment managers, who'll take on the responsibility for making the initial selection of investments appropriate to the profile you've chosen. Our team consists of individuals with many years of experience, gained within both large and small investment houses and in turn used to managing money for private individuals, large institutions and charities.

Crucially, this team will also amend the initial selection of investments proactively over time, in response to changing economic and market conditions, with the aim of ensuring that the profile you have chosen and therefore the investments held in your portfolio have the best chance of providing good returns, continuously relevant to your needs. To keep you fully informed, each time a purchase or sale is made for your account, we'll let you and your financial adviser know, to explain how it impacts on the aim of maximising the chance of achieving the objectives of the profile you've chosen.

Even though the choice of investments held within your account will be restricted to collective investments, the underlying investment management of a number of the collective investment funds included in your personal portfolio will typically be carried out by our own, in-house investment management team. Added to the access we have to the full range of funds managed by other highly regarded investment houses, this allows us to encompass investment skills and types of investment both from our own and other skilled investment teams. As a **Managed Portfolio Service** client the communication lines between you and

the people actually making day-to-day decisions about your money are designed to be as short as possible. In many cases, via your financial adviser, they're only one short step away.

Finally, the **Managed Portfolio Service** offers regular reporting - both hard-copy valuation reports and full online access to your account are part of the service.

THE PREMIUM PORTFOLIO SERVICE

All of the benefits of the **Managed Portfolio Service** apply to the **Premium Portfolio Service** too. In a similar way, as a **Premium Portfolio Service** client, we'll start by establishing a managed discretionary account for you. As with the **Managed Portfolio Service** this offers access to virtually any form of collective investment. However, it also offers access to a huge additional range of UK quoted shares and fixed interest securities. Your financial adviser will again still advise you on your initial investment objective and attitude to risk and will review these important aspects with you periodically but additionally, as a **Premium Portfolio Service** client, they and we will also explore more fully your precise needs and personal values. As the **Premium Portfolio Service** is reserved for clients with more substantial sums to invest and can potentially be invested largely directly in underlying shares, you'll benefit from a much more tailored approach. For example, if you chose to exclude investments in a particular industry or business area or wish to favour investments in more sustainable activities, that's very much in tune with

our approach. Whereas the **Managed Portfolio Service** is based on selecting one of a range of standard investment profiles to match as closely as possible your own investment objectives and appetite for risk, the **Premium Portfolio Service** offers the next level of portfolio customisation, reflecting in turn a more precise range of needs and expectations.

As you'd imagine, the **Premium Portfolio Service** offers our highest quality of reporting, to make sure that you always feel fully 'in the loop'. As well as regular, hard-copy valuation reports and full online access to your account, if you're an individual, tax-paying client, a particular advantage is the ability to provide you with a detailed breakdown of investment gains realised each tax year, together with a simple summary of income tax deducted at source - everything you and your tax adviser should need to complete the relevant sections of your annual tax return.



THE OPTIONS IN SUMMARY

| FEATURES & BENEFITS | MANAGED PORTFOLIO SERVICE | PREMIUM PORTFOLIO SERVICE |
|---|---|--|
| Help with determining your initial investment objective and attitude to risk? | Yes, via your financial adviser | Yes, via your financial adviser |
| Investment universe from which to choose your investments? | Access to full investment funds universe | Access to full investment funds universe plus UK listed shares and fixed interest securities |
| Help with selecting the initial range of investments to match your objective and risk? | Yes, on your behalf by Castlefield investment management team - profile selection | Yes, on your behalf by Castlefield investment management team - bespoke selection |
| Help with reviewing your objective and risk periodically? | Yes, as agreed with your financial adviser | Yes, as agreed with your financial adviser |
| Day-to-day proactive management of your investments, in between periodic reviews with your financial adviser? | Yes - profile management | Yes - bespoke management |
| Portfolio dealings carried out by the Castlefield team? | Yes | Yes |
| Administration carried out by the Castlefield team? | Yes | Yes |
| Hard copy valuation reports? | Quarterly | Quarterly |
| Full on-line access? (view only) | Yes | Yes |
| Annual composite tax voucher, listing all tax paid on income at source? | Yes | Yes |
| Annual capital gains tax report, listings all realised gains for the tax year? | Yes, for extra charge | Yes |
| Individual Savings Account available? | Yes (extra charge may apply) | Yes |
| Other wrappers available? (eg. SIPP, investment bonds) | Yes, charges passed on at cost only | Yes, charges passed on at cost only |

THE NEXT STEP

To understand fully how the **Managed Portfolio Service** or **Premium Portfolio Service** will help you to achieve your goals we suggest that you discuss their features and benefits with your financial adviser. If you jointly decide that you'd benefit from becoming a client, we look forward to being of service to you.





THE THOUGHTFUL INVESTOR

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CIP is not an Independent Financial Adviser (IFA) nor a Financial Planner. It is therefore important that you have already reached a decision as to the basic appropriateness of this service before committing to it. This decision should be reached with reference to your overall financial affairs. If you feel unable to make this assessment without further help, an IFA or other adviser will be able to assist you. The FCA does not regulate some forms of tax planning.

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Please remember that the value of investments and the income derived from them can go down as well as up and that past performance is not necessarily a guide to future performance. Therefore, any decision to make an investment should not solely be based on an assessment of past performance figures.

Please also bear in mind that the information in this document is not intended as an offer or solicitation to buy or sell securities or any other investment or banking product, nor does it constitute a personal investment recommendation.

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