The confidential discovery process

The Stratton Group

Create, Manage & Protect your Wealth

www.thestrattongroup.co.uk

Client's name	Partner's name

Please gather the following applicable information and documents for our next meeting scheduled on

(date) at (time)

(Where)

Some of the following details you will know without having to check. But to assist us, it will be helpful to have available the data and documents listed below.

Tick all that apply...

- [ ] If either you or your partner are employed:
  - Form P60, recent payslips, and notice of coding / P11D
  - Any information / booklet relating to your company pension scheme
  - Any other employee benefit booklet

- [ ] If either you or your partner are self employed:
  - A note of your expected / current earnings and expenses
  - Your latest year's accounts (up to last six months, if available)

- [ ] A copy of your last tax return(s) and assessment(s)
- [ ] Recent bank statement
- [ ] Pensions:
  - Your most recent statements of any pension plans, both current and "frozen"
  - Membership booklet

- [ ] Investments
  - Recent bank / building society statements
  - Record of holdings: Shares, Unit Trusts, ISA's, PEP's etc.
  - Record of National Savings holdings
  - Details of any other investments

- [ ] Details of your life assurance policies (documents if available)
- [ ] Recent statement / details of any mortgages
- [ ] Recent loan and / or credit card statements
- [ ] Details of any trusts, to which you are either settlor or beneficiary
- [ ] Will(s) - copies are acceptable
- [ ] Record of any gifts in excess of £3,000 made during the last seven years
- [ ] Birth certificate and / or marriage certificate.
- [ ] Passport and National Insurance Number.
- [ ] Latest Council Tax Bill / Utility Bill

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