

# The Portal

## AT A GLANCE

The Portal is a straightforward way for financial advisers to monitor their clients' portfolios online.

**Important information:** This guide is for use by financial advisers only. It is not intended for onward transmission to a private customer and should not be relied upon by any other person. The information contained in this document is correct as at 1 November 2023 and the charges shown come into effect from 1 January 2024. We reserve the right to review our charges from time to time. This information is provided as a summary of the Portal, more detailed information can be found in the key features documents and Charges and Minima Grid.

Countrywide Assured is the provider of the Portal.

We've designed the Portal to make it easy for you to monitor your clients' investments online. You can choose from four vehicles to best match their situation and needs:

- General Investment Account (GIA)
- Individual Savings Account (ISA)
- Onshore Bond
- Personal Pension Plan

It's straightforward to invest at any time as well as monitor performance.

### Main features

- Simple and consistent charging and financial adviser remuneration structures with no hidden fees.
- Access to a wide range of investment strategies through each vehicle as well as high standards of service.
- Performance and transaction details are available online. We provide valuations and a list of transactions every six months, and annual tax packs to help with tax returns.
- Easy automatic annual ISA rollover from a GIA.
- Direct holdings for transparency and consistency across all products.
- Clear tax recovery from cash facility for Onshore Bond.
- Specimen Countrywide Assured Trust range for inheritance tax (IHT) planning with the Onshore Bond. The Onshore Bond and GIA may also be suitable holdings for external trusts.
- Flexible withdrawal options, including payment of natural income generated ('income sweep') from GIA, ISA and Onshore Bond.
- Designated account facility under GIA.
- Automatic increase facility for regular Personal Pension contributions and ISA subscriptions.
- Re-registration of assets for GIA and ISA to and from the Portal.
- No charge for flexi-access drawdown set-up or withdrawals under the Personal Pension.

### Product summary

	General Investment Account (GIA)	Individual Savings Account (ISA)*	Personal Pension (PP)	Onshore Bond (Bond)
Provider	CASFS Ltd is the provider and administrator. Hubwise Securities Ltd is the custodian of the assets held within the GIA	CASFS Ltd is the provider, ISA Manager and administrator Hubwise Securities Ltd is the custodian of the assets held within the ISA	CASFS Ltd is scheme administrator CASLPTS Ltd is the Scheme Trustee. Countrywide Assured is the provider	Countrywide Assured is the provider and administrator
Minimum age and eligibility	Individual(s) aged 18 or over. May be held under a designation, such as for a minor	An individual aged 18 or over	An individual aged 18 or over. Parent or guardian may apply for a minor	Individual(s) aged 18 or over

Product summary (continued)

	GIA	ISA	PP	Bond
Does product allow joint applicants?	Yes - a maximum of two or a maximum of four trustees	No	No	Yes - a maximum of two or a maximum of four trustees
Minimum initial single investment amount	£1,000	£1,000	£1,000	£5,000
Minimum additional single investment	£1,000	£1,000	£1,000	£1,000
Maximum investment amount	n/a	£20,000 per tax year. No maximum on transfers received	Available annual allowance but pensions tax relief for personal contributions is restricted to relevant UK earnings (or £3,600 if greater)	n/a
Minimum product balance <sup>2</sup>	£1,000	£1,000	£1,000	£1,000
Minimum regular investment amount	Monthly £50, quarterly £250, half-yearly £500, annual £1,000			n/a
Regular investment dates	Clients can choose any date between the 1st and 28th of each month			n/a
Cash facility	Each product has a cash facility and must hold sufficient cash to pay charges, fees, commissions, any applicable tax and withdrawals (if relevant)			
Number of segments	n/a			1,000
Regular withdrawals (min £50 per payment)	Available as a fixed amount, a percentage of fund value or as an income sweep	Available as a fixed amount, a percentage of fund value or as an income sweep	After age 55 subject to HMRC conditions	Available as a fixed amount, a percentage of premiums paid or as an income sweep
Maximum withdrawal	No maximum	No maximum	Capped drawdown: GAD limits Flexi-access drawdown: No maximum	Must not exceed 7.5% per year of premiums paid (the maximum does not apply to income sweep or include any ongoing adviser fees)
Frequency of withdrawals	Clients can choose for withdrawals to be made on a monthly, quarterly, half-yearly or annual basis			
Trusts available	May be suitable for holding under an external trust. A designated account facility is also available	n/a		May be held under a Countrywide Assured specimen trust or may be suitable for holding under an external trust
Death benefits	Refer to the Key features document			100.1% of the value of the onshore bond after all holdings are sold
Re-registration	Yes, subject to investment choice being available to be held by Countrywide Assured.			n/a

\* ISA is a stocks and shares ISA

<sup>1</sup> To set up drawdown pension from the Personal Pension, the minimum requirement is currently £10,000 after the payment of pension commencement lump sum (PCLS). If the phased drawdown option is chosen, a minimum of £5,000 must be crystallised each time. Once the remaining uncrystallised fund falls below £5,000, this will also be crystallised.

<sup>2</sup> The minimum product balance includes assets and cash and must be maintained at all times.

### Charges summary

Portal product charges (taken monthly)

Value of client assets <sup>1</sup>	GIA	ISA	PP	Bond
The first £0 to £25,000.00		0.50% <sup>2</sup>		
On the next £75,000.00 (up to £100,000.00)		0.40% <sup>2</sup>		
On the next £400,000.00 (up to £500,000.00)		0.30% <sup>2</sup>		
On the next £500,000.00 (up to £1,000,000.00)		0.20% <sup>2</sup>		
On the balance from £1,000,000.01		0.15% <sup>2</sup>		

<sup>1</sup> These figures refer to the total value of the client's assets across all products. Investments in products held under certain types of trust and designated accounts may be treated separately for the purpose of calculating the charge. Investments held in jointly owned accounts are not linked with investments held in accounts owned by a single holder for the purpose of calculating the charge.

<sup>2</sup> The charge applies to each tier separately. For example, if the total value of client assets is £130,000, the first £25,000 will be charged at 0.50% (£125), the next £75,000 would be charged at 0.40% (£300), and the remaining £30,000 would be charged at 0.30% (£90), making a total annual charge of £515. Charges are taken monthly and are inclusive of VAT where applicable.

CASFS Ltd may, at its discretion, apply a facility fee where the Select Fund Service has been selected as the sole investment option under a product account.

### Drawdown pension charges

	PP
Flexi-access drawdown fee	£0
Capped drawdown transfer-in fee	£290
Capped drawdown annual fee	£260*
Capped drawdown review fee	£212

\*Annual fee will be taken in monthly instalments

### Adviser fee summary

#### Initial adviser fees – single premiums or transfer values

	GIA	ISA	PP	Bond
Adviser fee as % of contribution	Yes	Yes	Yes	Yes
Specified amount of adviser fee	Yes	Yes	Yes	Yes
Adviser fee deducted	Before investment	Before investment	From product	Before investment

#### Initial adviser fees – regular premiums

	GIA	ISA	PP	Bond
Specified regular amount	Yes	Yes	Yes	n/a
Adviser fee deducted	From product	From product	From product	n/a
Max adviser fee (% of each contribution)	50%	50%	50%	n/a
Max payment period of initial adviser fees	24 months or two years	24 months or two years		n/a

#### Ongoing adviser fees

	GIA	ISA	PP	Bond
% of fund value	Yes	Yes	Yes	Yes
Specified amount	No	No	No	Yes

#### Ad-hoc adviser fees

	GIA	ISA	PP	Bond
Specified amount	Yes	Yes	Yes	Yes

#### Notes:

1. Discretionary investment manager fees, where applicable, are payable in addition to the adviser fees.
2. In all cases we require a completed adviser fee agreement before facilitating any adviser fees.