ANNUAL REVIEW MEETING FILE NOTE

Client Name(s):

Present at the Meeting:

Date of Meeting:

Location:

Your Current Circumstances

Goals & Objectives (use 'Interesting Questions' to probe)

Strategic Review

Re-visiting Risk

Attitude to risk

Capacity for loss

Client Investment Experience/Knowledge

Investment Review

Portfolio valuation

Investment strategy

Debts & Loans

Taxation Update

Availability / Use of Allowances

Legislative changes

CGT considerations

Family protection requirements

IHT & Estate Planning

Family Issues

Other

Action Points

Compliance paperwork signed/updated?	
Updated report(s)/ Suitability Required?	
Further meeting needed?	
Any timing considerations? (e.g. upcoming holidays)	