THE PARAPLANNERS

ADMINISTRATION SERVICE

ALL PRICES ARE EXCLUSIVE OF VAT

THE PARAPLANNERS IS A TRADING NAME OF PARAPLAN PLUS LIMITED.

PLUG-IN ADMINISTRATION SERVICE

Many advisers and financial planners value the support we offer when it comes to the administrative side of running a financial advice and planning business.

Our administration team carry out a variety of tasks and these include:

- Gathering accurate information and data from third parties e.g. product providers and fund managers
- Review of information and data received and further follow-up
- Preparation of summary policy schedules
- Managing post and emails
- Obtaining illustrations from providers
- Updating back office systems
- Obtaining application and discharge forms
- Submitting and managing new business and fund switches
- Invoicing
- Liaising with clients

Each firm and adviser has their own process and we work with you to keep this running smoothly. From pre-meeting work including the addition of new clients to your database, sending authority letters and data gathering, through to the processing of new business applications and then ongoing administration support, we can help.

We are open to the type of administration tasks we do and so, should something out of the ordinary come up that you need help with, we are more than happy to have a chat and see if we are able to support.

We are registered under the Data Protection Act and the security of your client's information is of the utmost importance to us.

We provide this support to a number of businesses who use our paraplanning services however, we also offer it on a stand-alone basis if required.

GETTING STARTED

We work with advisers in a number of different ways and can adapt to your existing arrangements or, alternatively, you can use our own secure online portal and process.

Some firms like to give us an email address (e.g. gemma@yourfirm.com) so that we can communicate directly with providers and clients on your behalf. Others prefer us to remain in the background; either way is fine.

To get started, one of our team will call you to discuss your exact requirements and make sure we have a full understanding of the support you need and any systems and processes you currently use.

Depending on your requirements we will then need the following information:

- Log on details for provider websites
- Log on details for your client database
- Log on details for any other systems you need us to access
- An email address set up for your company for us to use
- Details of any contacts in your office we may be required to liaise with
- Access to client files/documents
- Provider Agency Numbers
- FSA Number

COSTS & BILLING

The administration service is charged at **£30 per hour** although we actually bill by the minute and can provide a detailed time sheet each month if required. At the end of each month, you are invoiced for the time you've used.