

# **Administration System and Specifications for clients making regular contributions to WFW Investment Strategies on the Transact Platform**

## **1. Background**

The WFW Investment Strategies have been developed to give clients access to the capital markets in a risk rated cost controlled way. For even greater efficiency we use the services of a specialist service provider, Transact, to administer the strategies.

The WFW Investment Strategies are primarily designed to accommodate the more substantial single contribution. But we believe that clients that wish to make more modest regular investments should be accommodated.

However, there are administrative difficulties in enabling this ambition, as follows: -

### **(i) Fund Dealing Restrictions**

Some funds have relatively large minimum purchase amounts and despite our use of the Transact Platform to allow aggregation of many clients funds for single deals, modest regular contributions remain difficult to accommodate efficiently.

### **(ii) Strategy Access**

The high minimum dealing amounts discussed in (1) above, imply that it is impossible to apply a modest contribution across a complete strategy of several funds.

### **(iii) Platform Restrictions**

The Transact Platform cannot efficiently deal with modest regular contributions. The minimum size of such contributions is £100.

## **2. Regular Contributions to WFW Strategies in the Transact Platform.**

It is our philosophy not to allow administrative considerations to deter any regular saver and we have therefore applied our minds to a method of efficiently taking in modest regular contributions. This solution is set out below.

### **(i) Minimum Contributions**

The minimum regular (i.e. paid by Direct Debit or Standing Order) contribution will be: -

£ 100	per calendar month
£ 300	per quarter
£ 600	per half year
£1,000	per annum

## (ii) Fund Choice

The fund choice will be restricted to: -

Equities	-	Legal and General UK All Share Index Fund
Fixed Interest	-	Dimensional Global Bond Fund

## (iii) Investment Proportioning

WFW Strategy	Contribution	Contribution Allocation		
		Equities	Fixed Int.	Cash
<b>Very aggressive</b>	£100	£100		
<b>Aggressive</b>	£100	£100		
<b>Moderate</b>	£100	£50	£50	
<b>Cautious</b>	£100	£50	£50	
<b>Very Cautious</b>	£100		£100	
<b>Low Risk</b>	£100			£100

For increments of regular investment above £100 per calendar month the split will be balanced proportionately.

## Portfolio Re-balancing

As part of the commitment to the WFW Financial System we recommend that clients work with us to rebalance their portfolios once a year. This ensures that their portfolio maintains the originally agreed level of risk and allows us to make recommendations for any adjustments that may be required as circumstances change and time passes. The compromises made to accommodate regular contributions may result in additional out of balance forces and these will be dealt most efficiently at the same time as the overall annual review.

E & O.E.