

SANDRINGHAM  
FINANCIAL PARTNERS



Sandringham Paraplanning  
'It's about time'

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## **Our Mission**

To improve  
efficiencies in  
your business  
practices

Mission

## **The Solution**

Sandringham Paraplanning

# About Paraplanning

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The key focus for Sandringham Paraplanning is to work alongside our Advising Partners, not only to complete case submissions but also to improve efficiencies, create better customer outcomes and where possible, help support in identifying business risks or opportunities.

## **Our mission: To improve the efficiencies in your business processes.**

Delivering advice successfully demands a professional relationship of trust, where you can dedicate sufficient time and expertise to implementing and gradually refining your client's financial position. However, the information, skills and tools required to deliver a first-class proposition to clients have become complex and time consuming.

## **Our Solution: Introducing our Paraplanning team.**

Sandringham Paraplanning brings together 2 core support services helping to ensure high quality, low risk file submissions and allowing Partners to focus their time with the client and providing the best possible outcomes. The time saved should help you not only improve client outcomes but also drive business volumes or service higher client numbers.

# End to End Advice Support

## Paraplanning Support

In depth knowledge of both simple and technical case submissions.

A focus on maintaining excellent communications throughout the process and a willingness to collaborate in discussions while helping to define the best route forward.

An in depth understanding of the Sandringham Core Investment Solutions, their application as well as the different Sandringham business standards and processes.

Access to and understanding of a wide range of research tools and their application. This helps strengthen research, improve audit trails and gives you a clear structure to present your chosen solutions.

## Administration Support

An in depth understanding of the different providers in the market. Ensuring that documents are chased through the correct channels on a regular basis.

Processing and logging letters of authority.

Ensuring all information required to proceed with the Paraplanning case is on file and support in preparing your client file for ongoing Precision Annual Reviews.

Oversight throughout the case, ensuring Partner and Paraplanner have everything they need to create a compliant file submission.

Keying applications.

Reviewing, uploading and returning cases to Advising Partners to ensure prompt submission.

Ensuring that your administrative, paraplanning & advice processes work together in the most efficient manner allows you to be confident that the advice your client receives is of the highest value. Building a culture of quality & efficiency allows you to rest easy in the knowledge that the legacy that you are building, in terms of the advice that you provide, is sustainable and scalable in the long term. Adding value to not only your clients experience but also that your business' value.

A hand holding a blue pen is positioned above a tall stack of white papers. The background is dark and out of focus, with some bokeh light effects. The overall scene suggests a professional or administrative setting.

# Cases

Paraplanning can assist you with a wide range of different case types. This can be basic new money, ISA investments, right through to more technical At Retirement or IHT cases.

With Paraplanning, our aim is to complete a case in as timely a manner as possible, whilst providing a high-quality file and client facing documents. This allows Advising Partners to spend more time with the client during the fact finding, objective setting and presentation stages of the advice process.

The aim of the service is to provide end to end support, across the full case submission right up to, and including, application stage. This supports higher volumes of business, even during times where you have high levels of cases to review and process.

Paraplanning complete the full New Business case and ensure the enable records are up to date in preparation for the clients Annual Review. We also aim to ensure Paraplanning case submissions pass first time at file check stage with your support. This helps to maintain a high level of KPI records for your SM&CR Certification and removes any potential time spent dealing with file review resubmissions.

There is no requirement to send high risk cases through the pre-approval department as the review and sign off prior to application is completed as part of the Paraplanning process.

*"My experience of the Sandringham Paraplanning service has been brilliant. It saves me so much time which has given me the opportunity to build my business; seeing more clients while also increasing my new business submissions and ongoing servicing."*

**Robert Smith**

# Premium Paraplanning

Estate planning can be one of the most complex and holistic areas of advice.

Inheritance tax receipts in the United Kingdom amounted to approximately £5.32 billion during 2020/21.

The Paraplanning department receives an increasing volume of queries regarding estate planning needs as this becomes a more prevalent financial planning need.

There are a variety of ways to ensure your clients estate is planned effectively and we can help to deliver bespoke solutions, appropriate to your clients' personal circumstances.

Paraplanning can help to identify estate planning considerations for you, so that you have the tools you require to converse with your clients about their objectives in relation to protecting their wealth. This can include bespoke discussion documents as well Suitability Reports.

*"I just wanted to email you regarding the case which you have completed and thank you for a fantastic piece of work. Easy to follow & all documents in a straightforward way of following. I appreciate that perhaps we didn't have best of starts with this case, but you have picked up the baton and this is definitely what a good Paraplanning service looks and feels like."*

**Steve Pollard**

# Case Completion & Application Service

After a case has been completed and presented to your client, implementation needs to be completed in an accurate and timely manner. This includes the keying of the application but also attaching any final documentation required onto the case submission.

We always encourage Partners to learn the intricacies of each provider/platform application process and where possible complete this work themselves and check investments have been made into the correct funds, that withdrawals are at the correct level etc.

However, if required Paraplanning can assist here too. We can key your application and put the advice into action on your behalf when utilising core platforms and providers. This can help to overcome any systems/platforms familiarity and support during busy periods. The team will require AML and the Client Agreement to be completed prior to submission of application/transactional work.

*"Really pleased with the support and guidance that has been provided to me since I have joined as I know that my business model may not be the most straightforward in particular as the majority of clients currently hold "Non Core" holdings!"*

**Simon Shorthouse**

# Project Paraplanning

We run multiple large scale projects within the department with a broader analysis of client banks using the data we hold on Enable to identify potential risks or weaknesses in fund, product and planning solutions.

The primary focus has been Project Kickstart which is designed improve client value and outcomes as well as strengthening their financial plans. Part of this project is to initially identify clients where the assets may fall short in one or more of the criteria identified:

- Expensive Product Charges
- Expensive Fund Charges
- Poor Fund Risk Alignment
- Poor Fund Performance
- Poor Admin Functionality and Enable Integration
- Clients not receiving ongoing servicing who may benefit from this

In most cases the products identified will fall down in at least 3 of these areas. In which case we want to report a suitable solution and try to put a plan together highlighting the potential timescales, client benefits and future benefits in the context of the client's financial plan.

Plans without ongoing servicing offer a great opportunity to address risks, improve the coherence of the financial plan and build value in your advice proposition, particularly in the critical period as clients approach retirement. We want to ensure they have access to valuable ongoing advice.



*"I just wanted to let you know how well this project has been progressing.*

*Apart from making life better for my clients in terms of lower charges and reduced amounts of paperwork as the result of online access to valuations, we have experienced several instances where clients have been prompted to add further monies to their investments.*

*Had we not instigated these improvements for the clients, I am sure that they would not have made these additional investments. Thanks for all of your help in making this a success."*

**Steve Corrigan**



# Benefits of Paraplanning

- No pre-approval requirements and improved file pass rates therefore supporting your ongoing annual SM&CR sign off.
- Access to quality research tools including SelectaPension, CI-Expert, FE Analytics, Assureweb, CashCalc, MICAP and many more, without passing on the additional licence costs to you. It also removes the need for Partners requiring to periodically refresh their training needs in relation to these systems.
- Detailed Cash-flow modelling to support and demonstrate a client's needs as well as the products and funds that are selected. This can be accessed under your own CashCalc licence to support your ongoing client servicing once Paraplanning have completed the case.
- A high level focus on the quality of the data entered onto Enable facilitating quicker, clearer and easier ongoing servicing and recommendations.

# Why Sandringham?

Because our focus has made improving other people's productivity our business and, in doing so, have given hours back to the time-poor.

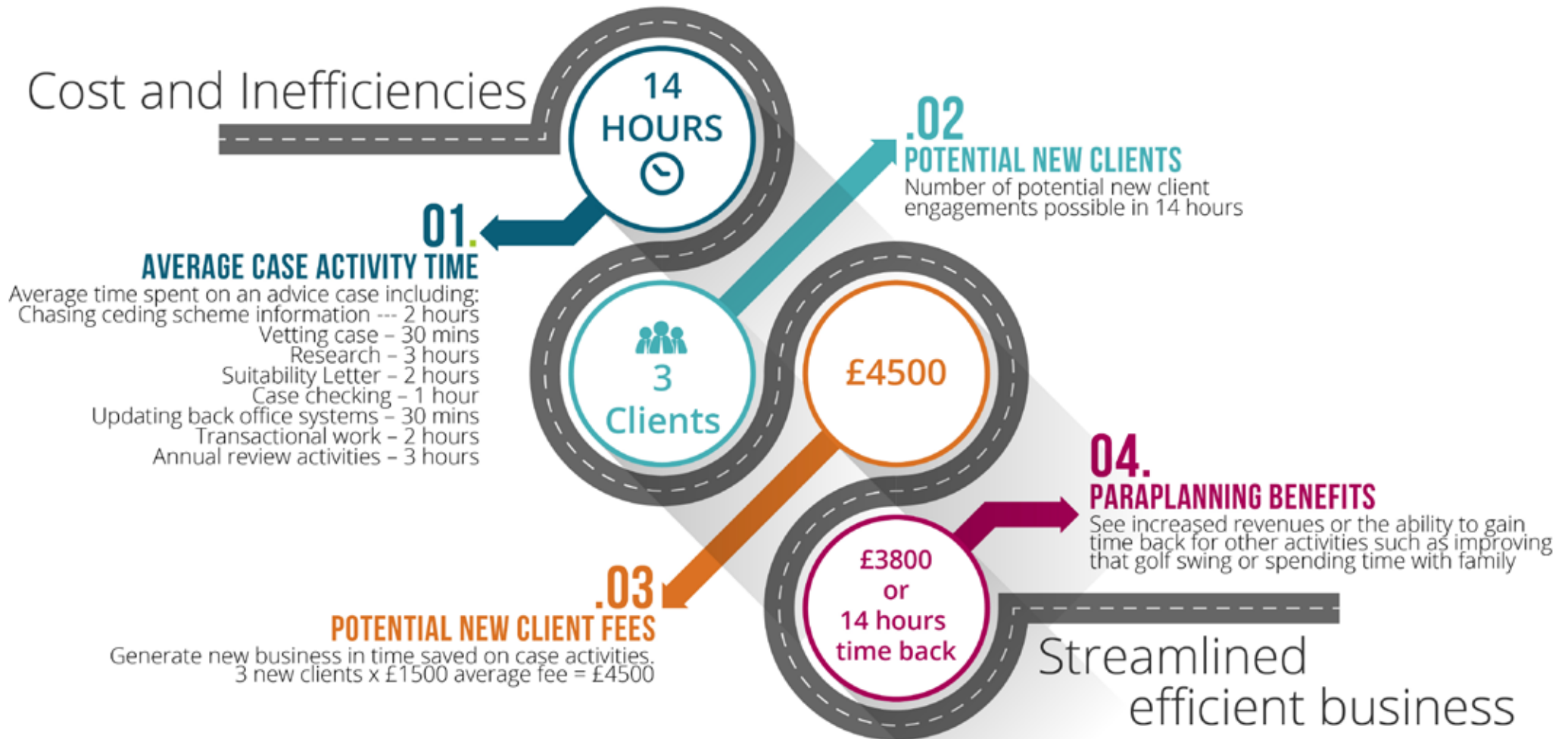
We often hear from Partners that their biggest challenges are working long days, spending countless hours on the phone to providers, dissatisfied with what had been done, an inability to prioritise and juggling administrative tasks rather than focusing on the work that actually required attention, ultimately leaving them anxious and stressed.

- Everything we do is driven by the belief that time is extremely precious.
- We are more than just a Suitability Report writing service, with experienced staff providing extensive support to ensure best outcomes and low risk legacy.
- We are totally focused on helping advisers fully optimise their time in the achievement of their business goals, personal fulfilment and best outcomes for their clients.
- Advisers are busy working on a wide variety of tasks, like preparing valuations, picking funds, products, platforms, dealing with office administration. Our aim is to reduce or even totally remove that stress!

# 'It's about time'

Sandringham Paraplanning help Partners turn costs and inefficiencies into time and increased revenue. Helping to ensure that the right people focus on the right tasks to get the job done and ensuring the most important time (with the client) can be spent knowing that everything else is being completed in the background.

## Cost and Inefficiencies



# Testimonials

*"Without exception, I've consistently found every person I've spoken with in the team to be helpful. I feel we've made definite progress in building the foundations of a working process which will become increasingly effective and efficient over time. I really appreciate the willingness shown by everyone to navigate the issues we've come up against to this point, as ultimately, that's how we get to the effective and efficient bit!"*

**Rachel Denham**

*"Your team has enabled me to achieve a much better life/work balance and to maintain a high quality service to my clients, when I had very little time to do so on my own! It has taken stress out of my days, knowing that I have a very reliable back up and a highly capable team to tackle any challenging cases that come my way."*

**Natalia Lingiah**

*"So far as WRS Fornham are concerned we continue to feel well supported by yourself, Lee and the entire paraplanning team. Sometimes advice tasks can be complex and it's great to have the depth of knowledge available to guide us in assisting clients to achieve the best outcomes for their circumstances. Reflecting on the past year I recall the pressure with end of year cases and together we certainly achieved success."*

**Robin Cotterrill**

*"I'd like to say how much everyone at head office supports whatever I need for me and my business. The company ethics shine through with each conversation I have, both with H.O. staff and other advisers. It's testament to how well you all work together."*

**Angela Farrell**

# FAQ's

## ***How much does it cost?***

Each case is reviewed on an individual basis. We will discuss each case with you prior to agreeing & proceeding with any research.

## ***Do you have any cost examples?***

Although the cost will be tailored to the complexity of the case, we can provide you with some guidance. A typical pension switch case would be approx. £450.00. For further details we would recommend that you email [paraplanning@sandringham.co.uk](mailto:paraplanning@sandringham.co.uk)

## ***How long will it take for Paraplanning to complete a case?***

We will always provide you with an indication of timescales. Our usual turnaround time, after receiving all relevant information is 10 working days. However, our aim is to keep you updated if there are any delays such as with receiving details from providers.

## ***Can I have the same Paraplanner each time?***

We will allocate Paraplanners based on the specialisms & skills. This may be a different Paraplanner to previous cases, however we will always aim to allocate the same paraplanner where possible.

## ***Are there any limits on usage?***

No. Although submitting a large volume of cases may require a discussion to prioritise order of completion. We can arrange more comprehensive Paraplanning where required and you should speak to one of the team if this is something you are interested in.

## ***How do I pay for the service?***

Payment is due within 30 days of a case being returned to you, your case will be returned with an invoice and there is no requirement for upfront payment.





The logo features the word "SANDRINGHAM" in a large, blue, serif font. Above the letter "I" is a red sunburst icon. Below "SANDRINGHAM" is the text "FINANCIAL PARTNERS" in a smaller, blue, sans-serif font. At the bottom is the tagline "Your Financial Partner for Life" in a red, sans-serif font.

**SANDRINGHAM**  
FINANCIAL PARTNERS  
Your Financial Partner for Life

Sandringham Financial Partners Limited  
5th Floor, 30 Market Street  
Huddersfield  
HD1 2HG  
01484 504 900 (option 6)  
[paraplanning@sandringham.co.uk](mailto:paraplanning@sandringham.co.uk)  
[www.sandringham.co.uk](http://www.sandringham.co.uk)

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