



Client Name:
Scheme Name
Admin Name

Paul Hampson & Susan Hampson
Bromley and Orpington RBS
Emma Dane

Annual Review Checklist

	Notes	Date	Admin
Annual Review Date	3rd September	27/03/2017	Emma Dane
Number of assets (including bank account)	2	27/03/2017	Emma Dane
Total value of all assets @ review date	£125,232.21  £113,282.21	27/03/2017	Emma Dane
Is member taking benefits?	N/A	27/03/2017	Emma Dane
Have we used correct template letter?	Yes	27/03/2017	Emma Dane
Rent up to date?	N/A	27/03/2017	Emma Dane
Rent review due date	N/A	27/03/2017	Emma Dane
Drawdown reviews due?	N/A	27/03/2017	Emma Dane
Loan repayments up to date?	Yes	27/03/2017	Emma Dane
TPR & ICO correct?	Yes	27/03/2017	Emma Dane
Contributions up to date and recorded correctly?	N/A	27/03/2017	Emma Dane
Portal			
Check notes up to date	Yes	27/03/2017	Emma Dane
Check all transfers correct	Yes	27/03/2017	Emma Dane
Are actions up to date?	Yes	27/03/2017	Emma Dane
Is the "stage" correct?	Yes	27/03/2017	Emma Dane
Allocated to correct scheme type?	Yes	27/03/2017	Emma Dane
Allocated to correct scheme name?	N/A	27/03/2017	Emma Dane
Other			
Cranfords fees charged and paid?	Yes	27/03/2017	Emma Dane

Electronic folder tidy and filed in correct areas?	Yes	27/03/2017	Emma Dane
Copy of all APPS and Deeds scanned?	Yes	27/03/2017	Emma Dane
File back scanned if applicable?	Yes	27/03/2017	Emma Dane
Check all investment returns have been paid	N/A	27/03/2017	Emma Dane
Have bank details changed? If so have all parties been updated?	Yes	27/03/2017	Emma Dane
Issue a copy of Annual Review to Financial Adviser	N/A	27/03/2017	Emma Dane
Adviser or introducer fees due?	N/A	27/03/2017	Emma Dane
Ask adviser/introducer for invoice	N/A	27/03/2017	Emma Dane



27/03/17