

# THE CONFIDENTIAL DISCOVERY PROCESS



THE  
STRATTON GROUP

*Create, Manage & Protect your Wealth*

Client's name

Partner's name

Please gather the following applicable information and documents for our next meeting scheduled on

(date)

at (time)

(Where)

Some of the following details you will know without having to check. But to assist us, it will be helpful to have available the data and documents listed below.

Tick all that apply...

If either you or your partner are employed:

Form P60, recent payslips, and notice of coding / P11D

Any information / booklet relating to your company pension scheme

Any other employee benefit booklet

If either you or your partner are self employed:

A note of your expected / current earnings and expenses

Your latest year's accounts (up to last six months, if available)

A copy of your last tax return(s) and assessment(s)

Recent bank statement

Pensions:

Your most recent statements of any pension plans, both current and "frozen"

Membership booklet

Investments

Recent bank / building society statements

Record of holdings: Shares, Unit Trusts, ISA's, PEP's etc.

Record of National Savings holdings

Details of any other investments

Details of your life assurance policies (documents if available)

Recent statement / details of any mortgages

Recent loan and / or credit card statements

Details of any trusts, to which you are either settlor or beneficiary

Will(s) - copies are acceptable

Record of any gifts in excess of £3,000 made during the last seven years

Birth certificate and / or marriage certificate.

Passport and National Insurance Number.

Latest Council Tax Bill / Utility Bill