



## **Sample Client Engagement Letter:**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_

By and between Wealth Munshi, hereafter referred to as Wealth Manager and

\_\_\_\_\_, hereafter referred to as the Client.

## **PURPOSE:**

The Client wishes to obtain advice about his/her financial affairs. Wealth Munshi is in the business of providing Financial Planning & Wealth Management Service to individuals/companies & is willing to perform such services for the Client upon the terms & conditions set forth.

## **TERMS OF AGREEMENT:**

In order to have a successful financial planning association, it is agreed between Wealth Munshi & the Client that the Client hereby Engages Wealth Munshi as the Client's Wealth Manager.

### **1. SERVICES:**

With regard to the areas checked below, Wealth Munshi will:

- Perform detailed **data-gathering**, relying primarily upon data provided by the client
- Reviewing, prioritizing your **goals & objectives**.
- Developing a **summary of your current financial situation**, including a net worth statement, cash flow summary & insurance analysis.
- Reviewing your current investment portfolio & **developing an asset management strategy**.
- Developing a **financial management strategy**, including financial projections & analysis.
- Completing a **retirement planning assessment**, including financial projections of assets required at estimated retirement date.
- Assessing estate **net worth** and liquidity.
- Identifying **tax-planning** strategies to optimize financial position.

- Presenting a written financial plan that will be reviewed in detail with you. It will contain **recommendations** designed to meet your stated goals & objectives, supported by relevant financial summaries.
- Developing an **action plan** to implement the agreed upon recommendations.
- **Referral to other professionals**, as required, to assist with implementation of the action plan.
- Assisting you with the **implementation** of the financial plan
- **Estate & Succession** Planning.
- Determining necessity to **revise your financial plan once in a year.**

Reviews of the first year are inclusive in the upfront fees, but future reviews from the second year onwards will be subject to continuation of this engagement & payment of fees.

## 2. **CLIENT ASSETS:**

All assets will be held by the Client. Wealth Munshi will not receive, retain, or otherwise physically hold ownership of any of the clients assets .

## 3. **CONFIDENTIALITY:**

Any information that is provided by one Party to the other Party under this agreement shall not be disclosed by the receiving Party to any third Party (including for the academic and / or non-profit making purpose) without the prior written consent of the said Party. In the event of full or part information sought by any regulatory authority, the same shall be disclosed by Wealth Munshi.

In case the client wishes for their financial details to be discussed with or disclosed to any third party, an intimation in writing or through email on Wealth Munshi registered address will be required to facilitate the secure sharing of details with such parties. (family members, employees, other consultants, etc.)

## 4. **Disclosure:**

- The Client agrees to provide information regarding income, investments, income tax situation, estate plans & other pertinent matters as requested by Wealth Munshi.
- The Client also agrees to discuss needs , goals sincerely & honestly with Wealth Munshi on an annual basis or more often if needed.
- During the first year of engagement the client agrees to a meeting

or phone conference at 90 days ,180 days & one year from the date of this document .

Also keeping Wealth Munshi updated of latest changes in his/her financial situation.

- The Client acknowledges that Wealth Munshi cannot adequately perform services on the Client's behalf unless the Client performs such responsibilities.
- The Client agrees to permit Wealth Munshi to consult with & obtain information about his/her affairs from the Client's accountant or advocate. Wealth Munshi shall not be required to verify any information obtained from the Client his/her advocate or his/her accountant.
- The Client is free at all times to accept or reject any recommendations from Wealth Munshi & the Client acknowledges that he/she has sole authority regarding the implementation, acceptance or rejection of any counselling or advice from Wealth Munshi.

#### **5. DURATION & TERMINATION:**

This agreement will remain in effect & will stay in effect unless terminated by either party, beginning\_\_\_\_\_.

This agreement may be terminated without penalty at any time, upon written notice to the other, by Wealth Munshi or the Client.

Termination of this agreement shall in no way effect any transaction which was initiated prior to such termination.

All charges accrued to the Client's account shall become immediately due & payable upon termination of this agreement.

#### **6. BINDING AGREEMENT:**

This Agreement is personal & solely between the Client & Wealth Munshi.

It imposes certain duties & obligations on each.  
It is neither transferable nor assignable.

#### **7. FEE STRUCTURE:**

##### **A)The Packages Offered By Wealth Munshi:**

1. Gold - @15,000 10,999
2. Platinum - @25,000 19,999
3. Platinum (NRI) - @35,000 24,999
4. Family - @50,000 29,999

5. Corporate - @50,000 34,999
6. Wealth Distribution - @1,50,000 99,999

**B).Ongoing Financial Planning &Wealth Management advisory:**

Wealth Munshi agrees to consult on an occasional basis, fees will be billed at the rate of Rs 5,000.00 per hour, with a two (2) hour minimum charge.

**C).Non-Standard Consulting:**

Fees for seminars & workshops will be negotiated based on the scope of work as well as individual client requests.

**D).Third Party Consulting:**

In connection with any services provided to the Client, Wealth Munshi stands ready to assist Client's other professionals in implementing the said Financial Plan. Wealth Munshi hereby is granted authority to discuss, impart & disclose or to communicate any or all information received from the Client in case required .

**8.MISCELLANEOUS:**

A. Advice given will be based on economic, tax factors &personal circumstances at the time the services were rendered.

B.Neither Wealth Munshi nor any of its employees can guarantee the result of any recommendation.

C. No assignment of this Letter of Engagement shall be made by either party without the other's express written consent.

D. This Letter of Engagement shall be applicable only to financial advice contained in the written financial plan prepared for the Client.

E. The validity of this Letter of Engagement shall be for one full calendar year & may be extended as mutually agreed upon & payment of full renewal fees in advance.

I Client, acknowledge that I have received a copy of this Engagement Letter containing information concerning the TERMS OF AGREEMENT, SERVICES, FEES of Wealth Munshi.

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Investment Advisor's Signature