

Your Financial Passport



Clear Financial Advice is a trading style of Clear IFA Limited

We are authorised and regulated by the Financial Conduct Authority.
Our FCA register number is 447235.

One of the most **useful** exercises you can do is to complete a Financial Passport. A Financial Passport allows you to store all of the information relating to your finances in one place. It is designed to capture all the essential information you will need. It will prove to be an indispensable reference source for management of your wealth, and it contains personal details that you will need to retain, so please remember to keep it **safe**. This document also sets out clearly for your loved ones, where everything financial can be found.

Client
Date of Completion
Adviser

Personal Details	You	Your Partner
Home Address		
Date of Birth		
National Insurance Number		
Unique Tax Reference (UTR)		

Will & Power of Attorney	You	Your Partner
Date of Will:		
Location of Will:		
Executor Name (1):		
Executor Address (1):		
Executor Name (2):		
Executor Address (2):		
Power of Attorney & Contact Details:		

Personal and Professional Advisers Contact Details

	You	Your Partner
Doctors Name		
Doctors Address		
Doctors Contact Number and/or email		
Dentist Name		
Dentist Address		
Dentist Contact Number and/or email		
Accountant Name		
Accountant Address		
Accountant Contact Number and/or email		
Solicitor Name		
Solicitor Address		
Solicitor Contact Number and/or email		

Bank Accounts, Cash ISAs & Savings

Owner				
Provider				
Address				
Product Type				
Policy Number				
Approximate Value				
Date				
Owner				
Provider				
Address				
Product Type				
Policy Number				
Approximate Value				
Date				

Investments Held

Owner				
Address				
Provider				
Type				
Policy Number				
Fund Value / CETV				
Owner				
Address				
Provider				
Type				
Policy Number				
Fund Value / CETV				
Owner				
Address				
Provider				
Type				
Policy Number				
Fund Value / CETV				

Personal & Occupational Pensions				
Owner				
Address				
Provider				
Type				
Policy Number				
Fund Value / CETV				
Owner				
Address				
Provider				
Type				
Policy Number				
Fund Value / CETV				

Property Assets Held – Main Residence		
	You	Your Partner
Main Residence		
Mortgage Lender		
Account Number		
Amount Outstanding		

Property Assets Held – Others		
	You	Your Partner
Address		
Mortgage Lender		
Account Number		
Amount Outstanding		

Liabilities		
	You	Your Partner
Bank Overdraft		
Mortgage		
Loans		
Credit Cards		
Other Liabilities		
Details		

Contracts		
	You	Your Partner
Life Insurance		
Critical Illness Cover		
House Insurance		
Contents Insurance		
Car Insurance		
Other General Insurances		

Utilities & Bills		
	You	Your Partner
Water		
Gas		
Electricity		
Council Tax		
TV License		
Phone		
Internet		
Cable / TV Subscriptions		

Notification Required		
	You	Your Partner
Employer		
Employer Address		
Employer Contact Number and/or email		
Standing Orders & Direct Debits		
Trustees/Executors/Guardians		
Pensions	Refer to the Pensions Section for contact details	Refer to the Pensions Section for contact details
Investments	Refer to the Investments Section for contact details	Refer to the Investments Section for contact details
Honorary Office Held		
Debit, Credit Cards or Charge Cards		
Do you act in a legal/nominated capacity for anyone else?		
Other (e.g Clubs/subscriptions)		

Location of Valuables		
	You	Your Partner
Property Deeds		
Stocks & Shares Certificates		
Pensions & Life Assurance Policies		
Contracts (e.g. HP & Loan Agreements)		
Safety Deposit Box & Key		
Personal Papers		
Passports		
Bank Statements		
Birth Certificate		
Marriage Certificate		
Spare Car Keys		
Log Book		
Other Valuable Information		

Further Information

Would you like us to write to your Attorneys and/or Executors to make them aware that we hold this information?

Yes

No

Please be advised that we can only provide this information to either your Attorney or Executor in accordance with English Law.

Client Declaration

	Client 1	Client 2
Signature		
Full Name		
Date		

Adviser Declaration

	Adviser
Signature	
Full Name	
Date	

