

DPB Compliance Manual

The manual provides:

- General compliance procedures so that everyone in the firm is aware of the key issues
- Help for firms to satisfy the requirements of their Institute's DPB license
- Guidance on referring clients to an IFA
- Help for firms acting as trustee, executor or Power of Attorney for clients
- Guidance on handling corporate finance work

The manual will provide you with standard letters, forms, checklists and memoranda covering all aspects of the relationship with the IFA and the client.

The simple, no-nonsense guide to getting it right, all on one CD!

Documentation

The CD contains all the master documentation in electronic format. Once installed the documentation can be tailored as required for your firm.

Costs

The price of the manual is £125* plus VAT.

Annual update fee

You will be automatically enrolled in our online update service. No charge is made for any updates issued from the date of purchase until 30 June.

Subsequent updates are covered by an all encompassing annual fee of £60* plus VAT, invoiced on 1 July each year.

* Mercia members receive 10% discount.

* Member discounts are applicable to firms who pay an annual subscription (based upon the size of their practice) to be a member of a Mercia training group. This does not include firms who buy season tickets. For further information please contact Michelle Hammond on 0116 258 1200.



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