



EXPECTATIONS AND UNDERSTANDINGS SHOULD YOU CHOOSE TO ENGAGE OUR SERVICES

For me to provide appropriate recommendations and solutions, I need to rely on information made available to me by you on a timely basis. Please review **Schedule B** for more details. You agree to provide me with the requested confidential information and documents, as required and pertinent to the matters we discuss.

You also agree to advise me of any material changes to your personal circumstances that may impact the recommendations that I make (e.g.: marriage, separation, divorce, birth of a child, inheritance, loss of job, insolvency, etc.). It is important that the advice and recommendations be implemented. Failure to do so will affect your ability to achieve your stated goals and objectives.

Here's our approach to **financial planning**:

1. First, we will ask you for your financial information, so we can understand your personal and financial circumstances.
2. Then we will work with you to identify and select goals.
3. After you have chosen your goals, we will analyze your current course of action and other approaches you might take.
4. Next, we will develop the financial planning recommendations.
5. Then we will present the financial planning recommendations to you, along with the information we considered to develop them.
6. After that, we will analyze and recommend actions, products, and services to implement the financial planning recommendations. We will work with you to decide which of my recommendations you would like to implement.
7. At least annually, we will monitor your financial plan.

****Monitoring Your Financial Plan is separate from Monitoring the Investments****

MONITORING THE INVESTMENTS IN YOUR INVESTMENT ADVISORY ACCOUNT

Here is our approach to providing you with **investment advisory** services:

1. At the beginning, we will meet with you to develop investment goals and strategies that are consistent with your financial planning goals.
2. We gave you our Investment Advisory Agreement. It describes our advisory relationship and my firm's investment practices that apply to you. We will manage the Investment Advisory Account on a discretionary basis. That means we will buy and sell investments for the accounts without first getting your specific authorization for each transaction. We will base these decisions solely on our best judgment about what is in your best interests at that time.
3. We will help you choose a firm (such as a broker-dealer or a bank) to hold (have custody of) the assets that we will manage for you. A separate custodial agreement will outline how your assets will be held and how you may access your assets.
4. My firm will send you a report each calendar quarter that will show the value of your accounts, your accounts' performance, and other account-related information. The report will show all transactions made in the accounts during the quarter, and any costs or fees deducted from your accounts. In the meantime, you can access your monthly statement online.
5. We will monitor these accounts and when appropriate, update your goals, our recommendations, and the selection of the actions, products, and services we have recommended.

ASSUMPTIONS

Analyses will be performed based on certain personal and economic assumptions. These may include assumptions relating to: retirement age, life expectancy, retirement-income requirements, government benefits, time horizons and special needs, as well as economic assumptions including: rates of return, inflation assumptions and income tax rates. The assumptions will be identified in the plan.



All recommendations presented are made based on your specific circumstances, however results and returns are not guaranteed. You should review the offering documents relating to any product carefully before making an investment decision or decision to purchase.

LIMITATIONS ON SCOPE OF SERVICE

Bibek PWM is **NOT** allowed to:

- Directly compensate you for any losses in the insurance products wherein we have placed your business; nor can we underwrite any income shortfalls or capital losses in insurance or investment products.
- Provide bookkeeping Services: Your record-keeping is your responsibility. This office can help you obtain copies of documents which will need to be retrieved from the insurers, but you will need to pay their fees to do so.
- Provide accounting advice or tax services, Legal services or legal advice, Mortgage lending or services.
- Be your “Power of Attorney” or be the Trustee for your estate assets, including Insurance and Annuity Contracts.
- Serve as sole Executor/Executrix on your Will.

CONFLICT OF INTEREST

I take the potential of a conflict of interest seriously and want to advise you that I’m required to disclose any conflict that may prevent me from offering objective advice. At this current moment there is no conflict of interest.

NATURE OF MY RELATIONSHIP WITH THE COMPANIES I REPRESENT

No insurance company holds an ownership interest in your agent’s business, nor do they hold or control ownership in any insurance company other than passively through an investment portfolio.

CONFIDENTIALITY AND PRIVACY OF INFORMATION

Your privacy is of utmost importance to us. Our privacy policy covers our interactions with you, third-party professionals, documentation retention, confidentiality, protecting your privacy, use of your information, and your privacy choices. All financial information, analyses and conclusions will be kept strictly confidential. Personal information will not be divulged without your express consent, unless required by law. If it becomes necessary to consult with third-party professionals to optimize the advice and services, your written approval will be required prior to sharing any personal or financial information.

A Full print copy is available on request or online at [Privacy | Financial Horizons](#)

HOW WE COLLECT, USE AND DISCLOSE YOUR INFORMATION

When you do business with us, you share personal information, including sensitive medical information, which we keep in your file so that we may provide you with financial strategies, products and services that best meet your needs. You consent for our firm to use this information in an appropriate manner. We may use and disclose this information in order to:

- Communicate with you in a timely and efficient manner.
- To determine the suitability or eligibility of products and services.
- To set up, offer and manage products and ongoing services that meet your needs.
- Assess your application for investment, insurance and other services available to you by our firm.

- Evaluate claims and underwriting risks when required.
- Detect and prevent fraud.
- Analyze business results.
- Act as required or authorized by law

THIRD PARTY PROFESSIONALS

During the process of providing advice, it may, from time to time, be prudent and/or necessary to consult with other third-party professionals such as a lawyer or accountant or advanced financial planning partners. If such a consultation is deemed beneficial or necessary, you will be advised and requested to pre-approve any such consultation. We can work with your current professionals or recommend qualified individuals. No such consultations will take place without your express consent. Where a referral fee or any other compensation is paid to a third party, we will advise you of the payment prior to the commencement of work. **Schedule A** authorizes us to share information with your third-party professionals. Note that professional accountants and lawyers are generally prohibited from receiving referral type compensation. Bibek PWM does not provide tax, legal or accounting advice.

CONTINUING EDUCATION

To maintain licensing and designations I'm required to meet mandatory continuing education. Where applicable, I will meet these educational requirements through attendance at various seminars, industry meetings or through certified courses.

****You will pay commissions, fees, and expenses whether you make or lose money on your investments. Commissions, fees, and expenses will reduce the amount you earn on your investments.****

Should your insurance be cancelled within a certain period of time, we may be subject to a chargeback for a portion of or all commission earned. We pride ourselves on our transparency and the trust afforded in us by our clients. We are happy to explain (at your request) how these fees and commissions are earned and paid.

TERMINATION OF SERVICE

Either party to this engagement may terminate this agreement at any time by giving at least 30 days written notice. Any fees incurred to the date of notification will be accrued and payable in full. Furthermore, if you have concerns with regards to the services provided, complaints or disputes may be directed to the appropriate authorities and relevant regulatory bodies.

SERVICE LEVEL COMMITMENT

As your go-to partner in management of your financial well-being, maintaining a regular stream of communication will be important. We promise to respond promptly to your inquiry in the manner most convenient to you.

Please indicate method of contact you prefer by selecting the check boxes that apply:



Phone



Text



Email



Video



In-person



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Mandatory Financial Review meeting: (Make your choice)

Semi Annual meeting

Annual meeting