

## **PSC SHARE DEALING SERVICES – CLIENT INFORMATION LEAFLET**

At PSC Financial Planning we administer the purchase and sale of shares on an execution only basis. An account is opened in the individuals name and subsequently closed after the trade is executed. Execution only means that we do not provide advice in relation to any such trades, rather we facilitate the buying or selling of the shares on your instruction. Should you require advice on the management of your shareholding, we can put you in contact with an expert in that field.

Fees are charged by Cantor Fitzgerald for buying and selling shares. PSC Financial Planning are remunerated for these services by sharing in a proportion of the fee charged. Cantor Fitzgerald apply a minimum transaction fee of €55 to smaller trades. PSC Financial Planning Ltd also operate a minimum fee of €200 as detailed below. All charges associated with the purchase/sale are detailed on your contract note, which is an official document, issued by Cantor Fitzgerald once the transaction has taken place. A separate Fee invoice is issued by PSC Financial Planning Ltd where a minimum transaction fee is being charged.

PSC Financial Planning reserves the right to charge an additional fee where the ‘normal/standard’ levels of interaction are exceeded. In such circumstances an hourly rate of €75 becomes payable for time incurred over and above what would reasonably be expected to be spent on a normal transaction.

An Instruction to Purchase/Sell must be signed before either transaction can take place. This also confirms that you have not received any advice in relation to the trade and that it is being carried out on an Execution Only basis.

For the purchase of shares, it is a requirement that Cantor Fitzgerald have ‘cleared funds’ in their account before they will process the transaction. To facilitate this, we will estimate the purchase price inclusive of related costs & charges with you in advance and a cheque payment or electronic fund transfer for this amount must be lodged to Cantor’s account. It is important to be aware that this process can take 5-7 business days and any interim fluctuations in share price are beyond our control. Any unused monies will be returned to you along with an account balancing statement showing all relevant transactions.

If you are selling shares, the sales proceeds can be paid by cheque or electronic transfer directly into your bank account, the details of which are required on the Cantor Fitzgerald account opening application form.

To process a sale, your share certificate(s) is sent to Cantor Fitzgerald for onward transmission to the relevant company registrar. Where a balance of shares remains Cantor Fitzgerald will return the balancing share cert to you by post. PSC Financial Planning does not accept any liability for the share certificate during the sale process and cannot be held accountable if the cert is lost or damaged in any way. You should be aware that there are costs involved in replacing a certificate.

**Charging structure:**

**Commission:**

Commission is calculated as a percentage of the trade value. Transaction value divided as follows:

- ✈ €0 - €20,000 =1.5%
- ✈ €20,000 - €40,000=1%
- ✈ Balance = 0.5%

**Additional costs:**

- ✈ **Contract Fee:** €60
- ✈ **Contract Levy:** €1.25 on **sales only**
- ✈ **Stamp Duty:** 1% on **purchases only**

**Minimum commissions:**

- ✈ Cantor Fitzgerald min fee €55 applies on trades of value less than €3,666 **and**
- ✈ PSC Financial Planning min fee €200 applies pro rata on trades of value less than €35,500

**Capital Gains Tax:**

In addition, you may engage the services of PSC Accountants Ltd to calculate your Capital Gains Tax Liability on the sale of shares.

When you engage PSC in relation to Capital Gains Tax, the service includes calculation of your CGT Liability, complete and File a Capital Gains Tax Return with the Revenue Commissioners and lodgement of the requisite funds to meet your liability with Revenue on your behalf. The standard fee for this work is €400 + Vat. Where calculations prove more complex and therefore additional time is required, this fee may be more.

Signed:

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**Client Name**

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