



Strat X Advisory Pty Ltd (CAR 1276274)

# Client Profile

**This is an important and confidential document.** The information you have provided within this document forms the basis of any advice given by your Financial Adviser.

Name of Client (1)

Name of Client (2)

Date:

Location of interview:

**FSG Version Number Provided: 4.0 January 2020**

**How it was delivered to client:**

Prepared by

NORMAN HOWE

Business address

LEVEL 4, THE PARK, 5 TALAVERA ROAD, MACQUARIE PARK NSW 2113

Telephone number

Mobile number

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0412 511 662

Email address

NHOWE@STRATXADVISORY.COM.AU

Congratulations, you've taken the first step aiming to achieve your financial goals. The next step is to help us learn more about you, your financial situation and what you would like to achieve. This will enable us to provide the advice and services that are right for you.

**Why have you sought Risk Management Advice?**

Please tick the appropriate box and tell us what topics you would like advice on.

Areas of Advice	In Scope	Future	Out of Scope
Strategic Planning Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wealth Creation Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMSF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash flow management and budget Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debt Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estate Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The areas of Advice selected "Out of Scope" will not be included in our Advice to you at this time.

Reasons for not addressing future areas of advice now:


When you intend to address (timeframe):


Any risks to you of not addressing them now:

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**Scope of Advice You have Requested**

What will be included in our advice to you:

At this time, you have asked us to provide advice on: (Specific's) Term Life, TPD only?

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Contact Details	Client 1	Client 2
Title		
Surname		
Given names		
Preferred name		
Date of birth	--/--/---- Age:	--/--/---- Age:
Country of residence/citizenship		
Place of birth (town/country)		
Residential address		
Postal address	<input type="checkbox"/> as above	
Phone	(W)  (H)  (M)	(W)  (H)  (M)
Preferred Email Address		
Preferred method of delivering documents	<input type="checkbox"/> printed <input type="checkbox"/> electronic	<input type="checkbox"/> printed <input type="checkbox"/> electronic
If electronic, which documents?	<input type="checkbox"/> FSG <input type="checkbox"/> SOA's <input type="checkbox"/> PDS <input type="checkbox"/> Ongoing Advice <input type="checkbox"/> FDS <input type="checkbox"/> All documents	<input type="checkbox"/> FSG <input type="checkbox"/> SOA's <input type="checkbox"/> PDS <input type="checkbox"/> Ongoing Advice <input type="checkbox"/> FDS <input type="checkbox"/> All documents

Customer Reference Number (Centrelink)	-----	-----
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**Notes:**

Family & general health	Client 1		Client 2	
Marital (Partnered) status	<input type="checkbox"/> single	<input type="checkbox"/> married	<input type="checkbox"/> single	<input type="checkbox"/> married
	<input type="checkbox"/> widow	<input type="checkbox"/> de-facto	<input type="checkbox"/> widow	<input type="checkbox"/> de-facto
	<input type="checkbox"/> divorced	<input type="checkbox"/> engaged	<input type="checkbox"/> divorced	<input type="checkbox"/> engaged
Customer Identification				
Mother's Maiden Name				
Provide one primary ID source (originals sighted and copies to be kept on file)	Driver's licence <input type="checkbox"/>		Driver's licence <input type="checkbox"/>	
	Passport <input type="checkbox"/>		Passport <input type="checkbox"/>	
	Other photo ID <input type="checkbox"/>		Other photo ID <input type="checkbox"/>	
Children	Name	Date of birth		Tick if financially dependant
		__/__/____	age	<input type="checkbox"/>
		__/__/____	age	<input type="checkbox"/>
		__/__/____	age	<input type="checkbox"/>
		__/__/____	age	<input type="checkbox"/>
Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No Average per week:		<input type="checkbox"/> Yes <input type="checkbox"/> No Average per week:	
Do you consume alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No Average per week:		<input type="checkbox"/> Yes <input type="checkbox"/> No Average per week:	
Do you have private health insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Provider:		Provider:	
Select if you are exempt from the Medicare surcharge	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	

### Health details

	Client 1		Client 2	
<b>How would you rate your current health?</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
<b>Do you take daily medications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:		<input type="checkbox"/> Yes <input type="checkbox"/> No Details:	
<b>Do you have any major illness in your family (mum, dad or siblings) history? - see Family &amp; General Health section</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:		<input type="checkbox"/> Yes <input type="checkbox"/> No Details:	
<b>Sports, hobbies other interests:</b>				

### Estate Planning

Wills		
How current is your will?	<input type="checkbox"/> Current <input type="checkbox"/> Not Current <input type="checkbox"/> Do not have a will	<input type="checkbox"/> Current <input type="checkbox"/> Not Current <input type="checkbox"/> Do not have a will
Date of last review:		
Who is your wills solicitor?	<input type="checkbox"/> N/A <input type="checkbox"/> Name:	<input type="checkbox"/> N/A <input type="checkbox"/> Name:
Have you married or been in a de-facto relationship before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have children with a previous partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Power of Attorney

	Client 1	Client 2
Power of Attorney:	<input type="checkbox"/> General <input type="checkbox"/> Enduring <input type="checkbox"/> Medical	<input type="checkbox"/> General <input type="checkbox"/> Enduring <input type="checkbox"/> Medical
Name of Attorney:		
Are there any limitations on the Attorney?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Power of Attorney(s) attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Cash flow

Providing copies of payslips, tax returns, investment statements and insurance renewals will allow us to use accurate information to prepare our advice documents.

Do not include employment details table if adviser knows that both clients are retired. Include if employed or employment situation is unknown.

Employment Details	Client 1	Client 2
Occupation / position		
Industry		
Name of employer		
Occupation Type	<input type="checkbox"/> self-employed <input type="checkbox"/> employee <input type="checkbox"/> unemployed <input type="checkbox"/> retired <input type="checkbox"/> other	<input type="checkbox"/> self-employed <input type="checkbox"/> employee <input type="checkbox"/> unemployed <input type="checkbox"/> retired <input type="checkbox"/> other
Employment Type	<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> casual <input type="checkbox"/> contractor	<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> casual <input type="checkbox"/> contractor
Expected Changes		
Leave entitlements (Annual leave, Sick leave, Long service)	Annual Leave Carers Leave Sick leave Long Service Leave	Annual Leave Carers Leave Sick leave Long Service Leave

Include retirement details if one or both clients are retired.

Retirement Details	Client 1	Client 2
Start date	/ /	/ /

Include retirement date if pending retirement for each client where applicable.

Retirement Details	Client 1	Client 2
Start date	/ /	/ /

Income & Expenses		Client 1	Client 2
Gross Salary / package	<input type="checkbox"/>	\$	\$
Retirement income	<input type="checkbox"/>	\$	\$
Centrelink? / DVA? Type[ ]	<input type="checkbox"/>	\$	\$
Investment income (Super Pension)	<input type="checkbox"/>	\$	\$
Other ]	<input type="checkbox"/>	\$	\$
Other ]	<input type="checkbox"/>	\$	\$
<b>Total: \$</b>			
<b>Tax Payable (PAYG): \$</b>			
<b>Net Combined: \$</b>			
Living Expenses		Monthly	Annually
Mortgage repayments / rent	<input type="checkbox"/>	\$	\$
Rates / utilities	<input type="checkbox"/>	\$	\$
Food / general living	<input type="checkbox"/>	\$	\$
Insurance – home / car / life	<input type="checkbox"/>	\$	\$
Education	<input type="checkbox"/>	\$	\$
Entertainment / memberships / subscriptions	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	\$	\$
	<input type="checkbox"/>	\$	\$
<b>Total</b>		\$	\$
<b>Total annual expenses</b>		\$	

<b>Surplus / Deficit</b> Income minus expenses = annual surplus / (deficit)	\$
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**Comments:** How comfortable is your living expenses budget and are you ok with current surplus or deficit?

Please provide details of the following

Do you have a formal living expenses budget that you follow and stick to more or less?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Where do you currently direct your surplus income?	<input type="checkbox"/> mortgage <input type="checkbox"/> savings <input type="checkbox"/> spending _____ <input type="checkbox"/> other _____		
How much of your income surplus are you willing to save or invest?	\$		
Where an income deficit is identified, how is this currently funded?	<input type="checkbox"/> Mortgage <input type="checkbox"/> Savings <input type="checkbox"/> Spending <input type="checkbox"/> Other _____		
Does your employer authorise any items to be packaged in your salary? If so what are your packaged items?	<input type="checkbox"/> Super-Salary Sacrificing <input type="checkbox"/> Car <input type="checkbox"/> Other <input type="checkbox"/> Other _____		
Do you expect your <u>income</u> to substantially change during the next	1 year	<input type="checkbox"/> decrease <input type="checkbox"/> increase	\$
	5 years	<input type="checkbox"/> decrease <input type="checkbox"/> increase	\$
Do you expect your <u>expenses</u> to substantially change during the next	1 year	<input type="checkbox"/> decrease <input type="checkbox"/> increase	\$
	5 years	<input type="checkbox"/> decrease <input type="checkbox"/> increase	\$
Are you expecting any capital gains from the sale of investments this year?			
Do you have any unused capital losses carried forward from a previous sale of investments?			
Are you expecting to receive a one-off lump sum payment? (i.e., sale of assets or inheritance)			

Notes:



## Assets and Liabilities

Current Assets excluding superannuation	Owner	Associated Debt	Current Value
Principal residence <input type="checkbox"/>		<input type="checkbox"/> Yes	\$
Contents <input type="checkbox"/>		<input type="checkbox"/> Yes	\$
Vehicle <input type="checkbox"/>		<input type="checkbox"/> Yes	\$
Vehicle <input type="checkbox"/>		<input type="checkbox"/> Yes	\$
Everyday bank account <input type="checkbox"/>		n/a	\$
Other <input type="checkbox"/>		<input type="checkbox"/> Yes	\$
<b>Total</b>			<b>\$</b>

Superannuation Fund Name	Owner	Receiving Contributions	Value
		Choose an item.	\$
		Choose an item.	\$
		Choose an item.	\$
		Choose an item.	\$
		Choose an item.	\$
		Choose an item.	\$
<b>Total</b>			<b>\$</b>

Super Contributions	Client 1	Client 2
Salary Sacrifice		
Personal deductible		
SGC - Employer		
<b>Total Super Contributions</b>		

What features of your current investments or super funds do you really like?	
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Retirement income fund Super Fund or Pension name	Account number	Owner	Value
			\$
			\$
			\$
			\$
<b>Total</b>			<b>\$</b>

## Liabilities

Asset the loan is secured against	Owner	Tick each Repayment type	Balance of loan
Principal residence <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Vehicle <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Investment loan <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Investment loan <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Investment loan <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Investment loan <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Credit Card <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
HECS etc <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
Other <input type="checkbox"/>		<input type="checkbox"/> Principal <input type="checkbox"/> Interest	\$
<b>Total</b>			<b>\$</b>
<b>Total Assets - Assets + Superannuation – Liabilities = Your Net Wealth</b>			<b>\$</b>

### Please provide details of the following:

Have you made withdrawals from your superannuation in the past?	
Have you given any personal guarantees on family or friend's debt?	
Do you have an outstanding tax liability or HECS debt?	
Do you have an outstanding liability with Centrelink?	

### Notes:

## Your investment goals

Cash buffer	Client 1	Client 2
How much money do you want to have available in case of emergencies?	\$	\$
Retirement savings goals	Client 1	Client 2
At what age/date do you want to retire?	Age	Age
Expected Retirement start date		
Desired Level of income in retirement (Today Money)	\$	\$
Expected expenses in retirement (Today Money)	\$	\$
If you couldn't retire at your target age with your desired level of income would you be willing to accept a lower level of income?	\$	\$
Would you be willing to retire at a later age if it meant increasing the probability of having your desired level of income?	age	age
Would you be prepared to access the equity in your home to fund your retirement?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Investment and retirement products		
In general, are there features that you would value in an investment or platform?		
Would you be prepared to pay a higher fee in order to have access to these features?		
Do you have a preference for investing in assets that have a social, environmental and or ethical focus?		
Are there any products or financial institutions that you do not want to support?		

**Your Desired Financial Goals**

**Short-term objectives (from now to 2 years)**

Goals description: *	Timeframe: *	Amount: *	Priority: *
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.

**Medium term objectives (3 - 5 years away)**

Goals description: *	Timeframe: *	Amount: *	Priority: *
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.

**Long term objectives (more than 5 to 7 years away)**

Goals description: *	Timeframe: *	Amount: *	Priority: *
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.
		\$	Choose an item.

**Your Desired Personal Goals**

Goals description: *	Timeframe: *	Priority: *
Career and increasing Income?		Choose an item.
Relationships?		Choose an item.
Travel?		Choose an item.
Other?		Choose an item.

**Notes:**

**Personal Protection Insurance**

Company/provider	Insurance type*	Policy number	Policy owner	Life Insured	Sum insured*	Premium p.a.	Maintain
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.
					\$	\$	Choose an item.

Note income protection details or policy benefits and inclusions	
Exclusions/loadings	

**Your insurance goals/concerns**

	Client 1	Client 2
To protect loss of income against illness, sickness or accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Why?		
To protect your family or assets in the event of death?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Why?		
To protect against a critical illness or trauma?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Why?		
To protect yourself and family in the event of becoming totally and permanently disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Why?		

**Insurance policy features**

Are there any definitions or benefits that you value in an insurance policy?	
How prepared would you be to pay more for these definitions or benefits?	

**Notes:**

### Personal Protection Insurance Analysis

Needs	Client 1	Client 2
Mortgage (outstanding)	\$	\$
Investment property 1	\$	\$
Investment Property 2	\$	\$
SMSF loan	\$	\$
Car Loan	\$	\$
Credit card debt	\$	\$
Funeral-legal expenses	\$	\$
Bequests	\$	\$
Medical costs	\$	\$
Income for spouse	\$	\$
~ For how many years		
Income for children	\$	\$
~ For how many years		
School Fees	\$	\$
Other		
Future earning rate		%
<b>Less realisable assets (cash, shares, super, etc)</b>	<b>Client 1</b>	<b>Client 2</b>
	\$	\$
	\$	\$
	\$	\$
<b>Total Needs:</b>	\$	\$
<b>Additional comments:</b>		

### Life and TPD & Critical Illness Trauma Cover Analysis

Life Insurance	Client 1	Client 2
Policy owner		
Life insurance cover recommended	\$	\$
TPD insurance cover recommended	\$	\$
Trauma insurance recommended	\$	\$
Client Requested cover ~ Life insurance	\$	\$
Client Requested cover ~ TPD insurance	\$	\$
Client Requested cover ~ Trauma insurance	\$	\$
How did the client determine the amount determined?		

### Income Protection Insurance Needs Analysis

	Client 1		Client 2	
<b>Option 1</b>	Annual Income	\$	Annual Income	\$
	75% Annual	\$	75% Annual	\$
	<input type="checkbox"/> Include SG contributions	\$	<input type="checkbox"/> Include SG contributions	\$
	<b>Total needs:</b>	\$	<b>Total needs:</b>	\$
<b>Option 2</b>	Cost of living:	\$	Cost of living:	\$
	Other expenses:	\$	Other expenses:	\$
	<b>Total needs:</b>	\$	<b>Total needs:</b>	
<b>Income Protection Cover Required</b>	\$		\$	

<b>Waiting period</b>	Reason	Reason
<b>Benefit period</b>	Reason	Reason
<b>Indemnity value (agreed not available anymore)</b>		

### Income Protection Insurance Analysis

Life insured	Client 1	Client 2
Policy owner		
Salary	\$	\$
Percentage of Salary covered	%	%
Cover Recommended	\$	\$
Client Requested cover	\$	\$
How was this determined by the client?		



### Funeral Plan - Do you have a Funeral Plan or Funeral Bonds?

	Client 1	Client 2
Funeral Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Funeral Bond	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Social Security Details

Applicable:  Yes  No

Social Security Details	Client 1	Client 2		
Receiving a Centrelink / DVA payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Interested in receiving a Centrelink payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Centrelink CRN:				
What Centrelink payment and or Benefits is the client receiving?				
Concession cards:	<input type="checkbox"/> Commonwealth Seniors Card <input type="checkbox"/> Health Care Card <input type="checkbox"/> Low Income Health Card <input type="checkbox"/> Medicare Card <input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> State Concession Card <input type="checkbox"/> Other:	<input type="checkbox"/> Commonwealth Seniors Card <input type="checkbox"/> Health Care Card <input type="checkbox"/> Low Income Health Card <input type="checkbox"/> Medicare Card <input type="checkbox"/> Pensioner Concession Card <input type="checkbox"/> State Concession Card <input type="checkbox"/> Other:		
Gifts Details if applicable				
Substantial gifts in the past 5 years	Current:	\$	Current:	\$
	Year 2:	\$	Year 2:	\$
	Year 3:	\$	Year 3:	\$
	Year 4:	\$	Year 4:	\$
	Year 5:	\$	Year 5:	\$

Risk Profile

## Determining your Risk Profile and Investment Strategy

Earlier we talked about what you would like to achieve from our discussion – your goals. With these in mind, we need to work out how to invest your money to give you the best chance of meeting your goals. To do this we take into account:

- your timeframe for investing based on your goals; and
- your attitude to investment risk.

### First, some background – Understanding Your Risk Profile

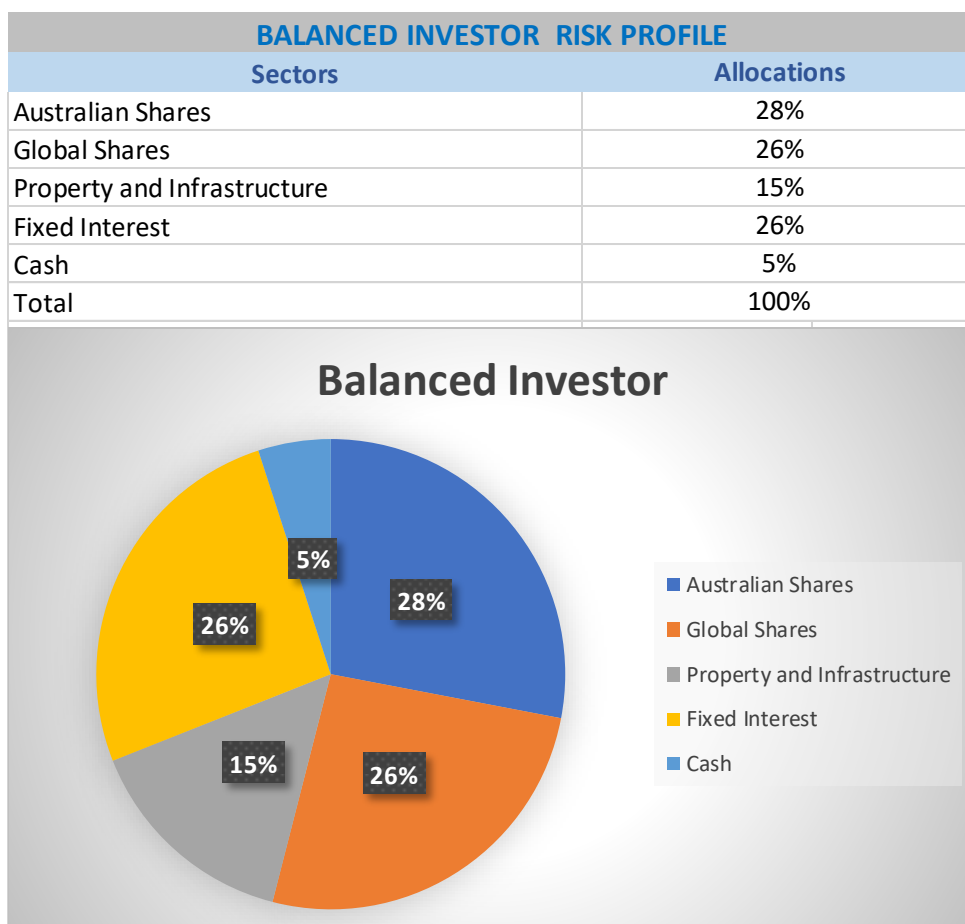
Before making an investment decision, it is important that you are comfortable with, and understand the risks associated with investments.

Your tolerance to risk, understanding the risk and expected reward equation along with the level of return that you desire from your investments will have an important impact on how we recommend you invest your monies now, and in the future.

Put simply, the relationship between risk and return is where you take a low amount of risk in investing, you can also expect a low return. Conversely, investments that *offer* higher returns will generally also be ‘riskier’ in the sense they will be subject to greater volatility, particularly over the short-term.

Let’s use an example, Robyn.

Robyn, we recommend you adopt a Balanced investor Risk Profile for your long-term strategic asset allocation target. The approximate asset class allocations for your recommended Risk Profile are shown in the table below



## Why this is appropriate

- We have discussed the various types of investments and their characteristics and you have completed a risk profiling questionnaire to help identify your tolerance for risk. Your tolerance was identified as that of a Balanced investor.
- A Balanced investor portfolio should produce a mix of both capital growth and income. The portfolio should usually contain around 34% in defensive assets such as fixed interest and cash with the remaining 66% is allocated to growth investments such as shares and property in order to provide capital growth. The minimum suggested timeframe for a Balanced investor is 3-5 years.
- The above allocation is consistent with your investment horizon and stated risk profile (as determined by our discussions on your tolerance for risk).

The actual asset allocation we recommend for you in this **Statement of Advice** may vary to some degree from the above due to:

- your individual investment preferences and/or
- the current (short-term) economic climate favouring some asset classes over others.

## Risks and Implications



The risks and implications of your asset allocation are as follows:


- Australian Shares, International Shares, Property and Infrastructure are classed as growth assets and are therefore more likely to experience volatile investment returns than that of defensive assets such as Cash and Fixed Interest.
- Fixed interest has traditionally been regarded as a defensive asset class however the changing nature of the asset class has introduced more volatility to returns. With fixed interest investments, it is important to understand that there is the potential, albeit small, for capital loss.
- Property and infrastructure can exhibit both growth and defensive characteristics. Returns from rental income are reducing, and volatility and currency risk increasing. The Listed Property Trust (LPT) sector now behaves more like the equity sector, introducing more volatility in returns, particularly where there is large exposure to property development.
- Hedge funds commonly form part of the alternative asset class. Each hedge fund has its own investment strategy covering the types and methods of its investments and therefore each particular hedge fund has its own risk and return characteristics.

It is important you are comfortable with your decision on this matter, so please let us know if you would like to discuss your Investment Risk Profile further.

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The next step is to group your goals according to your desired timeframe for achieving them. We then discuss the types of investments, including your existing investments that may be suitable to achieve your goals. It is important you are aware of investment risks and how they apply to the investment strategy we recommend for you. Finally we will look at strategies that can be used to reduce the risks of investing such as diversifying the assets in your portfolio and the options available to protect your capital.

	Shorter term goals	Longer term goals
<b>Timeframe</b>	0-5 years	5+ years
<b>Typical goals</b>	Emergency savings Holiday New car Home deposit/minor renovations Wedding costs	Retirement Advices – superannuation Creating or building non super savings Investment property/holiday home Major home renovations Business venture
<b>Suggested assets</b>	<p>Emphasis on income earning investments that generally provides a reliable and stable income but with little or no capital growth returns.</p> <ul style="list-style-type: none"> <li>• <b>Cash:</b> pays interest in return for money deposited e.g. bank savings, cash management accounts.</li> <li>• <b>Fixed interest:</b> you effectively “lend” money to a company or institution and receive income or interest repayments in return e.g. government bonds, mortgage funds.</li> <li>• A smaller weighting, if any, of property and shares</li> </ul> <p>The value is expected to be relatively stable over the short term. With cash investments your money is there if or when you need it.</p> <p>Some fixed interest investments carry a lot of risk. You should only invest with companies or products that have received a high credit rating from a reputable rating agency.</p>	<p>Emphasis on capital growth investments that are generally considered risky because their value can fluctuate regularly.</p> <ul style="list-style-type: none"> <li>• <b>Property:</b> is purchased directly through a real estate agent or indirectly through listed property funds. The investment return includes capital growth and rental income.</li> <li>• <b>Shares:</b> represent a part ownership in an Australian or overseas company. The investment return includes capital growth and company profit distributions (dividends).</li> <li>• A smaller weighting, if any, of cash and fixed interest</li> </ul> <p>The value is expected to move in value, both up and down, over the short term, but is likely to achieve stronger returns over the long term.</p> <p>Due to these fluctuations in value there is a risk that your money won’t be worth as much when you need it.</p>
<b>Risk</b>	<p><b>It is important to separate risk from volatility because they are quite different. When we talk about risk, we mean the chance you will lose money permanently or not achieve your financial goals. Volatility means the value of the investment changes more sharply and more frequently.</b></p> <p><b>The key is to not put yourself in a position where you sell your investments at the wrong time (when their value is low). You will generally lose money when you don’t let your investments run their course or when you can no longer tolerate the degree of volatility and sell your investment in a panic.</b></p>	
	 It is important to have less volatile investment returns when you only have a short timeframe to invest.	 Hold volatile investments over the longer term to increase the chance of achieving higher returns on your money.
<b>Choosing the right investment strategy to meet your needs</b>	<p>An important point to understand when choosing the right investment strategies for your needs and generally speaking, no single asset group is likely to meet all of your needs.</p> <p>Investing all of your money into a single asset group can be a risky strategy as returns tend to occur in cycles and individual asset classes also have cycles.</p> <ul style="list-style-type: none"> <li>• Investment returns across all asset classes vary from year to year</li> <li>• High investment returns can be followed by low, or negative, returns</li> <li>• Last year’s investment performance is not an indicator of next year’s or other future performance.</li> <li>• It is important to diversify across asset groups and investment managers to diversify risk.</li> </ul>	

	<p>It is not possible to predict the timing of negative returns; or in which asset group they will occur.</p> <p>The timing of negative returns can have a devastating effect on your ability to meet your goals. Especially if they occur when you need to draw on your savings.</p> <p>For example, if you require \$500,000 to achieve your retirement goals, and in the year of your retirement, your superannuation fund falls in value from \$470,000 to \$376,000, a fall of 20%, this will have a significant impact on your retirement goals.</p> <p>To regain a 20% fall, you fund will need to perform at double this amount (+40%) to return you to your account balance before the fall.</p>
<p><b>Choose a blend of asset to minimise risk</b></p>	<p>We recommend you blend or diversify your money across a range of asset groups to reduce the volatility of your investment. By holding assets that perform differently to each other, losses made on some investments can be offset in part by gains on others.</p>
<p><b>Investment strategy options</b></p>	<p>The investment strategy selected for your short and long term goals must take into account the return required from your investment to fund your goals. We use six different investment strategies, which blend income earning investments and growth assets, to determine an asset allocation that could potentially deliver the required return. The longer the timeframe for investing, the greater recommended exposure to growth assets.</p> <p><b>Short term goals</b>  <b>long term goals</b></p> <p><b>Cash    Defensive    Conservative    Balanced    Growth    High Growth</b></p>
<p><b>Changing from long-term to short-term</b></p>	<p>Over time your short-term goals will be achieved and the timeframe for achieving your long-term goals will shorten. At your review, we will assess whether your long-term goals are now short-term goals and re-assess your attitude to investment risk and whether your investments remain appropriate.</p>
<p><b>Protecting your capital</b></p>	<p>To achieve your short and long term goals, you may need to adopt an investment strategy with higher levels of volatility than you are comfortable with. But it would not be appropriate if it causes you to worry so much that you cannot sleep at night. This may result in a panic sale of assets at exactly the wrong time.</p> <p>You could consider:</p> <ul style="list-style-type: none"> <li>Investing in a lower risk investment strategy. This will reduce the levels of volatility and risk in your portfolio however; it may not be possible to achieve the returns you need to meet all of your goals.</li> <li>Investing in a product with some type of capital or income guarantee. This will provide your future with more certainty however; you need to weigh up the costs of these products with the benefits they provide.</li> </ul> <p>Capital guarantees <b>may</b> apply to your savings in a bank account or term deposit but only up to the Financial Claim Scheme limits \$250,000 per bank. You would need to check with your bank to ensure you have such an account.</p>

## Determining your Risk Profile - Worksheet

Answering the following questions about investing, will help us determine a suitable investment strategy for your long term goals.

Determining your Investment Risk Profile	
Important Information	
<p>Answering the following questions about investing, will help us determine a suitable investment strategy for your long-term goals.</p> <p>Each individual has different preferences to levels of risk when investing. Risk is the chance that you may lose your money or that the returns on your investments will vary widely from year to year.</p> <p>Some investors may be prepared to accept higher risk investments in search of higher returns while others may prefer lower risk investments.</p>	<p>It is important that you determine a level of risk you are comfortable with and balance that risk against the returns you are seeking on your investment. personal risk</p> <p>The profiling questions are designed to assist you in determining your investment profile and the type of investor you are, based on your personal preferences and life situation. This information will be used in conjunction with your goals to determine an appropriate financial strategy.</p>

**For couples, each partner should complete this questionnaire separately.**

**Which of the following best describes your own experience level as an investor?**

1	Client 1	Client 2	Score
Little or no experience in investing money apart from using bank accounts.	<input type="checkbox"/>	<input type="checkbox"/>	1
Mainly bank accounts – cash, term deposits, commercial bills and debentures	<input type="checkbox"/>	<input type="checkbox"/>	2
Cash, fixed interest some shares (EG Telstra, Qantas) and/or investment property.	<input type="checkbox"/>	<input type="checkbox"/>	3
Australian and international shares and/or share funds, options, property, some gearing or know what gearing means.	<input type="checkbox"/>	<input type="checkbox"/>	4

**What would you do if the value of your investment fell by 20% percent in its first year because of the markets?**

2	Client 1	Client 2	Score
I understand that investment values can fluctuate and would do nothing	<input type="checkbox"/>	<input type="checkbox"/>	4
I would discuss the investment with my adviser and ask for guidance	<input type="checkbox"/>	<input type="checkbox"/>	3
I would find out about safer investments	<input type="checkbox"/>	<input type="checkbox"/>	2
I would withdraw my funds	<input type="checkbox"/>	<input type="checkbox"/>	1

**In the context of investing, what best describes your attitude to risk?**

3	Client 1	Client 2	Score
It is something to be avoided	<input type="checkbox"/>	<input type="checkbox"/>	1
It is a source of uncertainty and needs to be limited	<input type="checkbox"/>	<input type="checkbox"/>	2
It can create the opportunity for improved returns	<input type="checkbox"/>	<input type="checkbox"/>	3
It is something to be embraced	<input type="checkbox"/>	<input type="checkbox"/>	4

If asked to make your own investment decisions how would you feel?

4	Client 1	Client 2	Score
Not confident at all	<input type="checkbox"/>	<input type="checkbox"/>	1
Somewhat hesitant	<input type="checkbox"/>	<input type="checkbox"/>	2
Reasonably confident	<input type="checkbox"/>	<input type="checkbox"/>	3
Very comfortable	<input type="checkbox"/>	<input type="checkbox"/>	4

Assume that you inherit a blue-chip share portfolio valued at \$100,000 and you do not need the money for any other purpose. Would you:

5	Client 1	Client 2	Score
Move the shares to more speculative and/or international shares and consider borrowing to increase the portfolio performance.	<input type="checkbox"/>	<input type="checkbox"/>	4
Sell 25% and place this money in more conservative investments	<input type="checkbox"/>	<input type="checkbox"/>	3
Sell 75% - 50% and place the money in more conservative investments	<input type="checkbox"/>	<input type="checkbox"/>	2
Sell the entire portfolio immediately to avoid any loss in value	<input type="checkbox"/>	<input type="checkbox"/>	1

How would you feel if a large percentage of your investment portfolio was invested in the share market?

6	Client 1	Client 2	Score
Very comfortable	<input type="checkbox"/>	<input type="checkbox"/>	4
Reasonably comfortable	<input type="checkbox"/>	<input type="checkbox"/>	3
A little hesitant but willing to consider it	<input type="checkbox"/>	<input type="checkbox"/>	2
Not comfortable	<input type="checkbox"/>	<input type="checkbox"/>	1

In order to earn a return above the level of bank interest rates you may need to hold investments that go up and down in value (i.e. have volatility). How important is it to you to protect your investment and minimise the prospect of any fall in the value?

7	Client 1	Client 2	Score
<b>Very important</b> I want capital security at all times. Protecting my existing investment is my main objective. Except for losses associated with inflation, I will not accept any loss of capital no matter how small or short the term of that loss.	<input type="checkbox"/>	<input type="checkbox"/>	-40
Important, but I'm comfortable for at least a small part of my portfolio to have volatility in order to improve returns over the longer term.	<input type="checkbox"/>	<input type="checkbox"/>	2
Somewhat important but I'm prepared to take on a reasonable amount of volatility in order to increase my chance of higher returns over the longer term.	<input type="checkbox"/>	<input type="checkbox"/>	3
Not particularly important as I'm comfortable that having exposure to volatility is the best way to maximise returns over the longer term.	<input type="checkbox"/>	<input type="checkbox"/>	4

**Thinking about the major banks, do you consider bank shares to be risky investments?**

8	Client 1	Client 2	Score
I consider all shares to be of high risk	<input type="checkbox"/>	<input type="checkbox"/>	1
Moderately risky but will likely to bounce if the market drops significantly	<input type="checkbox"/>	<input type="checkbox"/>	2
Low-moderate risk as the major banks are good investments generally paying good dividends to shareholders	<input type="checkbox"/>	<input type="checkbox"/>	3
Low risk I would prefer shares with more growth potential	<input type="checkbox"/>	<input type="checkbox"/>	4

**Investments that go up and down in value in the short-term (I.E. have volatility) are more likely to produce higher returns than investments that remain steady. Are you prepared to experience volatility in your investments in order to increase the chance of higher returns?**

9	Client 1	Client 2	Score
Yes, definitely	<input type="checkbox"/>	<input type="checkbox"/>	4
Yes, for a significant part of my investment portfolio	<input type="checkbox"/>	<input type="checkbox"/>	3
Yes, but only for some of my investment portfolio	<input type="checkbox"/>	<input type="checkbox"/>	2
Not at all	<input type="checkbox"/>	<input type="checkbox"/>	1

**What percentage of your money would you be prepared to invest in higher-risk investments? (I.E. investments that fluctuate in value, even incurring short to medium term losses, but could return higher gains over the longer term.)**

10	Client 1	Client 2	Score
50 – 75%	<input type="checkbox"/>	<input type="checkbox"/>	4
30 – 50 %	<input type="checkbox"/>	<input type="checkbox"/>	3
15 – 30%	<input type="checkbox"/>	<input type="checkbox"/>	2
10 – 15%	<input type="checkbox"/>	<input type="checkbox"/>	1
0 – 5%	<input type="checkbox"/>	<input type="checkbox"/>	0

Assessment	Client 1	Client 2
Total score		
Identified investment Risk Profile -strategy		
Does the client(s) agreed with the identified Risk Profile		
Alternatively what Risk Profile does the client(s) say they are?		

<b>X</b>		//
Client 1		
<b>X</b>		//
Client 2		



Score	Risk Profile	Description	Explanation
<1	Cash and or TD Only	Q1 Score <1	Excluding losses caused by inflation, definite need for capital security. No fluctuations in capital value.  Will not accept any downside risk.  <i>TDs and cash only</i>  <i>Consider partial lifetime annuity for retirees if agreeable and make notes that the client understood no return of capital to estate.</i>
10 – 17	≤ 20% growth assets	Defensive	Definite need for a very secure income. Little fluctuations in capital value.  Will not accept much downside risk
18 - 27	≤ 40% growth assets	Conservative	Requires a stable income. Can withdraw capital to supplement income if necessary.  Expect small fluctuations in income to gain modest capital growth.  Requires minimisation of downside risk.
28 – 32	≤ 70% growth assets	Balanced	Desires a reasonably stable income stream, but also desires a steady growth in capital value.  Prepared for fluctuations to achieve reasonable capital growth over the medium term. (Greater than 5 years)  Sufficient capital available to draw down to supplement income needs.
33 – 37	≤ 80% growth assets	Growth	Little or no need for an ongoing current income from investments.  Investment focus is on achieving capital growth with no need to access capital in the medium - long term. (Greater than 7 Years)  Prepared to accept fluctuations in capital value to achieve longer term wealth accumulation.
38 - 40	=> 100% growth assets	High Growth	No ongoing income needed from investments.  Investment focus is on high levels of capital growth with no need to access capital for the long term (greater than 7 years).  Prepared to accept wide fluctuations in capital value and may be prepared to invest additional sums during downsize periods.

**NOTE:**

**No individual fits neatly into a specific risk profile and the asset allocations above are indicative only. For example, a score of 30 might require a portfolio with a growth percentage of 40% even though they appear to be balanced and that's fine, they are at the lower end of the scorecard, the corollary of this of course is if a score of 34 is recorded, but the client would prefer upward of 70% a combination of portfolios for those in between.**

## Client and Adviser Disclosures

### Duty of Care

Your information recorded in the fact find will be used to prepare your financial Advice. Discussions held during this fact finding process should not be implemented before receiving the financial Advice we will prepare for you.

### Incomplete or inaccurate information

Our advice to you is based on the information you tell us about yourself. If that information is incomplete or inaccurate, this could affect our ability to fully or properly analyse your needs, objectives and financial situation, so our recommendations may not be appropriate for you.

- I have been informed that providing complete and accurate information is important, as it will be used to help form the basis of advice. I understand that if this information is incomplete or inaccurate, the advice provided to me may not be appropriate. I confirm any information I provide is complete and accurate to the extent of my knowledge.
  - (ADVISER USE) Select this if you are aware of specific missing information and have taken reasonable steps to obtain this information. By ticking this box you confirm you were unable verify this information. The details:
- 

### Protecting your Privacy

AVALONFS Pty Ltd (AVALON) has a Privacy Policy in line with the Australian Privacy Principles, as part of the financial planning/advice process, we need to collect information about you. We need to keep this information for a period of seven (7) years. This means that even if you leave us in the future, we are required by law to keep your records securely for 7 years.

We keep your personal information confidential, and only use it in accordance with our Privacy Policy which sets out in more detail how we collect your personal information and the ways in which that information may be used or disclosed by us. It is important that you inform us of any changes in your personal data or to make a complaint about a breach of the Australian Privacy Principles.

- I consent to my personal, sensitive and health information being collected; and I understand the information will be collected, used, stored, disclosed, secured and de-identified or destroyed in line with the AVALON's Record Retention Policy and the Australian Privacy Principles guidelines. A copy of AVALON's Privacy Policy is available on request or online at [avalonfs.com.au](http://avalonfs.com.au).

### Investments we recommend

*This section only applies where we have agreed to provide you with investment recommendations.*

You should not proceed with any investment advice unless you have fully understood the investments and strategies contained within your Statement of Advice and note that:

All investments carry risk and the different asset groups carry different levels of risk.

Cash and fixed interest generally carry less risk than other asset classes and are more suitable for short-term goals, however in the long term, returns may not be as high as growth assets and there is a risk your capital will not grow in pace with inflation.

Property and shares offer a greater opportunity for capital growth and over the long term, the total return can exceed the negative effects of inflation.

Increasing your investment exposure to capital growth assets, property and shares, increases the risk of experiencing higher volatility (ups and downs) as well as negative returns.

A longer term perspective must be taken when investing in property and shares due to the inevitable volatility of these markets.

The timing of markets is always an unknown and downs may occur when you need access to your money thereby affecting the ability to meet your long term goals. Moreover, if you need access to your investments in a hurry and they are invested in property and shares, you may be forced to sell at a loss.

*If you want to understand more about the risks of investing please read "Investing Between the Flags – A Practical Guide To Investing" created by ASIC before you proceed with our advice. It is available from <http://www.moneysmart.gov.au> or we can provide a copy on request.*

#### **Financial Services Guide (FSG) and Product Disclosure Statement (PDS)**

- I have been provided with the FSG as noted on page 1, including the Appendix: Privacy Collection Statement. The contents have been explained to me, and I am satisfied that I understand the contents of the FSG and the need for me to provide personal information and how that information will be used to provide the financial advice I require to move forward with my goals and personal protections.

#### **Account and reference numbers**

- I authorise you to retain and store my/our account numbers and/or Centrelink number for the purpose of providing me with financial advice.

#### **Tax File Number ("TFN")**

If you agree for your TFN to be collected and handled by us and the financial planning Licensee [AVALON] when acting on your behalf in relation to your investments, you should note that in accordance with the Taxation Administration Act 1953 (Cth), we:

- Can only collect your TFN where it is necessary for a lawful purpose, such as applying for an investment product, and that is the basis on which your TFN is collected;
  - May disclose your TFN to the Australian Taxation Office (ATO) for the purposes of searching the Lost Members Register ("LMR") records, provide other relevant information for the purposes of searching LMR records and receive the results of this LMR search;
  - Will retain your TFN on file for as long as it is needed in connection with the provision of financial services by us, (AVALON)
  - AVALON may provide this information to financial advisers, brokers and those who are authorised by AVALON to review customers' needs and circumstances as deemed necessary from time to time;
  - Will continue to take reasonable steps to protect your TFN and your TFN information; and when we no longer require the information, we will securely destroy or permanently de-identify your TFN or TFN information.
  - The financial planning Licensee may have access to your TFN when conducting normal activities associated with us, as your Financial Adviser.
  - It is not an offence to **not** quote your TFN. If you choose not to quote your TFN in relation to your investments, or you claim an exemption, tax may be taken out of your investment returns. The consequences of you not quoting your TFN may change due to future legislative changes.
- I am happy for my financial Adviser and AVALON to collect and handle my Tax File Number (TFN) when acting on my behalf in relation to my investments.

Client 1: My TFN/Exemption number is:

Client 2: My TFN/Exemption number is:

**Electronic authorisation notification (Optional)**

You can ask us to communicate with you in writing via electronic means including, but not limited to email, mobile phone, scan or tablet device. You can indicate your preferences below. We do not use fax devices.

**Receiving documents electronically**

We may send documents by the electronic means that you have nominated, including our financial services guides, advice documents and product disclosure statements. Our general methodology for the delivery of electronic documents are by email or from the AVALON website or other websites relevant to our advice. We may also use SMS (text) to your mobile phone if urgent and applicable.

**Providing instructions electronically**

We will act on electronic instruction by any means, except Fax, in order to receive your agreement to execute a transaction.

Please provide your preferred email and phone numbers for this type of communication.

- As per contact details on page 4 or:

Email address(es):

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Phone number(s):

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**NOTES: Emails and mobile phones**

If your email address or mobile phone number changes or you cease to have access to your nominated email address or mobile phone, you should notify us as soon as practicably possible.

- We do not take any responsibility for the security or confidentiality of email or SMS (text) communications sent to or through your nominated emails/mobile phone, nor for any delays in transmission due to network or other transmission errors. Neither can we guarantee that emails are free of any virus or phishing scams.
- You should ensure the email accounts and mobile numbers you nominate are secure and can only be accessed by you. Also, we may not be able to provide advice to you while you are overseas.
- We may also refuse to act on any instruction, and will inform you of the reason for any such refusal.
- We will endeavour to implement your instructions as soon as we receive them. However, please note that complex transactions may take longer to complete even if we arrange for your request to be implemented without delay.

Please note: There are some documents that can only be acted upon if physically signed in ink. These may include application forms, forms to confirm your identity, and other forms as required by third parties.

**Disclosure of information to Third Parties**

- I consent to information being disclosed to certain third parties, including related companies, who may have referral arrangements with you for the purposes of those third parties providing me, or offering me, their services, such as accounting legal, tax or other services unless my consent is withdrawn in writing.
  - Note: If you agree that your information may be disclosed to a third party, your information will only be disclosed to those third parties who have referral arrangements with me as disclosed in the FSG. This information will be used by those third parties to offer or provide to you their services, such as accounting, legal, tax or other services.
- I agree to my personal, sensitive and health information being released to my spouse or partner unless I withdraw my consent in writing.

I consent to providing my signature by way of consent as an acknowledgement that I have read and understood the above.

I wish to provide my consent on paper and will not provide a digital consent.

<b>X</b> Client 1	/ /
<b>X</b> Client 2	/ /

## Initial Advice Agreement

Please review this Agreement carefully as it confirms the Scope of Advice, cost and payment method as agreed between:

STRAT X ADVISORY PTY LTD

NORMAN HOWE

and

Clients

If you have any questions about the content of this Initial Advice Agreement, please ask us before you sign above.

As agreed, we will provide Financial Advice that addresses the goals detailed in the 'Scope of Advice' section of this document

### Initial Advice Fee

The Initial Advice Fee and payment method discussed and agreed by us together, is as follows:

Charging method	Preferred payment method	Services provided (adviser to complete)	Advice Fee
<input type="checkbox"/> Flat fee \$  <input type="checkbox"/> Hourly rate \$  Estimated total hours [ ]  (If the total hours exceeds our estimate, we will obtain your consent before proceeding with the financial Advice)	<input type="checkbox"/> Eftpos <input type="checkbox"/> Direct debit (bank account) <input type="checkbox"/> Direct debit (credit card) <input type="checkbox"/> Cheque <input type="checkbox"/> Investment deduction	Research strategy  Prepare your Financial Advice  Implementation of the Advice	\$  \$  \$
<b>Total Initial Advice Fee Payable</b>			<b>\$</b>

### Terms of the Initial Advice Agreement

#### Changes to your circumstances

- Please tell us if there are any changes to your circumstances as soon as practicable. Significant changes in your circumstances may affect our advice. We reserve the right to terminate this Initial Advice Agreement and reassess the cost of providing advice if there is a significant change to your circumstances and you do not tell us.. Any additional costs will be agreed upon before we proceed with preparing your revised recommendations and advice.

#### If you do not implement our advice

- You will be liable for any costs to research and/or prepare your Financial Advice as detailed above. All implementation costs will be waived. If you have agreed to pay for your Initial Advice via an investment deduction, an invoice will be issued to you for any amount outstanding.

**Your insurance**

- If your application for insurance is accepted by the insurance company, we will receive upfront and ongoing payments known as commission. The insurance company requires that in order for us to receive this commission the policy must be in force for a minimum of 12 months or in some instances possibly up to 2 years
- If you cease to pay premiums on any policies arranged by us within 24 months of the policy being issued, or the premium payable decreases as a result of changes you make to your cover, we may be required by law to pay back either 100% or 60% of the upfront commission we received, depending on whether the policy lapsed or the premium decreased within the first or second year of being issued. **Accordingly, we reserve the right to recover from you:**
  - Any amount we are required to refund as a result of you ceasing to pay premiums for the policy, or paying reduced premiums, or
  - The total Initial Advice Fee as documented in this agreement.
- In this case you will receive an invoice from us stipulating the amount due and any payment terms.

**Client acknowledgement**

**I/We understand and agree that:**

- **STRAT X ADVISORY PTY LTD and AVALONFS Pty Ltd will provide services to me/us in line with this Agreement.**
- The cost of Initial Advice, including the payment method has been fully discussed, agreed to and disclosed in this Agreement
- If I/we do not implement the recommended advice, we agree all Initial Advice Fees for the research and/or preparation of my/our Financial Advice will be due and payable to AVALON immediately.
- All fees in this Initial Advice Agreement are inclusive of GST.

<b>X</b> Client 1	/ /
<b>X</b> Client 2	/ /
<b>X</b> Adviser	/ /

### Third Party Authorisation to collect information

Please accept this copy as a Third Party Authority to collect information, as the original will stay on file at the below address.

To	Customer Service Manager		
Provider name			
Address/Email			
Client name		Date of birth	
Client name		Date of birth	
Address		Product details	

#### To whom it may concern,

##### Access to information

- I/We authorise you to provide representatives of **[CAR] (all staff including.....)** with any information and documentation they require regarding my/our insurance, superannuation and investments. This authority is to remain valid until revoked.
- I/We confirm a Financial Services Guide has been provided.

##### Transfer servicing rights

- I/We authorise the servicing rights of my/our financial products be transferred to **[ADVISER]**

I understand that the existing adviser will no longer:

- be remunerated for this policy/contract(s) following this decision
- have access to my policy/contract information, and
- will no longer be responsible for reviewing my ongoing needs.

I understand that the appointed adviser and their Licensee AVALON will:

- will have access to my policy/contract information
- will be responsible for providing me with ongoing advice relating to this policy/contract(s), and
- will receive any remuneration currently being paid for this policy following the transfer.

<b>X</b>			/	/
<b>Client 1</b>			/	/
<b>X</b>			/	/
<b>Client 2</b>			/	/
Adviser Name		Adviser Code		
Business Name		Contact details	phone	
			fax	
	are Authorised Representatives of AVALONFS Pty Ltd AFSL 437518		email:	
Address				



Adviser's Office Only - Working papers - Superannuation

	Superannuation
<b>Recommended strategy/s. Why?</b>	
<b>Alternative strategies.</b>	
<b>Reasons for discounting alternative strategies</b>	
<b>Recommended super fund. Why?</b>	
<b>Alternative super fund/s</b>	
<b>Reasons for discounting alternative super funds</b>	
<b>If you are replacing the client's super fund/s, what is the rationale for doing so?</b>	What material feature/s is the client going to lose, gain or maintain?

Adviser's Office Only - Working papers - Insurance

	Insurance
<b>Recommended strategy/s. Why?</b>	
<b>Alternative strategies.</b>	
<b>Reasons for discounting alternative strategies</b>	
<b>Recommended insurance policy/s. Why?</b>	
<b>Alternative insurance policy/s.</b>	
<b>Reasons for discounting alternative policy/s</b>	
<b>If you are replacing the client's policy/s, what is the rationale for doing so?</b>	What material definitions or features is the client going to lose, gain or maintain?
<b>Recommended ownership structure and the reasons why the alternative structures were discounted.</b>	

Adviser's Office Only - Working papers - Investment

Investment	
<b>Recommended strategy/s. Why?</b>	
<b>Alternative strategies.</b>	
<b>Reasons for discounting alternative strategies</b>	
<b>Recommended investment product/s. Why?</b>	
<b>Alternative investment product/s</b>	
<b>Reasons for discounting alternative investment product/s</b>	
<b>If you are replacing the client's investment/s, what is the rationale for doing so?</b>	What material feature/s is the client going to lose, gain or maintain?
<b>Recommended ownership structure and the reasons why the alternative structures were discounted.</b>	

AML/CTF Questions – for adviser only

Does the client or their partner have any overseas connections that may be of concern, i.e. other than a basic connection such as an overseas pension or simple bank account?  Countries can be declared as 'prescribed foreign countries' by way of a regulation made under the AML/CTF Act because they pose a high risk of money laundering or terrorism financing. Iran and North Korea (the Democratic People's Republic of Korea or DPRK) are the only two prescribed foreign countries.	Choose an item.
Does or did the client or their partner hold a role that may mean they are a politically exposed person?	Choose an item.
<i>PEPs are individuals or close associates of individuals who occupy, or have occupied, prominent public positions, including prominent positions in international organisations, both within and outside Australia (or their close family or associates).</i>	
Do you know where the funds are coming from that you are advising on?	Choose an item.
Is there any other reason why you as adviser believe the client poses a ML/TF risk - e.g. the ID papers appear a bit strange, the client has a very complicated business structure that does not appear to be commensurate with the client's situation, etc.	Choose an item.