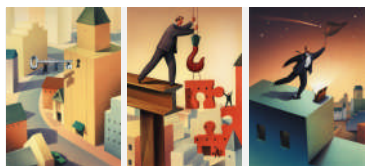


Advice Process	Strategy	FSG	SoA	SoA-IBR	RoA	PDS	Tips:
Initial Client Meeting	Undertake a needs analysis by completing a fact find and risk profile. Gather sufficient information from the client to enable you to provide advice.	👍					The initial client meeting is an ideal time to give the FSG to the client and discuss the products and services that you can provide to the client
	Send the client a Letter of Engagement covering the terms on which your services will be provided. This helps the client to know what to expect from you as their adviser.						
Advice Preparation	Keep well documented information about the basis for your advice and how it is suitable for the client's circumstance. Take care when recommending that a client switch products – ensure that you adequately research the differences in the funds or products.						
	Basic Deposit Products E.g. Cash Management Trusts, Term Deposits, First Home Savers Accounts.					👍	A PDS is only required for cash management trusts.
	Financial Planning E.g. Recommending one or more investments (such as securities, derivatives, managed funds (IPDS/wrap platform), government debentures, stocks, and bonds) or a gearing strategy.		👍			👍	If the initial investment and monthly contribution will exceed \$15,000 in total or in the first 12 months (based on client contributions) then an SoA is required. If it is less than this, an RoA may be used (other than for derivatives, new super and RSAs and life risk outside super).
	Life Insurance E.g. Recommending a certain amount of TPD, Trauma or Income Protection based on the client's personal circumstances. Assessing whether to structure the risk cover in or out of superannuation.		👍			👍	
	Superannuation / Retirement E.g. Consolidating multiple superannuation products into one, transitioning into retirement strategy; or preparing a retirement plan which may include an income stream recommendation or assessment of pension entitlement.		👍			👍	
	Self Managed Super Funds E.g. Recommending specific investments and financial products based on the investment strategy in the trust deed.		👍			👍	Advice on to the establishment, operation structuring or valuation of the SMSF is not a financial service.
Ongoing Advice for Existing Clients (i.e. where an SoA has been	Life Insurance – Increases/Variations/Switching E.g. Adjustments to policy due to changes in debt level or other personal circumstances.			👍			
	Superannuation / Retirement – Additional Contributions / Switching Funds E.g. Recommendations to salary sacrifice, make a co-contribution, spouse contribution or non-concessional contribution or to switch from			👍	👍	👍	No PDS is required if the client has previously received the current PDS. An RoA can be provided to the client if the recommendation is for less than \$15,000 in total or in the first 12 months.

Advice Process	Strategy	FSG	SoA	SoA-IBR	RoA	PDS	Tips:
	one super product to another.						
	Investment / Superannuation / Retirement - Asset Allocation E.g. Switching investments to rebalance portfolio to maintain the client's risk profile				👍	👍	
	Financial Planning - Review of Investment Strategy E.g. Annual review when the client's personal circumstances have changed and/or you recommend changes to the investment strategy.		👍	👍		👍	If the original SoA accurately describes the client's personal circumstances, then an SoA-IBR can be used. Otherwise, a new SoA is required.
	E.g. Annual review when there are no changes to the client's personal circumstances, but changes to the investment strategy are required.		👍	👍		👍	If new products are recommended, a PDS should be given.
	E.g. Annual review where there are no significant changes in the client's circumstances or to the investment strategy				👍		
	Financial Planning - Additional Contributions E.g. Additional contribution to an existing investment portfolio			👍	👍		An RoA may be can be provided to the client if the recommendation is for less than \$15,000 in total or in the first 12 months
Other	Limited Advice E.g. The client wishes to purchase insurance or a one off investment product or start a new superannuation fund – unconnected to their existing investment strategy.		👍			👍	Include a warning that your advice is limited to the products requested by the client and you have not considered whether the advice is consistent with the client's overall investment strategy and goals.
	No Advice - Transaction only E.g. You assist the client to apply for or purchase a specified product without providing any advice.					👍	Obtain specific instructions from the about their requirements. Disclose the remuneration you will earn before applying for the product. Warn the client that you have not provided any advice and the client needs to consider if the product is suitable for their personal circumstances and needs.
	Expired Advice E.g. Advice is out of date and needs to "refreshed"			👍	👍		Use an RoA if there is no significant change to the advice or the client's personal circumstances since the SoA was given. If the client's circumstances have changed, use an SoA-IBR.



For assistance with your compliance needs, call **Claire Wivell Plater**
on **02 8353 6604** or email clairew@goldseal.com.au

Proud Professional
Services Partner
to the FPA

