

## SoA Request Form

Please complete all sections in FULL as missing or incomplete sections or information may result in delays in SoA production

### Adviser Details

Practice Name	ABC Financial Management	Adviser Name:	John Citizen
Contact Person	John Citizen	Email/Phone:	
AR Number	1234567	CAR Number:	1234567
Licensee: <b>Synchron</b>			

### Client Details

Client Name	Joe and Jane		
Fact Find Meeting Date	Fact Find signed 28/2/22	SOA Presentation Date	Before the 15/5/22 when client turns 65.
Version FSG Provided	Version 7A – November 2021	Advice to	<input type="checkbox"/> Client Only <input type="checkbox"/> Spouse Only <input checked="" type="checkbox"/> Joint <input type="checkbox"/> Other: _____

### Services Required

Turnaround Requirements	Less than 7 days 7 business days 12 business days	<input type="checkbox"/> Specify when required here: _____ <input type="checkbox"/> <input checked="" type="checkbox"/>
Do you require Product Research/Comparison to be completed?	Working Papers only Product Research/Comparison Insurance Quotes All	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Strategy Selection	<input type="checkbox"/> Risk/Insurance <input checked="" type="checkbox"/> Superannuation <input checked="" type="checkbox"/> Retirement/Account-based Pension <input type="checkbox"/> Centrelink <input type="checkbox"/> Transition to Retirement TTR <input type="checkbox"/> TTR Refresh/Recast	<input type="checkbox"/> Gearing <input type="checkbox"/> Debt management <input checked="" type="checkbox"/> Investment advice <input type="checkbox"/> Review only (e.g. Investment switches) <input type="checkbox"/> Estate Planning <input type="checkbox"/> Other

### Modelling Requests

e.g. Proposed vs recommended over 10 years

- |    |   |
|----|---|
| 1. | Asset and cashflow modelling to life expectancy |
| 2. |   |
| 3. |   |
| 4. |   |
| 5. |   |
| 6. |   |

## Background/Additional information and any other notes (please use bullet points where you can)

- See last SOA in Xplan and Fact Find information in Xplan.
- Couple with a SMSF where Jane is already retired and has an ABP within their SMSF and Joe is completely finish work by 30/6/22 and wants to convert his Accumulation balance within the SMSF to a ABP to jointly cover their ongoing expenditure from July 22. The reason they currently hold an SMSF is that one of the client's goals and objectives is they are happy to continue utilising their SMSF as their main retirement vehicle, so advice is not required on the suitability of an SMSF. The client also holds a Closed Chart Hall fund in the Macquarie Investment Account and can't currently make withdrawals from this fund and it is also not an allowable investment option on Macquarie Wrap Superannuation so cannot in-specie transfer out of the SMSF. We will consider the possibility of winding up the SMSF once client has access to the Charter Hall funds at a future review meeting.
- Can an advice flowchart please be added to the SOA.

## Subject Matter – Why is the client seeking advice

*e.g. I need to organise my financial as I have no idea where to start*

1. See goals and Objectives in Xplan.

2.

3.

4.

5.

## Goals & Objectives

Priority	Goals & Objectives	Time Frame	Funds Required
<i>e.g.</i>	I want to plan for my retirement with comfortable income	Now	\$50,000pa
<i>e.g.</i>	I want to know if I am eligible for any government support payments like Centrelink	Now	
1.	See Goals and Objectives in Xplan.		
2.			
3.			
4.			
5.			

## Scope of advice – Area we agreed to provide advice on

Strategy	
<i>e.g.</i>	Retirement/Account-based pension, Centrelink
1.	Review my ongoing goals and objectives.
2.	Advice on building my super assets.
3.	Review of my retirement situation
4.	Advice on generating a retirement income stream
5.	Review of existing investments (managed funds/shares)
6.	Meeting my liquidity requirements

7. [Seek advice regarding appropriate estate planning arrangements](#)
8. [Producing a required level of after tax income from investments](#)

### Scope Out – Areas we agreed to address in the FUTURE

Area scope out	Reason for scope out	When to address
e.g. Centrelink	Client is 2 years away from Centrelink age pension. N/A	2023 when client reach Centrelink age pension age

### Scope Out – Areas we agreed NOT to provide advice

Area scope out	Reason for scope out	Risk of not addressing
e.g. Superannuation	Client is comfortable with existing arrangements and only wants advice on personal risk insurance.	You may not be maximising your retirement savings and therefore may not be on track to reach your retirement goals.
Tax	We cannot provide tax advice and suggest seeking any tax advice from your Accountant.	You may pay more tax than required if you do not seek tax advice from your Accountant.
Personal Insurance	Clients are retiring so do not require personal Insurance advice.	
Debt	Clients do not have any liabilities.	
Business Insurance	Clients no longer own a business	
Centrelink Benefits	Clients are above the current assets test limit to be eligible for a Centrelink Payment.	You may be eligible in the future if your assets reduce below the maximum asset test limit level.
Suitability of using an SMSF	Clients have confirmed they are happy to retain using a SMSF as their retirement vehicle.	There may be potential lower cost options available outside the SMSF Environment for your Superannuation/Pension Accounts and solutions that do not have the Trustee Responsibilities you currently have.

### Strategy Summary – Outline strategies and recommended products

	Strategy	Product
e.g. 1.	Retirement	AMP MyNorth Allocated Pension Protected Guarantee
	Investment Review	Retain current Macquarie Investment account within the Self Managed Super fund.

Set up automatic cash management with Macquarie Investment account with cash target \$90k and cash trigger \$75k on 50% Macq Income Opportunities fund and 50% Pendal Short term Income Securities fund starting 1/7/22.

Before 30/6/22 recommend withdrawing \$330k from the Investment account as per IPS and making the contributions/buys as per IPS but additionally to what is shown in IPS withdrawing and buying back into the Pimco Income fund for \$45k and the PIMCO ESG Global fund for \$50k and approx. \$93k to the cash account so the total withdrawal and contribution is \$330k as detailed below:

Refer to IPS for portfolio buys and sells for 21/22 to support the withdrawal and re-cont strategy detailed below:

**Fund the \$330k Wdl for the re-contribution as per the below before the 30/6/21 from Joe's Accumulation**

**Account:**

\$45,000 from PIMCO Income Fund

\$50,000 from PIMCO ESG Global Bond Fund

Full redemption from Kapstream Absolute Return Income Fund – approx. \$100,033.40

Full redemption from Vanguard Global Minimum Volatility Fund – approx. \$41,239.93

Remaining balance from Cash – approx. \$93,726.67

(See realised and unrealised CGT Report in Xplan – Estimated Loss \$1,167)

**When the recontribution is done, invest the \$330k as per the below into Jane's Accumulation account to roll to new Pension from 1/7/22:**

\$45,000 back to PIMCO Income Fund

\$50,000 back to PIMCO ESG Global Bond Fund

\$30,000 to Dimensional Global Core Equities Fund – Hedged

\$47,000 to Macquarie Income Opportunities Fund

\$65,000 to Pendal Short-term Income Securities Fund

\$93,000 remaining balance to cash

2.

**Retirement**

Start ABP for Joe (Reversionary Pension to Jane) from 1/7/22. (using full member accumulation balance)  
Start new ABP for Jane (Reversionary Pension to Joe) from 1/7/22 using full Accumulation balance including \$330k contribution.

Retain existing ABP for Jane within their SMSF (current ABP has a 4.86% tax free component).

		Drawings to cover exp of \$96,000p.a. Minimum Pension drawings from Jane's new ABP minimum from Joe's new pension and the remainder from Jane's existing pension due to the taxable components.
3.	Super	<p>To the 13/4/22 Joe has contributed \$7,400.66 to super as SGC and earned \$81,329.17. Recommend topping up to the \$27,500 limit before the 30/6/22 from their bank account. Estimated taxable income in 21/22 up to \$86,829 depending on what work Joe decided to do from now until the 30/6.</p> <p>We recommend withdrawing \$330,000 from the SMSF from Joe's Accumulation member balance to a joint bank account and contributing this as a \$3,000 Spouse contribution and \$227,000 NCC into the SMSF as a contribution to Jane before the 30/6. Have these new funds and the current funds in Accumulation start a Second Pension for Jane so that the tax free component is segregated to this new pension.</p>
4.	Estate Planning	Recommend Reversionary pension from Joe to Jane and for Jane's Pensions retain/set up Joe as the Reversionary Beneficiary. Jane's new pension to also be reversionary to Joe.

## Better Position Statement: Why is the client likely to be better off?

**e.g. Income  
need @  
retirement**

*You will be able to meet your income requirements of \$1,923 pf (\$50,000 pa) from your income sources.*

You will continue to optimise the use of concessional tax superannuation environment.

You will maximise tax-free pension balance with tax-free component of your SMSF.

Your existing Macquarie Investment Consolidator II (Elevate) platform continues to be appropriate and meets your needs and objectives.

Your SMSF death benefits will be distributed in line with your wishes in the event of your death.

Your portfolio will maintain sufficient liquidity

Your SMSF portfolio will be rebalanced in line with your 60/40 risk profile and 70% growth target.

Your Account Based Pension drawings will cover your retirement income requirements.

## Risk and Consequences

**e.g. ad hoc  
withdrawal**

*Making ad hoc lump sum withdrawals will impact on your retirement savings.*

As per risks in SOA template/SOA Wizard.

## Alternatives Strategies and Products

**e.g.  
Strategy/Product**

- We considered investing the proceeds outside the super environment, however, our modelling shows that contributing to super is more tax effective and places you in a better position compared to if you were to invest your money outside of super.
- We considered the option of commencing a newer type of capital guarantee within the MyNorth Pension platform, however, the newer guarantee product does not provide the option to protect all of her retirement capital.

Refresh Jane's existing pension within SMSF We considered but discounted this strategy because Jane's existing pension only has 4.86% tax free component. Mixing new contributions (100% tax free component) with your existing pension will reduce the tax free component of the new contributions. Under the recommended strategy of keeping

separated the two pension accounts, should you draw pension payments in excess of the minimum requirements or make lump sum commutations from your existing pension, your overall tax free component will increase (in percentage term) which in turn benefit your estate planning.

We reviewed your Macquarie Account to ensure it remains the most appropriate to your circumstances. We compared your Macquarie Account to BT Panorama, Netwealth and CFS First wrap, which all offer a similar level of investment options and flexibility. We determined that your existing Macquarie Account is lower in cost than both Netwealth and CFS and costs more than BT by about \$200p.a. where buy/sell costs may apply if you were to change. Therefore, your Macquarie Account remain competitively priced in the market and we discounted any move to an alternative platform.

We considered the Wind up of your SMSF and potential to move to a retail Superannuation solution but this was discounted as it is unable to be done due to the Closed Chart Hall Direct Industrial fund No.2 Wholesale that you currently hold which currently does not allow withdrawals.

We considered starting pension this year tax year v's next year, minimal benefit given extra Accounting costs and that the withdrawal should trigger a capital loss in Accumulation phase for Joe. This loss will also reduce a current released gain year to date.

## Risk Profile

Wealth Today	Sentry	Client 1		Client 2	
		Wealth	Sentry	Wealth	Sentry
Defensive (10% / 90%)	Conservative (30% / 70%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservative (30% / 70%)	Moderately Conservative (50% / 50%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conservative Growth (50% / 50%)	Moderate (70% / 30%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balanced (70% / 30%)	Moderately Aggressive (90% / 10%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Growth (90% / 10%)	Aggressive (100% / 0%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

60% growth and 40% defensive risk profile with a target Asset allocation of 70% growth assets.

## Disclosure of Fees

Fee Type	Amount \$ or %	How will fee be split (i.e. 50% client 50% partner)		Payment Method
SoA Fee	\$0			
Implementation Fee	\$0			
Ongoing Adviser Fee	\$0- to \$1m 1.1% \$1 to \$2.5m 0.99% \$2.5m to \$4.5m 0.77% \$4.5m to \$11m 0.55%	Debited Monthly from Macquarie Investment Account.		Debited from Macquarie Accounts.
Upfront Commission	none			
Renewal Commission	none			
Any other Fees:	none			
Specialist Referrals - None				
<input type="checkbox"/> Accountancy	<input type="checkbox"/> Estate Planning / Legal	<input type="checkbox"/> Finance	<input type="checkbox"/> Insurance	

<input type="checkbox"/> Referral Party: _____	<input type="checkbox"/> Referral Party: _____	<input type="checkbox"/> Referral Party: _____	<input type="checkbox"/> Referral Party: _____
<input type="checkbox"/> Clients do not require a referral to an accountant	<input type="checkbox"/> Clients do not require a referral to an accountant	<input type="checkbox"/> Clients do not require a referral to an accountant	<input type="checkbox"/> Clients do not require a referral to an accountant
Adviser Name: _____	Signed: _____	Date: _____	

**Notes:**

EXAMPLE



**Checklist – You need to ensure this checklist is completed. SoA will not start until all files are uploaded**  
 - If not applicable type NA

<b>Adviser Compliance Checklist</b>	<b>Completed</b>	<b>Signed</b>	<b>Uploaded</b>
Financial Needs Analysis / Fact Find	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed Risk Profile (both clients)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting File Notes	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
Signed Client Declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Existing Products (research/statements)	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
Proposed Insurance Quote	<input type="checkbox"/>	NA	<input type="checkbox"/>
Have you considered the clients existing Insurance products? Have you got alteration quotes for proposed levels providers?	<input type="checkbox"/>	NA	<input type="checkbox"/>
Product Comparison research	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
Insurance Needs Analysis	<input type="checkbox"/>	NA	<input type="checkbox"/>
Authority to Release Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Photo Identification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax File Number authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Super Query Form – existing super	<input type="checkbox"/>	NA	<input type="checkbox"/>
Insurance Query Form – existing insurance	<input type="checkbox"/>	NA	<input type="checkbox"/>
SMSF: Trust deed and investment strategy	NA	NA	NA
All product Target Market Determinations have been considered in meeting the client's best interests duty	<input checked="" type="checkbox"/>	NA	NA