

SOA Creation Process

Prepared for
Sentry Group Pty Ltd & Wealth Today Pty Ltd

Integrated Paraplanner 1 September 2021

Step	What happens	Notes
1	Adviser completes the Wealth Adviser SOA Request Form	Latest version of the form can be found in the Adviser Resource Centre (ARC) & Sentry Help Centre (SHC)
2	Upload form to Podio via the 'Paraplanner Request' app	Ensure that you have included all required items noted on the Initial Peer Review (IPR) checklist
3	The Paraplanner will review the SOA Request Form and check against the IPR checklist	IPR checklist can be found in the ARC. Advisers should familiarize themselves with it to ensure no delays in commencement of plan writing
4	SOA is allocated to a paraplanner within their business for writing – which will commence as soon as IPR is complete and assuming IPR checklist is complete	The IPR may result in further action items for the adviser to do before the SOA can be written
5	SOA is run through Wealth Adviser quality assurance and peer review processes including randomized external review using the Fourth Line quality assurance program	Occasionally further action items may come out of the quality assurance and peer review processes – these will generally be communicated via Podio
6	SOA is ready for publication	Assuming initial file is complete, and the SOA Request Form is completed in full, turnaround time to SOA publication should be no longer than 7 days.