**Wealth Adviser SoA Request Form**

**Prepared 15 February 2023**

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

**Ensure you upload all relevant documents to Podio. Not required if CAT has access to your CRM.**

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| **Paraplanner Firm:** |  |
| **Practice Name:** |  |
| **Adviser Name:** |  |
| **AFSL Name:** |  |
| **AR & CAR Number:** |  |
| **Contact (Email or Number):** |  |
| **Client Name(s):** |  |
| **New or Existing Client:** |  |
| **SoA Presentation Date (if known):** |  |
| **FSG Version Provided:** |  |
| **Dealer Split:** |  |

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| **AML Risk Category** | |
|  | Low |
|  | Medium |
|  | High (notify Licensee) |

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| **Are you a Qualified Tax Relevant Provider?** | |
|  | Yes |
|  | No |

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| **Services Required** | |
| Turnaround requirements | Less than 5 business days (check with paraplanner)  7 business days  12 business days |
| Do you require Product Research /Comparisons to be completed?  *Note: additional fees may apply* | Working Papers  Product Research/Comparisons  Insurance Quotes |
| Additional Services  *Note: only request additional services you know are offered* |  |

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| **Additional Information and any other notes** |
| List issues for consideration that are integral to the Statement of Advice (i.e. health issues, incomplete and/or inaccurate information, time critical advice). |
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| **Modelling Requests**  List any modelling you require.  Capital consumption to life expectancy is mandatory for retirement plans unless self-produced. |
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| **1) Subject Matter – Why is the client seeking advice?** |
| What is the main reason the client is seeking advice and want the answers to?  Be specific as the broader the subject matter, the more that needs to be addressed in the SoA. There are typically no more than 1 or 2 subject matters. If there are more, you may need to refine the subject matter in a clearer and more concise manner.  The subject matter can be negotiated with the client, but key issues cannot be scoped out. |
| 1. |
| 2. |

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| **2a) Scope of advice – What topics are in scope?** |
| This is based on the Subject matter. Any areas of advice that is explicitly or implicitly within the subject matter must be scoped in and addressed.  E.g. Retirement Plans will require Centrelink Advice, Debt Management, Superannuation & Investment Planning. |
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| **2b) What topics are out of scope?** | |
| **Topics out of Scope** | **Why are these topics out of scope?** |
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| 3) Client Goals & Objectives | | | |
| Priority | Goal/Objective | Timeframe | Funds required |
| E.g. | I want a review of my super/insurance. | Now | N/A |
| E.g. | I want to buy a new car | 3 years time | $40K |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

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| **Product & Strategy Summary - Outline recommended products and strategies** | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

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| **Why is the client likely to be better off?** | |
| This is specific to how each product recommendation results in the client becoming better off financially (eg, tax benefits, aligning to risk profile, cheaper product costs) or attaining a feature they particularly value. If it is a feature the client particularly values, you must have a file note stating what features they value AND are willing to pay higher costs for. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

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| **What are the risks and consequences?** | |
| Refer to Advice Policy – SOA Relevant Warnings & Disclaimers. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

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| **Alternative Products – What are they and why were they discounted?** | |
| You must consider if the existing products can be modified to better serve the client’s needs and is it better to retain it. If not, look at alternatives in the market. Cost, benefits and features comparison of existing, recommended and alternative products is required. Record your research on file. | |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

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| If you have not conducted research, what alternatives do you want considered? |  |

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| **Please insert the name of the profile as per your RPQ under each client** | |
| **Client 1** | **Client 2** |
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| **Risk Profile**  Outline anything relevant to the risk profile discussion here. Discuss any events or circumstances which may have resulted in a change to the client’s attitude to risk. | |
|  | Risk Profile Questionnaire completed & signed by client(s) |
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| Disclosure of Fees **Detail remuneration and where the money will be debited from i.e. Super Fund / Bank Account details** | | |
| **Type of Fee** | **Amount** | **How will fees be split? (i.e. 50% client, 50% partner)** |
| SoA Fee |  |  |
| Implementation Fee |  |  |
| Ongoing Adviser Fee |  |  |
| Upfront Commission |  | Hybrid/Level |
| Renewal Commission |  |  |
| Any other fees: | | |

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| **Adviser Declaration** | |
| Adviser Name |  |
| Date |  |

**You need to ensure this checklist is completed. Paraplanning will not start until all files are available.**

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| **Adviser Compliance Checklist** | **Completed?** | **Signed?** | **Saved in CRM?** |
| Financial Needs Analysis (FNA) / Fact Find (FF)  Client Declaration Signed |  |  |  |
| Risk Profile Questionnaire (both clients) |  |  |  |
| Supporting File Notes |  |  |  |
| **Insurance Needs Analysis**  A completed full insurance needs analysis or file note clearly stating client directed amounts |  |  |  |
| **Product Research**  Existing, recommended and at least one alternative product to be researched and evidenced on file |  |  |  |
| **Existing Product Research or Recent Statements** (not older than 6 months) |  |  |  |
| **Exisiting and Proposed Insurance Quote**  Have you got alteration quotes for proposed levels of cover with existing providers? |  |  |  |
| **Target Market Determinations**  All product TMDs have been considered in meeting the client’s best interests |  |  |  |
| Authority to Release Information Form |  |  |  |
| AML/CTF Requirements met |  |  |  |
| Tax File Number authority |  |  |  |
| **For SMSFs**  Check for documents and checklists as outlined in Wealth Adviser process/policy  SMSF trust deed and investment strategy saved |  |  |  |
| **Code of Ethics**  Does the advice comply with the Code of Ethics? |  |  |  |