Client Acknowledgment and Consent

Investigations into and gathering of your personal data

As part of our process to provide you with appropriate advice we will be required to undertake a data gathering exercise relevant to the areas of advice you have sought (as nominated above). If you have limited our scope of advice we will confine our investigation and discussions with you to information relevant to these areas, therefore you may not receive appropriate advice to address all of your financial needs (including insurance needs). You will also undertake to provide accurate and up to date information regarding your relevant personal circumstances. You understand any omissions or inaccuracies in the information provided to us may affect the appropriateness of the advice to you.

Financial Services Guide and Credit Guide (FSG/CG)

I have provided you with my latest FSG version number MPS - FSG/CG V3.0 Dec 2014 and SFSG V3.1 Feb 2016
You agree to read and understand this document. If you do not understand any information within the FSG/CG please advise me before advice is provided to you.

☐ Has been previously provided on _______________ (date) by Meeting (method of delivery)

Privacy Statement

We are committed to managing your personal information in accordance with the *Privacy Act 1988 (Cth)*.
We only collect, maintain and use personal information that is necessary for us to provide you with appropriate advice and deal in financial products on your behalf. We are also obliged under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)* to verify your identity.

Where you have instructed us to do so, we may disclose your personal information to superannuation funds, product issuers and insurance providers for the purpose of implementing recommendations made by us.

We keep records containing the personal information that you have provided and these may include details of your financial objectives, situation and needs. We also keep records of advice and recommendations provided to you. On request, we will provide you with copies of your personal information and Advice Documents although a fee may apply in respect of any costs that we incur in doing so.

A copy of our Privacy Policy is available upon request and you can call 1300 663 334 if you have any questions on privacy related matters.

Tax File Number Declaration

I/ We give permission to retain our Tax File Number for financial planning purposes. You are not required to provide us with your TFN and it is not an offence if you choose not to do so. If you do not provide us with your TFN and you wish to quote your TFN on application forms, you will need to bring your TFN with you whenever you complete these application forms.

Client TFN: TFN Retained Partner TFN: No TFN provided

Marketing consent

Would you like to receive marketing material from our business such as newsletters and promotional material? If so please select the method of communication (this relates to marketing material only and does not include documentation we are required by law to provide to you or information that relates to the service package you have selected).

☐ Email
☐ Mail

Consent for electronic instructions

You may wish to correspond with us electronically by email. This may include you providing us personal information, instructions to complete transactions on your behalf or us providing important documents to you including our written advice. If you wish to utilise electronic communication by email please provide your email address below. In doing so, you confirm that you understand the security risks associated with electronic communications (for example hacking, unlawful access to your email account and other dishonest or potentially fraudulent behaviour).
Please provide your nominated email address:

(Client)__ (Partner)_

Fees you may be charged

You instruct us to formulate our written advice and provide this to you in a Statement of Advice (SOA). An upfront fee will apply for the preparation of this advice to be invoiced to you as follows:
$1,500.00 (including GST).

☐ If you proceed with our advice and continue to hold the recommended products for 12 months we will waive this cost for you. If, however you choose to cancel the products or policies within 12 months of placement, we reserve the right to invoice you for the full fee noted above

☐ There will not be an upfront fee for the preparation of the advice.

By signing below you instruct us to prepare your SOA and agree to pay the fee set out above:

Name (please print)		**Name** (please print)	
Client Signature		**Partner Signature**	
Date (dd/mm/yyyy)	/ /	**Date** (dd/mm/yyyy)	/ /