

EMAILS

The following wording and format is to be used when communicating with clients regarding financial products by email.

These templates may not always be correct. Actual words should be amended to reflect actual circumstances, particularly with regard to disclosures.

The required format will differ depending on whether or not the email contains financial product advice.

EMAILS not containing advice

Information provided.....

Adviser Name
Authorised representative No.
Adviser Phone #
Adviser Email Address

Name of Company (ACN) is a Corporate Authorised Representative No. xxxx of
Integrity Financial Planners Pty Ltd
Australian Financial Services Licence # 225051
Ph: 03 9723 0522

This email is not a statement of advice and contains no recommendations regarding any financial products. You should seek specific advice prior to acting on any information contained in this email.

Emails Containing Advice

Record of Advice

Details of recommendation or advice.....

Why is this advice appropriate.....?

Disclose any interests, fees or commissions.....

Adviser Name

Authorised representative No.

Adviser Phone #

Adviser Email Address

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Australian Financial Services Licence # 225051
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Advice contained in this email is based on our current understanding of your circumstances. If there have been any changes to your circumstance that we may not be aware of you should let us know prior to acting on this advice.

This is a record of advice provided with a view to maintaining previously agreed financial strategies. The basis of our advice has not changed from previously documented advice, other than as set down above.