

Client Fact Find Checklist

The Corporations Act requires an adviser to have reasonable grounds for making a recommendation to a client and to investigate their financial objectives, situation and needs. This may be done using a client questionnaire. Alternatively data may be gathered in a less structured format in which case the following checklist can be used to ensure that all issues have been addressed. The checklist should be retained on file.

Client Name: _____

Adviser Name: _____

Interview Date: _____

Have the following issues been discussed with this client:

	Yes	N/A	
Disclosure of Capacity	<input type="radio"/>	<input type="radio"/>	An FSG has been provided and discussed
Fees/Commissions	<input type="radio"/>	<input type="radio"/>	Fees and commissions have been discussed
Basis of Advice	<input type="radio"/>	<input type="radio"/>	The reasons for the client seeking advice and whether the advice is to be limited to specific issues
Personal/Family details	<input type="radio"/>	<input type="radio"/>	Personal details (name/age/address)
	<input type="radio"/>	<input type="radio"/>	Family details (spouse/ex spouse/children)
	<input type="radio"/>	<input type="radio"/>	Employment circumstances and prospects
	<input type="radio"/>	<input type="radio"/>	Health of client and family
	<input type="radio"/>	<input type="radio"/>	Estate planning details (wills, powers of attorney, trusts)
Financial details	<input type="radio"/>	<input type="radio"/>	Business/Investment structures (companies, trusts, super funds)
	<input type="radio"/>	<input type="radio"/>	Income
	<input type="radio"/>	<input type="radio"/>	Expenses
	<input type="radio"/>	<input type="radio"/>	Lifestyle Assets
	<input type="radio"/>	<input type="radio"/>	Current Investment Assets (including super & details)
	<input type="radio"/>	<input type="radio"/>	Details of lump sum payments
	<input type="radio"/>	<input type="radio"/>	Outstanding liabilities
	<input type="radio"/>	<input type="radio"/>	Personal insurances (life, income protection)
Financial goals	<input type="radio"/>	<input type="radio"/>	Specific needs and objectives
	<input type="radio"/>	<input type="radio"/>	Time horizons
	<input type="radio"/>	<input type="radio"/>	Need for investment income/growth
Investment preferences	<input type="radio"/>	<input type="radio"/>	Risk profile/attitude to risk/volatility
	<input type="radio"/>	<input type="radio"/>	Investment experience & knowledge
	<input type="radio"/>	<input type="radio"/>	Attitude to asset classes & investment exposure
Limited advice	<input type="radio"/>	<input type="radio"/>	Have you considered whether or not you have sufficient information on which to base your advice?
	<input type="radio"/>	<input type="radio"/>	Have you informed the client that the appropriateness of your advice may be impacted by information they have not disclosed