Advice4me Financial Services Pty Ltd

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CONFIDENTIAL

CLIENT DATA FORM

Prepared for (client details)

Client 1 full name .... **Signature** ....

Client 2 full name .... **Signature** ....

Date completed ....

This form is intended to provide an overview of your current financial position. Further detail will be required before personal financial advice can be provided to you. It is helpful – but not essential - if you bring to your appointment copies or originals of:

Recent payslips or income statements
Up-to-date superannuation statements
Your latest insurance renewal notices
Copies of investment accounts
Your latest tax returns
Wills and powers of attorney

Your Advice4Me Advisor will confirm any other requirements once they know the scope of work to be completed for you. In some instances, Advice4Me will ask for your authority to contact insurance, investment and superannuation companies directly, to obtain specific details and information required to answer your queries.

Background

What are your main reasons for wanting to speak with an Advice4Me Advisor?

For example, a review of your existing insurances or to compare your superannuation fund with other options

Are there specific concerns you wish to raise with your Advice4Me Advisor in relation to Advice4Me or the financial planning process generally?

Are you seeking “general advice” or “personal financial advice”?*

General Advice	Personal Financial Advice
Information about your existing insurance, investment or superannuation accounts	Is my account appropriate for me? Is there a better account I should be in?
What is the maximum concessional super contribution threshold this year?	What is the maximum allowable concessional super contribution I can pay this year?
How do people usually work out how much insurance cover they need?	How much insurance cover should I have? Is this the best policy for me?
General information or facts, such a those provided by a call center operator.	Recommendations specific to you that may influence your decision to buy, sell or retain an insurance, investment or super account.

*Note * :**Personal financial advice can only be provided in writing through a Statement of Advice document.***
Note 2 : Your Advisor is required to use professional judgement in deciding whether advice is ‘general’ or ‘personal’. The examples shown above are for illustration purposes only, as specific circumstances will change the advice type.

Personal Details

Contact details

	Client 1	Client 2
Full Name		
Date of birth		
Marital status		
State of health	Poor / good / excellent	Poor / good / excellent
Contact Address		
Preferred contact		
Preferred and secondary method of contact		
Phone (home/business)		
Mobile		
Email		

Children and/or other dependents, current or expected

Full Name	Date of Birth	Gender		Relationship	Dependent		Dependent To
		☐ Male	☐ Female		☐ Yes	☐ No	
		☐ Male	☐ Female		☐ Yes	☐ No	
		☐ Male	☐ Female		☐ Yes	☐ No	

Employment and occupation

	Client 1		Client 2	
Occupation/Title				
Job description/duties				
Qualifications				
Employer name				
Hours worked per week				
If self-employed, what structure?	☐ Trust	☐ Company	☐ Trust	☐ Company
	☐ Sole Trader	☐ Partnership	☐ Sole Trader	☐ Partnership

Financial Position

Estimated Income and expenses

	Client 1	Client 2
Basic regular personal salary / income	$	$
Other income received (per w, f, m, y)	$	$
Total living expenses (per w, f, m, y)	$	$
Total regular savings (per w, f, m, y)	$	$
How much do YOU pay into super each year?	$	$
Taxable income from last tax return	$	$

Assets and liabilities

Item	Owner	Value	Liabilities	Value
Home		$		$
Contents and collections		$		$
Vehicles		$		$
Cash		$		$
Residential Property		$		$
Shares		$		$
Managed Funds		$		$
Superannuation		$		$
Transition to Retirement Pension		$		$
Retirement Pension		$		$
Money owed to / from family / friends		$		$
Business Value		$		$
Total assets and liabilities		**$**		**$**
Net Worth Estimate		**$**		

Insurance Cover

Please estimate your total insurance for each type of cover

Life Insured	Death Cover	Total & Permanent Disablement	Critical Illness	Income Protection
	$	$	$	$
	$	$	$	$

Estate Planning

	Client 1		Client 2	
Do you have an existing will?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
If yes, where is the Will located?				
Are all names in the will still appropriate?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Are all assets, liabilities and bequests specified in the will still appropriate?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Does the will reflect your current wishes?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
What date was the Will last reviewed?				
Who is the Executor of the Will and what are their contact details?				
Does the Will include a Testamentary Trust?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Does the Will include a Superannuation Trust?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Has a Guardian(s) been appointed for dependents?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Is there a Power of Attorney (PoA) in place?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
If yes, what type?	☐ Enduring	☐ Medical	☐ Enduring	☐ Medical
	☐ General	☐ Other	☐ General	☐ Other
Who has been granted the PoA and what are their contact details?				
What date was the PoA last reviewed?				
Have you nominated a beneficiary for your superannuation and/or pension accounts?	☐ *Yes*	☐ *No*	☐ *Yes*	☐ *No*
Do you have concerns regarding your estate planning provisions or documentation?				

Professional Advisers

	Solicitor		Accountant		Other:	
Company name						
Contact name						
Telephone/Fax						
Email						
Authority to contact	☐ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☐ No

Additional details:

Preferences

Your current priorities and perspectives

	Client 1		Client 2	
No. 1 financial concern today?				
Are you satisfied with the services you receive from Advice4me?	☐ Yes	☐ No	☐ Yes	☐ No
What, if anything, would you like to see those services changed or improved?				
Are you currently dissatisfied with any of your insurance, investment or super accounts??	☐ Yes	☐ No	☐ Yes	☐ No
Advice4Me can deal with a large number of companies. Are there any companies you would rather not deal with – or any you would prefer to deal with?	☐ Yes	☐ No	☐ Yes	☐ No
Do you wish to make changes to your superannuation or pension accounts? If yes, does it involve a comparison with other companies offering super or pension accounts?	☐ Yes	☐ No	☐ Yes	☐ No
Are Responsible Investment criteria an important part of your investment preferences? That is, ensuring your money is invested with consideration for environmental, social or governance standards?	☐ Yes	☐ No	☐ Yes	☐ No

Notes

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