



CLIENT ADVICE PROCESS



Project Name

Client Name



1 Gather Data

At our initial meeting we will first discuss your current financial situation. At this stage we will set out your income, assets, liabilities and other commitments. This step of the exercise could be regarded as an opportunity to do a 'financial stock take'.

Here we will deal with certain FAIS and FICA requirements as well as the nature of our relationship going forward. This would include discussion on how we will be remunerated for the work which we may do.

New Client Pack

Disclosure Notice

See attached file(s): [Disclosures.doc](#)

Disclaimer

See attached file(s): [Disclaimer.doc](#)

Engagement Letter

See attached file(s): [Letter of Engagement.doc](#)

Confidentiality Agreement

See attached file(s): [Confidentiality Agreement.doc](#)

Single Need

See attached file(s): [Single Need Declaration.doc](#)

Assurance Product

See attached file(s): [Declaration Life Assurance Product.doc](#)

Investment product

See attached file(s): [Declaration Investment Product.doc](#)

FICA Documents

Identity Document

Proof of Address

Proof of Banking

Income Tax Document

Current Will

Copy of Will

Executor Contact

Assets & Liabilities

Personal Balance Sheet

Assurance & Investment Schedule

Retirement Fund Benefit Statement



2 Determine Goals

This step is designed to enable you to see the gaps between where you are now and where you would like to be at different points and under various circumstances in the future. We will identify your financial strengths and weaknesses then we will be in a position to start developing a financial strategy to suit your individual needs.

Retirement Goals

Retirement Gap

About to Retire

Already Retired

Estate Planning Goals

Will Review

Estate Liquidity

Family Income

Investment Goals

Short Term

Medium Term

Long Term

Lifestyle Goals

Disability

Dread Disease

Income Replacement

Sickness Cover

Business Continuity

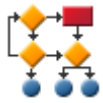
Shareholder's Agreement

Buy & Sell Agreement

Contingent Liability

Loan Account Protection

Keyman



3 Develop Strategy

Determining goals and developing a strategy are very closely linked.

The goal determining exercise, in a way, results in the evolution of your financial wish list. The strategy planning process involves prioritising your goals then agreeing on a strategy designed to help you achieve these objectives.

Retirement Strategy

- Retirement Gap
- About to Retire
- Already Retired

Estate Planning Strategy

- Will Review
- Estate Liquidity
- Family Income

Investment Planning Strategy

- Short Term
- Medium Term
- Long Term

Lifestyle Goals Strategy

- Disability
- Dread Disease
- Income Replacement
- Sickness Cover

Business Continuity Strategy

- Shareholder's Agreement
- Buy & Sell Agreement
- Contingent Liability
- Loan Account Protection
- Keyman



4 Consider Recommendations

This is where we will work on preparing detailed recommendations with clear objectives and targets aimed at helping you to achieve your financial goals.

This process could involve more than just one meeting but, at the end of the process, you will be in a position to make a well-informed decision backed up by supporting documents and reports.

Here we will discuss which financial solutions are most appropriate and any costs involved in each solution.

Retirement Recommendations

- Retirement Gap
- About to Retire
- Already Retired

Estate Planning Recommendations

- Will Review
- Estate Liquidity
- Family Income

Investment Recommendations

- Short Term
- Medium Term
- Long Term

Lifestyle Recommendations

- Disability
- Dread Disease
- Income Replacement
- Sickness Cover

Business Continuity Recommendations

- Shareholder's Agreement
- Buy & Sell Agreement
- Contingent Liability
- Loan Account Protection
- Keyman



5 Implement Plan

When you are completely satisfied with the recommendations then we will start the implementation process.

Retirement Plan

- Retirement Gap
- About to Retire
- Already Retired

Estate Plan

- Will Review
- Estate Liquidity
- Family Income

Investment Plan

- Short Term
- Medium Term
- Long Term

Lifestyle Plan

- Disability
- Dread Disease
- Income Replacement
- Sickness Cover

Business Continuity Plan

- Shareholder's Agreement
- Buy & Sell Agreement
- Contingent Liability
- Loan Account Protection
- Keyman



6 Review Plans

This part of the advice process is as important, if not more so, than the previous 5 steps.

Ongoing reviews, in the light of changing circumstances, investment markets, legislation, personal circumstances and goals will be addressed in these review sessions. If needs be, your plans may then have to be reviewed and adapted to suit the changing environment.

Retirement Plan
Estate Plan
Investment Plan
Lifestyle Plan
Business Continuity Plan

Advisor Name

Date

I hereby acknowledge that I understand and accept the contents of this Record of Advice as being accurate and representative of the discussions and decisions made.

Signed: _____ **Date:** _____

Name: _____