**Paraplanning Request**

Please complete the following questions and include this document

in your paraplanning submission.

|  |
| --- |
| **Advice Summary** |
| **Have you provided an FSG to your client(s)? If so, when did you provide this?** | Yes / NoDate provided:Part 1 Version:Part 2 Version: |
| **Please provide details of the client meeting** | Please provide a summary of the client meeting including what triggered the appointment. |
| **What are the client’s goals?** | Please describe the outcome/s that the client is looking to achieve. |
| **What was the recommended strategy?** | Please describe the recommended strategy for each client, including figures, if appropriate. |
| **How will the client be better off because of your advice?** | Please describe how your advice will help the client achieve their objective; include any details about potential cost savings or long-term benefits of the recommended strategy. |
| **Provide an Alternative Strategy**  | Please describe the alternative strategy for each client and why you have discounted the advice. |
| **Where will the client be without your advice?** | If the client declined your advice, how will this affect their current situation? |
| **Who’s implementing the advice?** | Please outline the name of the admin accounting carrying out the implementation. |

Please complete the below additional requirements if you are providing advice for LRBA, Pension, contribution and/or SMSF establishment strategies.

**SMSF Establishment Requirements**

Before submitting your paraplanning request, please complete and attach the following:

* Signed Fact Find
* Annual 12-month super statements (must be dated June 30)

|  |  |  |  |
| --- | --- | --- | --- |
| **SMSF details** |  | **Fees associated with SMSF** |  |
| Name of propose SMSF \* |   | Advice fee \* | $ |
| Trustee Type \* |   | Implementation fee | $ |
| Name of the Corporate Trustee (if applicable) \* |   | Trustee Company \* | $ |
| Compliance Costs – Auditing, tax returns \* |  $ | Superfund Deed \* |  $  |
| Ongoing Advice fee (if applicable) |  $  | Other fees (if applicable) |  $  |

**LRBA requirements**

Before submitting your paraplanning request, please complete and attach the following:

* Signed Fact Find
* Member statements

|  |  |  |  |
| --- | --- | --- | --- |
| **Property details** |  | **Costs associated** |  |
| Purchase price of the property \* | $ | Bare trust name \* |  |
| Stamp duty \* | $ | Bare trust \* | $ |
| Loan to value ratio (up to 70) \* | % | Bank fees | $ |
| Loan Term \* | Years | Documentation costs | $ |
| Loan Term- Interest only period | Years | Other costs | $ |
| Interest rate (%) \* | % | Annual expenses on the property (Include rates, audit fees, etc and exclude interest repayments) \* | $   |
| Expected gross rental income (p.a.) \* | $ |
|  |  |
| Advice Fee | $ | Implementation costs | $ |

**Pension requirements**

Before submitting your paraplanning request, please complete and attach the following:

* Signed Fact Find
* Member statements

|  |  |  |  |
| --- | --- | --- | --- |
| **Pension details** |  | **Commutation details** |  |
| Pension Type \* |  | Amount to commute \* | $ |
| Purchase Price \* | $ | Commute to \* |  |
| Minimum Payment | $ | Adjusted Pension Balance \* | $ |
| Maximum Payment | $ | Recommended Pension Balance \* | $ |
| Recommended Payment \* | $ | Lump Sum Withdrawal Amount | $ |
| Pension Start Date \* |  |  |  |
| Advice fee | $ | Implementation Costs | $ |

**Contribution requirements**

Before submitting your paraplanning request, please complete and attach the following:

* Signed Fact Find
* Member statements

|  |  |  |  |
| --- | --- | --- | --- |
| **Contribution details** |  | **Contribution details** |  |
| Client making contribution\* |  | Client making contribution\* |  |
| Type of Contribution\* |  | Type of Contribution\* |  |
| Amount of Contribution\* | $ | Amount of Contribution\* | $ |
| When is the contribution to be made\* |  | When is the contribution to be made\* |  |
| If CGT exempt, which exemption? |  | If CGT exempt, which exemption? |  |
| Have confirmed the client meets the work test? | Yes/No | Have confirmed the client meets the work test? | Yes/No |
| Which super fund contribution going into? |  | Which super fund contribution going into? |  |

\*Mandatory items