



# Rivet Financial

## FINANCIAL SERVICES GUIDE

Version 7.1

Dover Version: 20 April 2017

Rivet Financial Version: 20 April 2017

### Your Adviser

#### Jane Horn

Dover Authorised Representative Number 289483

Rivet Financial Pty Ltd

Rivet Financial's Dover Corporate Authorised Representative Number 289482

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### Dover Financial Advisers Pty Ltd

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### **About your Adviser and Dover Financial Advisers Pty Ltd (“Dover”)**

Your Adviser is **Jane Horn**. Your Adviser is employed by **Rivet Financial**, a Corporate Authorised Representative of Dover. Your Adviser is the “providing entity” for the purposes of the Corporations Law. The Adviser is an Authorised representative of Dover.

Dover holds Australian Financial Services Licence (‘AFSL’) Number 307248 and has authorised the creation of this Financial Services Guide or FSG.

Dover has authorised representatives across Australia who provide quality advice to clients. Your Adviser has experience creating and implementing financial plans to maximise client financial profiles.

Your Adviser and Dover may advise on:

- Investments (shares, cash and managed investments);
- Superannuation (including self-managed superannuation);
- Life insurances and other risk insurances;
- Debt management;
- Cash-flow management; and
- Retirement planning.

The Corporations Act 2001 defines various financial products and regulates the way in which consumers can be advised about those products. Dover has a list of approved financial products for authorised representatives. This list of approved financial products is one of the longest of any financial planning service in Australia. Ask your Adviser if you want a copy of Dover’s Approved Product List (“APL”).

### **The purpose of this financial services guide (“FSG”)**

This FSG is an important document that explains how we provide financial product services to you.

This FSG is to be read in conjunction with Dover’s Client Protection Policy (“CPP”) which sets out a number of important client protections designed to ensure every Dover client gets the best possible advice and the maximum protection available under the law.

A copy of Dover’s CPP which forms part of the FSG can be accessed here: [Dover's Client Protection Policy](#)

You should read this FSG and Dover’s CPP carefully before using our services and these documents form part of our contract. It is intended to give you sufficient information to decide whether to obtain financial services from us.

Most of the content of this FSG and Dover’s CPP is dictated by the Corporations Act and is mandatory under that law, so bear with us regarding its form and content. Please feel free to contact us by telephone, e-mail or writing should this FSG be unclear or should you have any concerns about our services.

This FSG and Dover's CPP explains:

1. Who we are;
2. How you can contact us;
3. What documents you will receive from us;
4. The financial services we provide;
5. Any potential conflicts of interest;
6. Our privacy policy;
7. Our internal dispute resolution procedures;
8. Our external dispute resolution procedures;
9. Our compensation arrangements, i.e. our professional insurance arrangements;
10. Warning on the limits of your adviser's authority from Dover;
11. Your understanding of your SOA;
12. Disclosures required by ASIC;
13. Our obligations as adviser and client;
14. Additional disclosures for risk insurance contract, SMSF and taxation advice;
15. Minimum holding period on investments; and
16. ASIC information forming part of our advice to you.

### **Warning on the limits of your adviser's authority from Dover**

This is a clear and prominent warning from Dover on the limits of your adviser's authority.

You should consider these limits before deciding to acquire financial services through your adviser and you should not acquire these services unless you understand and accept these limits. This warning is part of Dover's commitment to the highest possible compliance standards. These standards include making sure you know the limits of your adviser's authority before you decide to acquire a financial service.

Under the Corporations Act Dover is not responsible for anything done by your adviser which is not within the authority provided by Dover in these circumstances.

Your adviser is only authorised to provide advice that complies with the Corporations Act and the related regulations and regulatory guidelines. Your Adviser cannot provide advice or do anything else which breaches a law or an ASIC regulation, is outside of Dover's AFSL or which is not in your best interests or appropriate to your circumstances.

The limits on your adviser's authority include:

- Failing to disclose a commission or other amount payable by any person other than you;
- Failing to disclose a conflict of interest;
- Theft or any other fraudulent activity;
- Churning an insurance policy, i.e. an inappropriate recommendation for a new insurance policy for the purpose of generating a commission or a similar fee;
- Failing to adequately research a recommended financial product;
- Failing to consider your circumstances when recommending a financial or service;
- Failing to provide personal advice in the form required under the Corporations Act;
- Transferring money to or from an account without your written consent for that specific transfer;
- Acquiring or disposing of a financial product without your specific written consent;
- Recommending a financial service that a reasonable financial planner would not recommend;
- Failing to advise you of a tax liability, stamp duty or similar cost of a recommended action;
- failing to advise you of a negative consequence of a recommended action;
- any act that breaches a law of Australia or a state of Australia including the law of negligence, the criminal law and the corporations law or any ASIC regulation or regulatory guideline; or
- advising on "off the plan" or similar property purchases.

Your adviser must observe these limits on his or her authority as part of the contract with you.

Dover's license can be read here: [Dover's License](#). We ask that you read Dover's license and understand the limits on your adviser's authority before you decide to accept our advice.

### **Product disclosure statements (“PDSs”)**

If we recommend a particular product (other than listed securities), a platform, wrap account or master-fund, a managed fund or a similar product we must provide you with a PDS for that product.

The PDS contains the information needed for an informed decision about acquiring a product.

The PDS detail costs and product fees including commissions, and is usually created by the financial institution providing the product.

### **Getting started with Dover**

Getting started with Dover is easy. Simply contact your Adviser to arrange a meeting.

To ensure that this meeting covers all aspects of your financial management we ask that you complete the ‘fact finder’ attached to this Financial Services Guide. Ideally, this should be done a few days before we meet with you. This gives us the opportunity to review your information and prepare ourselves well ahead of our initial meeting.

The fact finder asks for an extensive amount of information and it may take time to gather it. Please take the time to do this.

We also appreciate a copy of the most recent accounts and tax returns for you and any related entities such as a trust or a self-managed superannuation fund.

Please provide us with any other information that you feel is relevant to your circumstances.

### **Getting to know you**

We aim to provide advice that suits your circumstances and is generally appropriate and relevant to you. To do this we must first understand your financial profile.

A detailed client questionnaire (‘fact finder’) is attached to this FSG. This fact finder is an important document and you should complete it carefully, either before or during our first meeting. The more information you provide the better our advice will be.

### **Delivery of advice**

Once we have met and determined a draft plan for you, we will prepare a ‘statement of advice’ or ‘SOA’. The SOA will be in writing and will be delivered to you via email. A paper copy may also be presented in person or via post as requested. Your SOA contains the information needed to understand our advice and the basis on which it is made. It includes information about:

1. The specific advice;
2. The reasons for the specific advice;
3. Any fees;
4. Any associations or relationships that may influence the advice;
5. The implementation plan;
6. Any other relevant matters; and
7. Dover's Client Protection Policy.

We will also provide other documents as needed. These documents may include educational material or PDSs, as discussed above.

**Record of advice**

Once you have been provided with a SOA further advice may be provided in a form known as a record of advice or “ROA”, provided there has been no change in your personal circumstances or the basis of the advice set out in the SOA.

**Retention of SOA and ROA**

We retain all SOAs and ROAs for at least seven years and you may request a copy of the SOA or ROA at any time within that period. This request may be verbal or in writing.

**Implementation of advice**

Our statement of advice will contain instructions on how the advice should be implemented. We will work with you to ensure that the advice is properly implemented.

**Time limits and responsibility for implementing our advice**

You should not act on any recommendation after thirty days of the date of the statement of advice without our written confirmation that our recommendations are still suited to you.

No responsibility will be taken for any advice acted on after thirty days without our separate written confirmation that the advice is still suited to you.

We will not be responsible for any losses connected to our advice if it is not implemented by us, if you do not engage us as your adviser or if you cease to engage us as your adviser.

**Dispute resolution**

Dover provides a dispute resolution services to its clients. This obligation is a key tenet of the consumer protection principles of the Australian Financial Services Licensing system.

If you have a complaint about any services you should:

1. Contact your Adviser by telephone to explain your situation and let him know of your concerns. Your Adviser will do everything possible to resolve your complaint promptly;
2. If this does not resolve your complaint, put your complaint in writing addressed to Dover Compliance at PO Box 209, Black Rock VIC 3193 where it will be objectively considered and discussed with you and your Adviser with a view to being settled as soon as possible to your satisfaction; and
3. if your complaint is not resolved to your satisfaction by Dover, you can access our external dispute resolution scheme. Dover is a member of the Credit & Investments Ombudsman (CIO). CIO can be contacted on 1800 138 422 or [info@cio.org.au](mailto:info@cio.org.au). This is a free service to complainants.

**Our fees and other charges: who receives the fees?**

Dover receives a monthly payment from your Adviser and does not receive any other payment from any person in respect to the services provided to you by the Adviser. Any commission received by Dover is passed on to your Adviser.

Your Adviser will provide you with full details of all fees before doing any significant work for you. Fees will be explained in your meeting and detailed in a statement of advice. Your adviser will also provide you with a detailed breakdown of ongoing fees on an annual basis in a fee disclosure statement.

If your Adviser is employed by a Corporate Authorised Representative your Adviser may be paid a salary or receive profit share from fees and commission paid to that Corporate Authorised Representative.

## **Our fees and other charges: how are they calculated?**

Our agreed advice fees may include charges for:

1. Initial advice; and/or
2. Ongoing advice,

Your Adviser may receive:

1. Fees paid directly by you, based on time, the amount invested or some other agreed criteria; and/or
2. A set dollar amount or percentage-based fee that is agreed between you and us and paid via your product; and/or
3. For services in relation to life insurance, banking deposit products, some loan products and older investment products, commissions may be paid by the product provider as follows:
  - i) Initial commission - a percentage of the value of your investment contributions, loan balance or insurance premiums; and/or
  - ii) Ongoing commission - a percentage of the value of your investment balance, outstanding loan amount of premiums, usually calculated at the end of each month in which you hold the investment or loan, or on renewal of insurance products.

*(For example, for life insurances and other risk insurances: up to 120% of the initial annual premium as an initial commission and up to 15% of the ongoing annual premium as a trailing commission. If the annual premium for a life insurance policy is \$1,000, your Adviser may receive \$1,200 in the first year and then \$150 each year thereafter)*

Your Adviser may also provide you with a personally tailored service agreement or letter of engagement. This agreement or letter may contain details in relation to the initial and/or ongoing service offering and fees and should detail the actual remuneration arrangement between you and your Adviser. Your Adviser will provide you with further details where relevant.

Your Adviser will agree a basis for charging fees before providing any chargeable services to you.

Your Adviser does not receive 'soft dollar' (i.e. non-cash) payments for amounts greater than \$300 from any third party.

Your Adviser may receive a volume bonus on certain investments with the following organisations:

- IOOF (up to 0.2% of the funds under advice)\*;
- Colonial First State (up to 0.2% of the funds under advice)\*; and
- Asgard (up to 25% of net administration fee payable)\*\*

\* As an example, for IOOF and Colonial First State: If the funds under advice is \$100,000, your Adviser may receive up to 0.2% or \$200 every year.

\*\* As an example, for Asgard: If the net administration fee payable is \$500, your Adviser may receive up to 25% or \$125 every year.

You can ask for further details if this is of concern or interest to you. These details will be provided on request.

Fees will be advised in detail in writing in your SOA. Fees will also be advised in detail in the PDSs for recommended financial products.

If any fees are paid to a third person for referrals these fees will be detailed in your SOA.

### **Compensation arrangements**

Dover operates a compensation arrangement to compensate retail clients for losses connected to any breach of the Corporations Act or other law by your Adviser, Dover or other relevant persons.

These arrangements comprise comprehensive and extensive professional indemnity insurance which covers claims in relation to the conduct of current and former employees.

### **Anti-money laundering and terrorism legislation**

Dover must verify your identity before we provide any financial services. This will be discussed at our meeting.

### **Can Dover run an individually managed account?**

Dover's AFSL does not allow individually managed account or similar facilities.

Dover regards these facilities as excessively risky and does not allow its authorised representatives to provide them to clients.

### **Any questions?**

Please do not hesitate to contact your Adviser should you have any questions about your Adviser's services and how your Adviser and Dover can help you improve your financial position.

## **Acknowledgment of Receipt**

Please email me at [jane@rivetfinancial.com.au](mailto:jane@rivetfinancial.com.au) or sign below to acknowledge receipt of this Financial Services Guide, version 7.1 dated 20 April 2017.

I/we also acknowledge and accept the fee of \$330 (\$300 plus \$30 gst), for our initial meeting that will be for approximately 1.5 hours in length. I understand that this is a direct adviser fee paid directly to Rivet Financial Pty Ltd.

Client signature 1:

Client name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Client signature 1:

Client name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Dover Financial Advisers

### CLIENT QUESTIONNAIRE

Please take the time to complete this document as thoroughly as possible. We use this information to develop our advice to you. If any part of the questionnaire is not relevant, please write "N/R" in the space provided. Please also feel free to attach any extra documents that you feel are relevant.

#### **Completed forms:**

- **For Skype & Phone meetings:** Please email to [jane@rivetfinancial.com.au](mailto:jane@rivetfinancial.com.au) prior to the meeting
- **In person meeting:** Please bring this with you to our meeting

#### **Section A: Personal Details**

Name (1): \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (2): \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_ P/C: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_ P/C: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_ P/C: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ (a/h)  
\_\_\_\_\_ (b/h)  
\_\_\_\_\_ (mob)  
\_\_\_\_\_ (fax)

Email: \_\_\_\_\_

Skype: \_\_\_\_\_

Children: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Marital Status:  Single/ Married/ Defacto/ Separated

Occupation (1): \_\_\_\_\_

Occupation (2): \_\_\_\_\_



**Section B: Your Reasons for Seeing Us**

In the following sections, we ask you to give us specific information about your financial circumstances. In this section, we ask you to tell us in your own words what you would like us to help you with. Please let us know of any and all other information that is relevant to your financial situation. Please feel free to attach other documents to this questionnaire.

**Please focus on your life goals as well as your financial goals as it is your life goals that guide your financial goals and strategies.**

General Information

Short Term Goals – Please list your goals for the next 12 months

Medium Term Goals – Please list your goals for the next 5 years

Long Term Goals – Please list your goals for the period after the next 10 years

Financial Independence – Describe what Financial Independence might mean to you

**Section C: Your Way with Money**

Your way with money generally can have an impact on everything you do and particularly on planning for the future so it is important to review and consider.

Write down the key words that describe your view of money

Describe generally how you manage your money (Draw a picture if that is easier)

Do you find managing your money stressful and/or confusing? (Why?)

Are you seeking to improve your way with money? (Why?)

Would you like to have more control and confidence in managing your money? (Why?)

Describe what financial success might be for you

**Section D: Assets and Liabilities**

**D1: Your Home**

Home is owned in whose name: \_\_\_\_\_

Value of your home: \_\_\_\_\_ Debt Secured Against the home: \_\_\_\_\_

Deductible (business/investment): \_\_\_\_\_  
Non-Deductible (private): \_\_\_\_\_

**D2: Investment Properties**

Address	Owner (i.e. whose name is the property held in)	Cost	Date of Acquisition	Current Value	Debt	Net Value

**D3 Share or Managed Investments**

Company/Fund Manager	Owner (i.e. whose name is the asset held in)	Cost	Date of Acquisition	Current Value	Debt	Net Value

**D4: Other Assets**

Cash: \_\_\_\_\_

Superannuation: Is in the next page (Section E)

Other Assets: \_\_\_\_\_

**D5: Debts:**

Credit card: \_\_\_\_\_ Credit card: \_\_\_\_\_ Credit card: \_\_\_\_\_

Personal Loan: \_\_\_\_\_

Leases: \_\_\_\_\_

Other: \_\_\_\_\_

**D6: Comments – is there anything else we should know about these assets and liabilities:**

**Section E: Superannuation**

Please complete the following tables:

**E1: Client 1**

Name: \_\_\_\_\_

Fund	Annual Contribution	Current Value	Comments
<i>E.g. HESTA</i>	<i>9% of salary: \$4,500</i>	<i>\$52,000</i>	<i>Invested in high growth</i>

What are your current thoughts of your super fund(s)?

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**E2: Client 2**

Name: \_\_\_\_\_

Fund	Annual Contribution	Current Value	Comments
<i>E.g. HESTA</i>	<i>9% of salary: \$4,500</i>	<i>\$52,000</i>	<i>Invested in high growth</i>

What are your current thoughts of your super fund(s)?

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**Section F: Life Insurances (term life, income protection, etc – please do not show general insurances such as home and contents and health cover)**

Please complete the following tables:

**F1: Client 1**

Name: \_\_\_\_\_

Type of Insurance	Annual Premium	Amount of Cover	Insurer

Smoking Status:  Yes/  No

What are your current thoughts of your insurance and amounts of cover you currently have?

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Are there any medical reasons why you might not be able to increase or change your cover? Have your parents or any siblings suffered from a major trauma?

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What are your hobbies and pastimes? \_\_\_\_\_

**F2: Client 2**

Name: \_\_\_\_\_

Type of Insurance	Annual Premium	Amount of Cover	Insurer

Smoking Status:  Yes/  No

What are your current thoughts of your insurance and amounts of cover you currently have?

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Are there any medical reasons why you might not be able to increase or change your cover? Have your parents or any siblings suffered from a major trauma?

---

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What are your hobbies and pastimes? \_\_\_\_\_

**Section G – Estate Planning and Financial Management**

**G1: Client 1:**

Do you have a will?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have powers of attorney?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a Living Will (Advance Car Directive)?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a solicitor?  Y/ N

Name of solicitor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you have an accountant?  Y/ N

Name of accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**G2: Client 2:**

Do you have a will?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have powers of attorney?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a Living Will (Advance Car Directive)?  Y/ N Last reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have a solicitor?  Y/ N

Name of solicitor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you have an accountant?  Y/ N

Name of accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**G3: Other Details**

Do you expect to inherit any major amounts in the next five years?

\_\_\_\_\_

Do any of your beneficiaries need particular protection in your will?

\_\_\_\_\_

**Section H: Income and expenses**

**H1. Please provide details of your current employment and income.**

Client 1	
Name:	_____
Occupation:	_____
Employer:	_____
SOURCE	GROSS \$ PA
Salary	
Business	
Trust Income	
Centrelink	
Superannuation	
Rental	
Dividends	
Other (please specify)	
TOTAL	

Client 2	
Name:	_____
Occupation:	_____
Employer:	_____
SOURCE	GROSS \$ PA
Salary	
Business	
Trust Income	
Centrelink	
Superannuation	
Rental	
Dividends	
Other (please specify)	
TOTAL	

H2. Do you have any leave entitlements?

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H3. How reliant are you on investment income to meet your day to day living expense?

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H4. How reliant will you be on investment income in the future to meet your daily living expense?

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H5. What is your annual combined living expenses including interest on loans? (refer to budget template on Section I for assistance)

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H6. Do you anticipate any major expenses in the next five years?

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**Section I: Investment Profile**

**I1: Please rate how comfortable you would feel investing in the following types of assets:**

1 = very uncomfortable; 3 = reasonably comfortable; 5 = very comfortable

	1	2	3	4	5
Residential Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Australian Shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct International Shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed Equity Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed Property Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Managed Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Rate Investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speculative Investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I2: Investment Time Frame**

Time Frame	< 10%	10-20%	20-60%	60-80%	80-100%
< 1 Year					
1-5 Years					
> 5 Years					

**I3: Retirement Plans**

	Retired	< 5 Years	5-10 Years	10-20 Years	> 20 Years
Client 1					
Client 2					

**I4.** Using the descriptions on the last page of this document, how would you describe yourself as an investor?

**I5.** How comfortable are you with debt?

**I6.** How comfortable are you in borrowing to finance investments?

**I7.** What is/would be the main purpose of your investments?



**Section J – Your Budget (Optional)**

The following planner can be used to list out the major areas of expenditure in your lifestyle. The planner is a very useful tool to help you learn about your spending habits. If you are a couple, please complete this as a couple.

Item	Per Month	Per Annum
Mortgage		
Council Rates		
Body Corporate/Maintenance		
Household Help		
Home Phone		
Cable TV		
Other Mortgage Loans		
Personal Loans		
Life Insurance		
Trauma Insurance		
Income Protection		
Car Registration		
Lease/Loan Repayments		
Other		
Children/Dependants Clothing		
School/University Fees		
Allowance		
Groceries		
Entertainment/Restaurants		
Club Membership/Hobbies		
Clothes/Shoes-Personal		
Furniture/Appliances		
Medical/Dental Consultations		
Private Health Insurance		
Pet Costs		
Books		
Cigarettes		
Transport Costs – Taxi – Train		

Item	Per Month	Per Annum
Rent		
Water		
Electricity		
Gas		
Mobile Phone		
Internet		
Investment Loans		
Credit Cards		
Financial Planning		
Accountant		
Solicitor		
Insurance		
Petrol/Repairs/Maintenance		
Childcare		
Other Activities		
Alcohol		
Sports & Fitness		
Holidays		
Clothes/Shoes-Work Related		
Pharmacy/Prescription		
Subscriptions/Newspapers		
Gifts/Donations		
Lunch/Coffee		
Other		

**Section K: Fees for Preparation and Implementation of Advice**

*This section is to be completed by your adviser following your initial meeting.*

Your Adviser will be paid the following amounts for providing financial advice:

**Fees Paid By You**

Fee for preparing Statement of Advice                      \$\_\_\_\_\_                      (plus GST).

Please note that the fee for preparing the Statement of Advice is payable upon delivery of the advice. This fee will be payable regardless of whether the advice is implemented. Fees for subsequently implementing the advice will be disclosed in the Statement of Advice.

**Fees Paid by a Third Party (Commissions)**

These fees will be communicated to you in your Statement of Advice. These fees will not be payable if you do not accept the advice.

**Section L: Client Confirmation and Acceptance**

Please email the completed fact finder to me at jane@rivetfinancial.com.au with the following acknowledgement and declaration:

*I/We confirm the contents of the fact finder represent a true and accurate reflection of my financial circumstances and I/We understand the information provided in this fact finder will be used for the purposes of providing financial and investment advice to me. My/Our information will not be used for any other purpose unless directed by me.*

*I/WE also accept the fees outlined in section J and authorise you, as my adviser, to proceed with preparing a written statement of advice. I/We undertake to pay the fee for the preparation of advice and I/We understand that fees for implementing the advice will not be charged until I/We accept the written statement of advice and agree to its implementation.*

OR

If you are returning a hard copy of the fact finder, please sign below to confirm the declaration above.

Client 1: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Please sign)

Client 2: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Please sign)

Alternatively, please print this page, sign, date, scan and email to jane@rivetfinancial.com.au

## Common Risk Profiles

The following is a list and description of the main risk profiles for investors. You can use these descriptions to answer question H4.

These descriptions are general in nature. Your Adviser will take into consideration your personal circumstances when providing advice and may advise on a different asset mix as they see fit.

Whilst property does not form part of the asset mix, property is inherently conservative with the appropriate strategy considered.

### A. Ultra Conservative - Cash Management

As an Ultra Conservative investor, your risk tolerance is extremely low and you have a short time-frame for investment. Your portfolio should be low risk and have a strong preference for cash-based investment such as bank accounts, cash management trusts and term deposits.

### B. Conservative

As a Conservative investor, you are not in favor of risk and find it difficult to cope with losses. You feel more comfortable maintaining what you already have. You are more contented to accept lower returns rather than taking up too much risk for higher returns. Based on your risk profile, your preferred investment mix would generally be in defensive assets, such as bonds, cash, term deposits and fixed interests funds, and a small portion in growth assets, such as shares and property investments.

Below is a general example of an asset mix for a Conservative investor:

Defensive	Cash	25%	65%
	Fixed Interest	40%	
Growth	Australian Equities	15%	35%
	International Equities	10%	
	REITs and Infrastructure	5%	
	Alternatives	5%	

### C. Moderately Conservative

As a Moderately Conservative investor, your risk tolerance is low and/or your timeframe for investments is no longer than the medium term. You prefer not to have large fluctuations in short term performance and generally prefer an equal mix of defensive assets, such as bonds, cash, term deposits and fixed interests funds, and growth assets, such as shares and property investments.

Below is a general example of an asset mix for a Moderately Conservative investor:

Defensive	Cash	15%	44%
	Fixed Interest	29%	
Growth	Australian Equities	21.5%	56%
	International Equities	13.5%	
	REITs and Infrastructure	8.5%	
	Alternatives	12.5%	

#### D. Balanced

As a Balanced investor, you are prepared to accept some risk to pursue investment returns but at the same time aim to protect the wealth you already have. That requires you to use approximately 77% of your wealth to invest in growth assets, where there is some risk that you may lose capital, while also maintaining approximately 23% of your wealth in cash-based investments where the risk of lost capital is low. You understand that you will experience short term fluctuations in performance to potentially gain higher returns over the long term and you are comfortable to invest more towards growth assets such as shares and property.

Below is a general example of an asset mix for a Balanced investor:

Defensive	Cash	5%	23%
	Fixed Interest	18%	
Growth	Australian Equities	28%	77%
	International Equities	17%	
	REITs and Infrastructure	12%	
	Alternatives	20%	

#### E. Growth

As a Growth investor, you seek for a high return for a greater growth potential. You are prepared to accept high levels of volatility in your portfolio to create substantial returns for extra wealth over the longer term. Based on your risk profile, you are comfortable to invest most of your assets into growth investments, such as shares and property, and a small percentage towards defensive assets, such as bonds, cash, term deposits and fixed interests funds.

Below is a general example of an asset mix for a Growth investor:

Defensive	Cash	2.5%	11.5%
	Fixed Interest	9%	
Growth	Australian Equities	34%	88.5%
	International Equities	23.5%	
	REITs and Infrastructure	13.5%	
	Alternatives	17.5%	

#### F. High Growth

As a High Growth investor, your risk tolerance is high and/or you have a long timeframe for investment. you are looking for wealth creation and are prepared to trade-off portfolio balance in pursuit of potential long term gains. You are comfortable with a portfolio that includes a substantial proportion of high risk investments and are prepared to accept short term fluctuations in performance.

Below is a general example of an asset mix for a High Growth investor:

Defensive	Cash	0%	0%
	Fixed Interest	0%	
Growth	Australian Equities	40%	100%
	International Equities	30%	
	REITs and Infrastructure	15%	
	Alternatives	15%	