• • • • • • Issued: April 2020

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COMPREHENSIVE FACT FIND

CLIENT NAME :

DATE :

ADVISER NAME :

COMPLETING THIS FACT FIND

In order to provide you the most appropriate advice that is relevant to your circumstances and to act in your best interests, we need to obtain certain information. The information we collect will ensure that we have sufficient understanding of your current situation to provide you with financial advice that is appropriate to you. You have the right not to provide us with this information, however if you do not we may be unable to provide you with personal financial advice.

PRIVACY

Affinia is bound by privacy legislation including privacy principles that apply to collection, use, disclosure and security of customer information. The way in which we collect, use, hold and disclose your personal and sensitive information is explained in our Privacy Policy available at www.affinia.com.au or free of charge on request. We rely on the accuracy of the information that you provide so if you think that any information we hold is incorrect or out of date, please let us know. Additional information about privacy rights and obligations is available at the website of the Office of the Australian Privacy Commissioner at www.oaic.gov.au.

REASONS FOR SEEKING ADVICE

Record the initial reason(s) why you are seeking advice. For example, you may have a specific event (such as a house or business purchase, marriage, birth of a child, receipt of an inheritance, redundancy, moving into an aged care facility) or you may want advice on specific objectives (such as Retirement Planning, Estate Planning, Wealth Protection). Tell your story.

CURRENT SITUATION

On a scale of 1 – 5, with 1 being uncomfortable and 5 being very comfortable, how do you feel about your:

INCOME,	CASHFLOW A	ND BUDGETII	NG POSITION		
N/A	1	2	3	4	5
INVESTMI	ENT PLAN				
N/A	1	2	3	4	<u> </u>
RETIREMI	ENT PLAN				
N/A	1	2	3	4	5
RISK MAN	AGEMENT (I	NSURANCE P	LAN)		
N/A	1	2	3	4	5
DEBT PLA	N				
N/A	1	2	3	4	5
ESTATE P	LAN (WILL, P	OWER OF ATT	ORNEY, TEST	AMENTARY TE	RUSTS ETC)
N/A	1	2	3	4	<u> </u>

NEEDS, GOALS AND OBJECTIVES

INCOME, CASHFLO	W AND BUDGETING POSITION
	uation rating in your own words. Do you have any particular goals or objectives you bur Income, cashflow and budgeting position? Are you saving for anything in
Adviser and client to joint	ly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

INVESTMENT PLAN	
	uation rating in your own words. Do you have any particular goals or objectives you our investment? Are you investing for anything in particular?
Adviser and client to joint	tly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

RETIREMENT PLAN	
	uation rating in your own words. Do you have any particular goals or objectives you our retirement plan? What sort or lifestyle do you wish for your retirement?
Adviser and client to join	tly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

RISK MANAGEMENT	(INSURANCE PLAN)
wish to achieve in relation to yo	uation rating in your own words. Do you have any particular goals or objectives you bur Risk Management Plan? Do you have any concerns about your position? What are k or injured and not able to work for an extended period? What are you plans if you
Adviser and client to joint	tly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

DEBT PLAN	
	uation rating in your own words. Do you have any particular goals or objectives you our debt position? Are there any concerns over your current position?
Adviser and client to joint	tly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

ESTATE PLAN	
	nation rating in your own words. Do you have any particular goals or objectives you ur Estate Plan? Is your Will accurate and up to date?
Adviser and client to joint	ly complete the below fields
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What percentage?	
ACHIEVABLE: Do you have capacity to accomplish this objective?	
REALISTIC: Does it fit with your overall objectives?	
TIME-BOUND: When would you like to achieve this?	
Agreed Income, Cash Flow & Budgeting SMART Goal: Restate the initial goal as a SMART goal	

CURRENT POSITION

PERSONAL INFORMATION

Personal Details	Client	Partner
Title		
Surname		
Given Names		
Preferred Name		
Date of Birth		
Age		
Sex		
Marital Status		
Smoking Status		
Health		
Australian Tax Residence Status		
Tax File Number		

CONTACT INFORMATION

Contact Details	Client	Partner
Home Phone		
Work Phone		
Mobile Phone		
Personal Email		
Work Email		
Residential Address		
Postal Address		

PROFESSIONAL ADVISERS

Туре	Name	Company	Contact Details
Accountant			
Solicitor			

DEPENDANTS/NON DEPENDENT CHILDREN/DEPENDENT CHILDREN

Dependant/Child Name	Relationship	Date of Birth	Current Age	Dependent Until

EMPLOYMENT DETAILS

Employment Details	Client		Partner	
Occupation				
Employment Status				
Employer/Business Name				
Hours worked per week				
Date joined employer				
	Administration	%	Administration	%
Employment Duties	Supervision of manual work	%	Supervision of manual work	%
(% manual tasks)	Manual work	%	Manual work	%
	Travel	%	Travel	%
Accrued Annual Leave				
Accrued Sick Leave				
Accrued Long Service Leave				
Proposed Retirement Age				
Additional Information e.g. salary packaging, expected future changes)				

EMPLOYEE INCOME

Supporting documentation to be provided:		2 Most recent payslips] Last 2	years '	Tax Retu	irns
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Employment Income Details	Cli	ent	Partner	
Limployment income betails	Current FY	Last FY	Current FY	Last FY
Annual Salary				
SG Contributions (%)				
Bonus (if regular)				
Other Benefits (e.g. car allowance)				

SELF EMPLOYMENT INCOME

Self Employment Income Details	Current FY	Last FY	Previous FY
Income			
Less Expenses			
Equals net income (A)			
Ownership interest (%) (B)			
Life insured share of net income (AxB =C)			
Plus allowable add backs			
Depreciation			
Donations / gifts			
Superannuation			
Income split salary			
Income split super			
Motor vehicles			
Loss on sale of an asset			
Domestic interest			
Fines			
Other			
Total add backs (D)			
Total adjusted net income (C+D)			

CENTRELINK ENTITLEMENTS

Supporting documentation to be provided: Most Recent Centrelink entitlement statement

Pension Details	Client	Partner
Туре		
Centrelink CRN		
Fortnightly Amount		
Concession Card Held		
Gifts in the last 5 years		

INVESTMENT INCOME

Туре	Owner	Annual Amount
Share Dividends		
Investment Property Income		
Investment Portfolio		
Total		

ACCOUNT BASED PENSIONS

Supporting documentation to be provided: Most recent pension account statement

Details	Client	Partner
Product		
Start Date		
Purchase Price		
Partial Commutations		
Tax-Free Portion (%)		
Balance		
Minimum Pension (%)		
Minimum Pension (\$)		
Pension Frequency		
Nominated Pension		
Relevant Number		
Centrelink Deductible Amount		
Centrelink Assessable Amount		

RETIREMENT EXPENDITURE NEEDS

PLANNED FUTURE LUMP SUM EXPENDITURE

Туре	Expected Date	Amount
Home Renovations		
Motor Vehicle Upgrade		
Overseas Holiday		

ESTIMATED CASH FLOW

Туре	Owner	Annual Amount
	Inflows	
Salary		
Salary		
Share Dividends		
Investment Property Rental		
Account Based Pension		
Age Pension		
Age Pension		
Sub Total		
	Outflows	
Property Expenses		
Motor Vehicle Expenses		
Personal Expenses		
Estimated Tax		
Estimated Tax		
Sub Total		
Cashflow Surplus/Deficit		

ASSETS AND LIABILITIES

Assets	Value	Liabi	ilities	Owner
	Lifestyle			
Principal Residence				
Furniture & Personal Effects				
Motor Vehicle				
Sub Total				
	Cash & Term Depo	osits		
Sub Total				
	Managed Investments	& Shares		
Sub Total				
	Property			
Sub Total				
	Superannuation & Pe	ensions		
Sub Total				
Total Assets		Tota	al Liabilities	
Net Assets				
Liability	Loan 1			Loan 2
Provider				
Package Name				
Loan Start Date				
Loan Term				
Current Interest Rate (%)				
Interest Only Loan				
Loan Repayments				
Frequency				

SUPERANNUATION TAX COMPONENTS

Date of Financials Held on File

Investment Structure

Members

Superannuation Fund	Tax Free Component	Taxable Component	Total
	Clic	ent	
	Pari	tner	
Client			
Are you currently making a contributions to superannu			
If yes, have you lodged a s2 your superannuation fund?			
Client	,		
Are you currently making a contributions to superannu			
If yes, have you lodged a s2 your superannuation fund?			
SELF MANAGED S upporting documentation t	_	Deed, Meeting Minutes, most rec	ent Annual Statem
Details		SMSF	
Fund Name			
Trustee			
Directors of Trustee Compo	any		
Date of Trust Deed			
Date of Investment Strateg	V		

SELF MANAGED SUPER FUND CONT'D

Pooled Assets	Value
Cash & Fix	ed Interest
Cub Total	
Sub Total	· · · · · · · · · · · · · · · · · · ·
Direct E	equities
Sub Total	
Direct P	roperty
Sub Total	
Managed In	vestments
Sub Total	
Other Inve	estments
Sub Total	
Total	

SELF MANAGED SUPER FUND CONT'D

Pooled Assets	Member	Value
	Cash & Fixed Interest	
	Sub Total	
	Direct Equities	
	Sub Total	
	Direct Property	
	Sub Total	
	Managed Investments	
	Sub Total	
	Other Investments	
	Sub Total	
Total		

SELF MANAGED SUPER FUND CONT'D

Client	Accumulation	Pension 1	Pension 2
Start Date			
Purchase Price	N/A		
Commutations			
Tax-Free Portion	\$	%	%
Balance			
Minimum Pension (%)	N/A		
Minimum Pension (\$)	N/A		
Pension Frequency	N/A		
Nominated Pension	N/A		
Relevant Number	N/A		
Centrelink Deductible Amount	N/A		
Centrelink Assessable Amount	N/A		

Partner	Accumulation	Pension 1	Pension 2
Start Date			
Purchase Price	N/A		
Commutations			
Tax-Free Portion	\$	%	%
Balance			
Minimum Pension (%)	N/A		
Minimum Pension (\$)	N/A		
Pension Frequency	N/A		
Nominated Pension	N/A		
Relevant Number	N/A		
Centrelink Deductible Amount	N/A		
Centrelink Assessable Amount	N/A		

Nominations	Loo	in 1	Loc	ın 2
Date				
Туре				
Beneficiary/Allocation		%		%
Beneficiary/Allocation		%		%

EXISTING INSURANCES

Supporting documentation to be provided:		Most recent superannuation account statemen
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Client	Details
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	

Partner	Details
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	
Policy Name	
Policy Number	
Owner	
Life	
TPD	
Trauma	
Income Protection	
Waiting Period	
Benefit Period	
Annualised Premium	

General Insurance	Insurer
Motor Vehicle	
Home & Contents	
Private Health	
Landlord	

ESTATE PLANNING ARRANGEMENTS

Wills	Cli	ent	Pai	rtner
Date				
Location				
Executor				
Alternative Executor				
Distribution of Estate				
Alternative Distribution				
Powers of Attorney	General	Financial	Medical	Guardianshi
		ent		
PoA In Place?				
Date				
РоА				
Alternative PoA				
	Par	tner		
PoA In Place?				
Date				
РоА				
Alternative PoA				
Super Fund	Member	Туре	Beneficiary	Expiry
to a second by the Manager Control	Maril Co.		D. C.	
Insurance Policy Nominations	Member	Туре	Beneficiary	Expiry
	-			
	-			

INSURANCE NEEDS ANALYSIS (PERSONAL)

When conducting an Insurance Needs Analysis, you need to take into account the following:

- · Assets that will be redeemed/realised upon death and total disablement
- Estimated tax for lump sum paid to non tax dependent children
- Estimated tax for lump sum payment for Superannuation owned TPD
- · Replacement income and education costs calculations need to be explained
- Our recommended sum insured methodologies are found in the Affinia Insurance Advice Policy in the Insurance needs Analysis Affinia Methodology section on page 2.
- If cash flow is being included in the sum insured in addition to debt reduction, cost of children and education funding 100% of cash flow replacement is not required. As a rule of thumb this can be reduced to 30% of the NPV of future cash flow.
- *If the recommendation included IP to age 65 / 70 the TPD sum insured can be reduced by 50-75% (subject to change based on new market IP changes).

Some suggested sources of annual costs include:

- · Cost of raising children: Lee Tables "modest but adequate" Australian Institute of Family Studies
- Cost of Pre School Care (0-6): ABS Childhood Education and care, Australia.
- Cost of Post School care (7 12): ABS Childhood Education and care, Australia.
- Live in Nanny: Charlton Brown Nanny Service Website
- Day Nanny: from Charlton Brown Nanny Service Website
- Domestic Replacement: VIP home services
- Provision for Private Schooling: Exfin Australia Private School Fees and Costs.
- Provision for University: Dependent upon university and subjects, you could estimate \$20,000 per year for 4 years.

INCOME PROTECTION

Income Protection	Client	Partner
Eligible for IP cover?		
Maximum cover available		
Client nominated cover		
Include Super continuation option		
How long can you go without regular income?		
How long should the monthly benefit period be paid for?		

PARTNER

Financial Risk	Financial Exposure	Source	Risk Retention		Risk Retention Strategy	
			Strategy	Death	TPD	I
Liabilities to Clear						
Medical Funding						
Provision for Cost of Children						
Education Funding						
Cash flow Replacement						
Provision for Tax						
Final expenses						
Replacement of domestic capacity						
Replacement of child care						
Other						
Total	\$			\$	S	⟨S
Less Existing Resources						
Superannuation				\$	\$	1
Liquidated Assets				\$	\$	\$
Existing Insurance				\$	\$	\$
Additional Cover Required	q			\$	❖	\checkmark
Nominated Sum Insured						

CLIENT

Financial Risk	Financial Exposure	Source	Risk Retention		Risk Retention Strategy	
			Strategy	Death	Odl	19
Liabilities to Clear						
Medical Funding						
Provision for Cost of Children						
Education Funding						
Cash flow Replacement						
Provision for Tax						
Final expenses						
Replacement of domestic capacity						
Replacement of child care						
Other						
Total	\$			<>>	\$	\$>
Less Existing Resources						
Superannuation				\$	\$	-
Liquidated Assets				\$	\$	\$
Existing Insurance				\$	\$	\$
Additional Cover Required	F			\$	\$	\$
Nominated Sum Insured						

This page is Adviser Use Only: If the clier	nt nominated cover	r differs from the	'total cover requir	ed' as determined	by the
risk needs analysis, an explanation is req	uired below:				

The next section of this document requires you to provide medical and health information which is collected in regard to providing you with insurance products and services that you may require. In the Client Acknowledgement section of this document you will be asked to sign to acknowledge your consent for the collection of this information.

ADDITIONAL UNDERWRITING DETAILS

Please provide details of any health issues that may affect your current or future advice and insurance recommendation.

Income Protection	Client	Partner
What is your current height?	cm	cm
What is your current weight?	kg	kg
Do you smoke? If yes, number per day.		
Have you taken any substance in the last twelve months? If yes, please provide details.		
Have you been treated for any medical conditions in the last two years? If yes, please provide details.		
Have you taken any medication on a regular basis in the last two year? If yes, please provide details.		
Are you currently suffering from any anxiety/stress related issues?		
Is there a history of any particular illness in your immediate family (mum, dad, brothers and sisters only) such as cancer, diabetes, heart conditions or genetic disorders? If yes, please provide details.		
When your last doctor's visit and what was this in relation to?		
Have you ever had an insurance application declined or modified in any way? If yes, please provide details.		
Do you currently participate in, or intend to participate in, any sports or hazardous activities (e.g. sky diving, motor racing, rock-climbing, football)?		

Additional information.

AGREED SCOPE OF ADVICE

Wealth Creation	Personal Risk Insurance		
Managed Investments	Life Insurance		
Margin Lending Products	Total & Permanent Disablement Insurance		
Gearing Facilities	Trauma Insurance		
Borrowing to invest	Income Protection Insurance		
Direct Shares	Business Expenses Insurance		
Tax Effective Investment			
Retirement Planning	Superannuation		
Retirement Savings Accounts	Personal Superannuation		
Annuities	Corporate Superannuation		
Account Based Pensions	Self Managed Superannuation		
Superannuation	Superannuation Contributions		
Pension Refresh	Transition to Retirement Strategy		
Transition to Retirement Strategy			
Social Security & Aged Care	Other		
Age Pension	Cash flow		
DVA Pension	Budgeting		
Aged Care	Debt Reduction		
Newstart Allowance	Estate Planning		
Carers Allowance	Salary Packaging		
Family Tax Benefit			
ADVICE LIMITATIONS Has the client limited the advice or given directions as to the client has taken out of scope. For example: • You may identify an issue with the client's cashflow/debt declines advice in those areas. • Within a particular advice area like insurance, the client manual of cover, or limit the total premium. • The client may wish to retain/purchase/sell a component advice.	retirement or Estate Planning position but the client hay decline a type of cover, or they may select the actual		
I/We have requested advice only in the following area/s:			

FEES

Advice Strategy Fee			
Fee Payment Options			
Fee Notice - Preferred Mailing Method			
PRIVACY AND FDS			
	Client	Partner	
Privacy Discussed	YES NO	YES N	10
Privacy Statement provided	YES NO DATE	YES NO DATE	
quotes and products I/we may require information is collected, handled, disc	ation being collected for the purposes on and I/we understand that my/our per closed and secured in accordance with a cau/privacy or free of charge on reques	sonal and sensitive the Affinia Privacy Policy	
CURRENT FSG			
FSGI Version Date			
FSGII (Adviser Profile) Version Date			
Date FSG & Adviser Profile Provided			
Method of Delivery			
FSG Issuer			
FSG Comment			
My/our adviser explained and I/we understand the contents of the FSG.			
TAX FILE NUMBER (TFN)			
Client Details	Tax File Number		
Client Name			
Partner Name			
superannuation or insurance products o you may at any time, request we perma	the purposes of investing in, or acquiring on your behalf. We will retain your TFN to unently delete your TFN information. Impoou choose not to provide it. If you do not provide it only earnings on your investing.	use when required, however rtantly, supplying your TFN provide your Tax File	

CLIENT ACKNOWLEDGEMENT

I/We sign the following to confirm that:

The information in this Fact Find accurately reflects my/our current financial situation.			
I/We am/are not aware of any further information which would be relevant or assist the adviser when providing advice and/or recommendations to me/us.			
	dvice or recommendation provided by th this Fact Find and any other personal inf		
I/We am/are aware that a c	copy of this Fact Find is available upon re	equest.	
estate, general insurance, t	dviser is not authorised to provide specif axation, family law, drafting estate planr Il be provided by qualified specialist advi	ning documents and trusts. Any	
	dviser may share our information within for providing services we have agreed to.	the Group and with business	
I/We consent for the advise he/she believes may be of	er to send information and marketing abo interest.	out services and products that	
I/We give permission for my institutions as necessary.	y/our Tax File Number (TFN) to be kept o	n file and be provided to financial	
Client 1 Name	Client 1 Signature	Date	
Client 2 Name	Client 2 Signature	Date	
Adviser Name	Adviser Signature	L	