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## 1. Introduction

[Insert a brief description of the purpose of this ROA]

[Explain:

- (a) If you are providing further advice/review of earlier advice and why;
- (b) If you have been asked to provide small investment advice;
- (c) If you are updating or changing advice provided in an earlier SoA or RoA]

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## 2. Recommendations

[**USER NOTE:** Clearly set out your recommendations and your reasons. Include as much detail as the client would reasonably require for the purpose of making a decision about whether to follow the advice.]

[Insert a brief description of the recommendations made to the client.]

[Explain:

- (a) How your advice addresses the client's needs and objectives; and
- (b) Why the client is likely to be in a better position if they follow the advice.]

**OPTIONAL:** Use this table if your advice involves a financial strategy or a change in financial strategy. Do not include any product recommendations in this section. These should be set out later in the RoA.

[Insert concise summary of recommended strategy]

<b>Details</b>	[Describe the recommended strategy, including any background information required to put the strategy in context]
<b>Why</b>	This will assist you to achieve your goals by [describe how the strategy will assist to achieve the client's goals and be likely to put them in a better position]
<b>Risks</b>	The risks are [describe any significant risks of the strategy that are relevant to the client's circumstances. You may wish to include comments as to why these do not mean that the strategy is unsuitable for the client. If there are no significant risks, delete this row]
<b>Disadvantages</b>	The disadvantages are [describe any disadvantages of the strategy that are relevant to the client's circumstances. You may wish to include comments as to why these do not mean that the strategy is unsuitable for the client. If there are no significant disadvantages, delete this row]
<b>Alternative Strategies</b>	An alternative to this is [describe any alternatives you considered and explain why you decided not to recommend them. If you did not consider any other alternative, delete this row]

**OPTIONAL: Use this section if you are recommending an investment product or a change of investment products.**

We recommend the following [investments / change to your investments] and the cost of those investments:

Investment	Current Investments \$	Recommended Investments \$	Fund Manager's Fee*
[Insert name of product provider and name of product/share]	\$(insert amount)	\$(insert amount)	[insert number]% of your investment
[Insert name of product provider and name of product/share]	\$(insert amount)	\$(insert amount)	[insert number]% of your investment
<b>Total</b>	<b>\$(insert amount)</b>	<b>\$(insert amount)</b>	<b>[insert number]% of your investment</b>

\* The fund managers of these investments charge fees for the cost of the research, brokerage, custodian services, audit fees and government charges that they incur. These fees are recovered from the income produced by the underlying investments, before it is paid to investors. They are reflected in the unit price of the investment. Full details of these fees are contained in the Product Disclosure Statement for each product.

**OPTIONAL: Use this section if your advice relates to insurance. NOTE: An ROA can only be used for insurance if the advice is about superannuation and relates to a life risk product. For standalone life risk advice, an SoA is required.**

We recommend you acquire the following insurance policy/ies.

Type	[Describe the type of insurance, e.g. Life Insurance, Income Protection Insurance etc]
<b>Details</b>	<p>[Insert here the recommended amount of insurance and features such as listed below.]</p> <p>Insured Amount of \$(insert amount)</p> <p>Waiting period of [insert number] days</p> <p>Benefit period of / to age [insert age]</p> <p>Insurance Type: [Agreed Value/Indemnity]</p> <p>Premium Type: [Stepped/Level]</p> <p>Premium: \$(insert amount)</p> <p>Policy Owner: [insert name]</p>
<b>Comments</b>	<p>[Add additional comments here such as a description of why this policy is consistent with the recommended strategy(s) and the client's goals, describe any significant risks or disadvantages associated with the policy and provide details of any alternatives that you considered (including why you think that the recommended policy is preferable)]</p>