

## COMPLIANCE CALENDAR

### User Guide:

This Compliance Calendar is designed for use by Australian Financial Services Licensees to manage compliance activities and allocate responsibility for them across the business to help manage and meet compliance obligations on an ongoing basis. However, systems and procedures will only be effective if those responsible for implementing them do so. Therefore, activities described throughout this calendar should also be incorporated into position descriptions of those roles responsible for the activities.

The Compliance Calendar is a list of all the dates necessary to drive the requisite actions, reviews and reporting which will keep the business compliant. It should be accessible by all staff who are responsible for or involved in managing these obligations.

This Compliance Calendar can be effectively used to manage compliance activities if it is:

- A standard item on the regular staff and/or management meeting agenda; and
- Tabled at each Compliance and Risk Committee meeting for review of completed and upcoming tasks.

The Compliance Calendar is structured as follows:

- **Description** – describes the task/obligation;
- **Activity type** has been split between Events and Tasks
  - **Event** – relates to an event that occurs which triggers a required action by the licensee e.g. appointing an AR triggers the need to make a notification to ASIC;
  - **Task** – relates to recurring activities which require action at certain intervals;
- **Intervals** – these are suggested timeframes based on ASIC guidance and industry practice. However, based on the size, scale and complexity of your business, you may choose to amend the intervals;
- **Category** – some tasks are compulsory and must be completed to meet your legal obligations. Other tasks are optional and are good business/industry practice. It's up to you to determine whether each action is appropriate based on your business;
- **Person Responsible** – This should show the name and job title of the person responsible for ensuring the specific task is completed. It doesn't have to be that person that completes the task, but it should be the person ultimately responsible for ensuring the task is completed;
- **Instructions** – This section contains brief instructions on the steps to take to complete the task. These instructions do not detail the entire process and this calendar assumes that you have policies and procedures in place which go into more detail about each task. This Compliance Calendar is designed to complement the AFS Licensee Manual, which details each section outlined below.

The template is designed to apply to a broad range of licensees. Some sections are shown as optional. Only use these if they apply to your business e.g. If you have no authorised representatives, you can delete the section applying to authorised representatives. Keep an original version of this Compliance Calendar so that if you ever need to reinsert deleted content, you have a record.

<insert company logo>

## COMPLIANCE CALENDAR

Updated on: <insert date>

No.	Description	Type	Interval	Category	Person Responsible	Instructions
<b>Authorised Representatives [OPTIONAL: Delete this section if you have no Authorised Representatives]</b>						
1.	Authorised Representative Appointment	Event		Compulsory		<ul style="list-style-type: none"><li>• Undertake your pre-appointment checks, such as:<ul style="list-style-type: none"><li>○ Has an AFSL number already been issued by ASIC;</li><li>○ Criminal history check;</li><li>○ Bankruptcy check;</li><li>○ Review resume;</li><li>○ Sight and verify 2 business references;</li><li>○ Verify qualifications and CPD Plan (including FASEA education standards); and</li><li>○ Check ASIC Banned Persons Register and Financial Adviser Register.</li></ul></li><li>• If the AR is already an AR of another licensee, follow any necessary processes for cross-endorsement.</li><li>• Have the AR execute an Authorised Representative Agreement.</li><li>• Issue a Notice of Authority to the AR (and any employees also to be appointed).</li><li>• Notify ASIC of AR appointment within <u>30 business days</u> of appointment on ASIC Connect.</li><li>• Update the AR's details on the Financial Adviser Register on ASIC Connect within <u>30 business days</u> of appointment.</li></ul>

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