

< insert date >

< insert name of client/s >

< insert address of client/s >

Dear < insert name of client/s >

Thank you for asking us to provide financial advice to you. You have asked us to advise you on a number of specific issues.

The attached initial Advice Agreement describes our understanding of the advice you need now. Please tell me if I have left anything out or you want to change anything. It also sets out how we charge for our advice. I also enclose our Terms of Business which explains the terms on which we look after our clients and provide our services.

To proceed with the engagement and confirm your agreement to these terms, please sign the Initial Advice Agreement and return it to me.

Of course, please call or email me if you have any questions.

Yours sincerely

<insert name of adviser>

<insert name of financial planning practice>

Encl. Initial Advice Agreement  
Terms of Business

SAMPLE

# INITIAL ADVICE AGREEMENT

**Client** <Insert client's name/s>  
 [USER GUIDE: Include the full name of all the individuals or the entity you are advising - if a couple, name both; if an SMSF, name the trustee atf the SMSF, etc.]

**Background** [USER GUIDE: Insert a brief description of the client’s circumstances based on your initial discussion. This does not need to be comprehensive as you will include complete details in the Statement of Advice.]

**Services** [USER GUIDE: Amend the list to suit the way you categorise your advice services. Select the topics on which you will advise the client and delete the rest.]  
 [Amend or delete as necessary.]  
 You have asked us to prepare a Statement of Advice covering the following areas:

- Cash Management – budgeting, debt management
- Superannuation - consolidating or optimising superannuation, finding lost superannuation
- Life Insurance – personal or business succession
- Investments – securities, managed funds, ETFs, gearing
- Retirement - transition to retirement, social security advice, aged care planning
- Retirement income
- Self-Managed Super Fund – advice, establishment, suitability
- Estate Planning
- <insert any other>

You confirm that you do not need advice in any areas besides those listed above.

**Your Adviser** <insert name> will be your adviser.  
 [USER NOTE: You may wish to include information about the adviser's qualifications, authorisations and experience. This is not a legal requirement.]

**Initial Advice Fee** [USER GUIDE: The table categorises both asset based fees and dollar based fees. Amend as necessary. Some licensees pass on part of the Initial Advice Fee to a corporate authorised representative and/or individual advisers, you require the client's clear consent, otherwise the remuneration is conducted in their hands.]  
 [Tax laws require the GST inclusive amount to be specified.]

	Total	Amount retained by Licensee	Amount passed on to advice practice	Amount passed on to your adviser
Initial Advice Fee	<\$ amount p.a.> / <%p.a. of investment balance>	<\$ amount> / <% of total>	<\$ amount> / <% of total>	<\$ amount> / <% of total>
<insert name of fee>				

[OPTIONAL: delete if not applicable] There is no fee for our life insurance advice as we will receive commissions from the insurer. This will be disclosed in your Statement of Advice.