

<insert company logo>

NOTE TO ADVISER: Before preparing an ROA, use the Checklist at the end of this template to check that an ROA can be used for the advice that you wish to provide. If the situation does not meet the criteria in the Checklist, you will need to prepare an SoA

## INTRODUCTION

<Insert an appropriate introduction, choosing from the following examples or inserting your own words>

USER GUIDE: Use this paragraph when providing further advice or a no purchase recommendation.

You have asked us to <insert text e.g. provide further advice/review our earlier advice> because <insert a brief explanation of the reasons why the advice is being reviewed or the client requires further advice>.

[OR] USER GUIDE: Use this paragraph when providing further advice.

We have reviewed your investments and recommend that you make some changes in order to <insert a brief explanation of the reasons why the advice is being reviewed or the client requires further advice>.

[OR] USER GUIDE: Use this paragraph when providing small investment advice.

You have asked us to advise about an appropriate investment for an amount of \$<insert amount> which you have <describe the source of the money, e.g. inherited from your grandmother/saved from your salary>.

USER GUIDE: Include this paragraph if you are updating or changing advice provided in an earlier SoA/RoA.

This advice supplements the advice in our <describe the earlier SoAs/RoAs in which your advice is set out by their date, e.g. "Statement of Advice dated 20 March 2010 and Record of Advice dated 4 June 2010"> and should be read with it. If you need a further copy of it, please ask us to send it to you.

## OUR ADVICE

USER GUIDE: 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>

USER GUIDE: 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	\$<insert amount>	\$<insert amount>	<insert number>% of

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Investment	Current Investments \$	Recommended Investments \$	Fund Manager's Fee*
name of product/share>			your investment
<b>Total</b>	<b>\$&lt;insert amount&gt;</b>	<b>\$&lt;insert amount&gt;</b>	<b>&lt;insert number&gt;% 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.

USER GUIDE: 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.

<b>Type</b>	<Describe the type of insurance, e.g. Life Insurance, Income Protection Insurance etc>
<b>Details</b>	<Insert here the recommended amount of insurance and features such as listed below.> Insured Amount of \$<insert amount> Waiting period of <insert number> days Benefit period of / to age <insert age> Insurance Type: <Agreed Value/Indemnity> Premium Type: <Stepped/Level> Premium: \$<insert amount> Policy Owner: <insert name>
<b>Comments</b>	<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)>

[OPTIONAL: Include this paragraph if you have recommended a financial product] We enclose the Product Disclosure Statement/s for the products we have recommended.

The products we have recommended are contained on an Approved Products List which is prepared by <Licensee>. This is a list of the products that <Licensee> has reviewed and considers suitable for us to recommend to our clients. <Licensee> reviews this list at least <insert frequency, e.g. quarterly>.

## REPLACEMENT IMPLICATIONS

[USER GUIDE: this section is mandatory if you have recommended replacement of a product or platform]

### Investments

[OPTIONAL: Use this if you have recommended that any investments be replaced.] We have recommended that you replace the investments shown below. The table below describes the reason for our recommendation and the costs and other implications of the changes that we have recommended. If you would like more information, please ask us.

	Existing Investment	Recommended Investment
Investment	<insert text>	<insert text>
Amount invested	\$<insert amount>	\$<insert amount>
Reason for Replacement	The recommended product is more suitable for your needs because <Explain why you recommend the product be replaced and how the client will be betteroff as a result of	

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