

If **<insert licensee's name>** has authorised you to recommend MDA services to retail clients, you must follow these procedures when doing so procedures for recommending MDA services to clients.

Failing to do so is a breach of your Employment Agreement/Authorised Representative Agreement, as the case may be.

CONTENTS

1. ABOUT MDA SERVICES	3
1.1 What is an MDA service	3
1.2 Efficiencies	3
1.3 Components of an MDA service.....	3
1.4 Licence requirements.....	4
2. RECOMMENDING OUR MDA SERVICE.....	5
2.1 MDA advice policy.....	5
2.1.1 Client criteria.....	5
2.1.2 Additional benefit	6
2.2 Discuss it with the client	6
2.3 Documentation	7
2.3.1 SoA.....	8
2.3.2 Investment Program	9
2.3.3 MDA Contract.....	9
3. IMPLEMENTING THE MDA SERVICE	11
3.1 Obtain the client's instructions.....	11
3.1.1 Explain the advice deal.....	11
3.1.2 Obtain authorisation to proceed	11
3.1.3 Discuss next steps.....	11
3.2 Implement the MDA service.....	11
4. MDA SERVICE REVIEWS	12
4.1 Annual Reviews	12
4.1.1 What to review	12
4.1.2 Documenting the review	12
4.1.3 Fee Disclosure Statements.....	13
4.1.4 What to give the client	13
4.2 Between Annual Reviews.....	13
5. TERMINATING THE MDA CONTRACT	14
6. RECORD KEEPING	15

Version	Date	Prepared By	Reviewed By	Approved By
Version 1	<insert date>	<insert licensee's name>	<insert name>	<insert name>