



FINANCIAL NEEDS ANALYSIS | FNA

SNOWGUM FINANCIAL SERVICES PTY LTD

Client: _____

Date: ___/___/_____

Adviser: Matthew Vickers

TABLE OF CONTENTS

Contents

Personal Details _____	1
Goals and Objectives _____	3
Assets and Liabilities _____	5
Superannuation _____	7
Life Insurance _____	8
Estate Planning & Financial Management _____	10
Income and Expenses _____	12
Investment Profile _____	14
Budgeting _____	16
Client Acknowledgement _____	18
Advice Preparation Fee _____	19
Risk Profiles _____	22
General Warnings on Risk _____	24

CLIENT QUESTIONNAIRE

Please take the time to complete this document as thoroughly as possible. We use this information to develop our advice to you. If any part of the questionnaire is not relevant, please write “N/R” in the space provided. Please also feel free to attach any extra documents that you feel are relevant.

Completed forms can be sent to us via the following media:

Email: Contact@snowgumfs.com

Post: PO Box 139, Glebe 2037

Alternatively, you can bring the questionnaire to your first meeting with your Adviser.

PERSONAL DETAILS

Personal Details

SECTION A

Name (1): _____ DOB: ___/___/___

Name (2): _____ DOB: ___/___/___

Home Address: _____
_____ P/C: _____

Work Address: _____
_____ P/C: _____

Postal Address: _____
_____ P/C: _____

Telephone/Fax: _____ (a/h)
_____ (b/h)
_____ (mob)
_____ (fax)

Email: _____

Children: _____ DOB: ___/___/___
_____ DOB: ___/___/___
_____ DOB: ___/___/___

PERSONAL DETAILS

_____ DOB: ___/___/___

Marital Status: Single/Married/Co-Habiting/Separated

(please circle)

GOALS AND OBJECTIVES

Goals and Objectives

SECTION B

In the following sections, we ask you to give us specific information about your financial circumstances. In this section, we ask you to tell us in your own words what you would like us to help you with. Please let us know of any and all other information that is relevant to your financial situation. Please feel free to attach other documents to this questionnaire.

General Information

Short Term Goals – Please list your financial goals for the next 12 months

GOALS AND OBJECTIVES

Medium Term Goals – Please list your financial goals for the next five years

Long Term Goals – Please list your financial goals for the period after the next five years

ASSETS & LIABILITIES

Assets and Liabilities

SECTION C

C1: Your Home

Value of your home: _____

Debt Secured Against the home:

Deductible (business/investment): _____

Non-Deductible (private): _____

Home is owned in whose name: _____

C2: Investment Properties

Address	Owner (ie whose name is the property held in)	Cost	Date of Acquisition	Current Value	Debt	Net Value
<i>Eg 1 Smith St Blacktown</i>	<i>Husband</i>	<i>\$400,000</i>	<i>Oct 2003</i>	<i>\$650,000</i>	<i>\$150,000</i>	<i>\$500,000</i>

C3 Share or Managed Investments

Company/Fund Manager	Owner (ie whose name is the asset held in)	Cost	Date of Acquisition	Current Value	Debt	Net Value

ASSETS & LIABILITIES

<i>Eg AMP Managed Fund</i>	<i>Husband</i>	<i>\$100,000</i>	<i>Oct 2003</i>	<i>\$150,000</i>	<i>Nil</i>	<i>\$150,000</i>

C4: Other Assets

Cash: _____

Superannuation: Client 1 member balance: _____

(see also section D) Client 2 member balance: _____

Other Assets _____

C5: Debts:

Credit card: _____

Leases: _____

Other: _____

C6: Comments – is there anything else we should know about these assets and liabilities:

SUPERANNUATION

Superannuation

SECTION D

Please complete the following tables:

D1: Client 1

Name: _____

Fund	Annual Contribution	Current Value	Comments
<i>Eg HESTA</i>	<i>9% of salary: \$4,500</i>	<i>\$52,000</i>	<i>Invested in high growth</i>

Are you happy with your current superannuation fund/s?

D2: Client 2

Name: _____

Fund	Annual Contribution	Current Value	Comments
<i>Eg HESTA</i>	<i>9% of salary: \$4,500</i>	<i>\$52,000</i>	<i>Invested in high growth</i>

Are you happy with your current superannuation fund/s?

LIFE INSURANCE

Life Insurance

SECTION E

Please complete the following tables:

E1: Client 1

Name: _____

Type of Insurance	Annual Premium	Amount of Cover	Insurer
<i>e.g Death Cover</i>	<i>\$1,000</i>	<i>\$1,000,000</i>	<i>AIG</i>

Are you happy with your current life insurances?

Are there any medical reasons why you might not be able to increase or change your cover?

LIFE INSURANCE

E2: Client 2

Name: _____

Type of Insurance	Annual Premium	Amount of Cover	Insurer
<i>e.g Death Cover</i>	<i>\$1,000</i>	<i>\$1,000,000</i>	<i>AIG</i>

Are you happy with your current life insurances?

Are there any medical reasons why you might not be able to increase or change your cover?

Estate Planning & Financial Management

SECTION F

F1: Client 1:

Do you have a will? Y/N. Last reviewed: ___/___/___

Do you have powers of attorney? Y/N. Last reviewed: ___/___/___

Do you have a solicitor? Y/N

Name of solicitor: _____

Address: _____

Telephone: _____

Have you previously used an accountant? Y/N

Name of accountants: _____

Address: _____

Telephone: _____

F2: Client 2:

Do you have a will? Y/N. Last reviewed: ___/___/___

Do you have powers of attorney? Y/N. Last reviewed: ___/___/___

Do you have a solicitor? Y/N

Name of solicitor: _____

ESTATE PLANNING & FINANCIAL MANAGEMENT

Address: _____

Telephone: _____

Have you previously used an accountant? Y/N

Name of accountants: _____

Address: _____

Telephone: _____

F3: Other Details

Do you expect to inherit any major amounts in the next five years?

Do any of your beneficiaries need particular protection in your will?

INCOME AND EXPENSES

Income and Expenses

SECTION G

G1. Please provide details of your current income.

Client 1		Client 2	
Name:	_____	Name:	_____
Occupation:	_____	Occupation:	_____
Employer:	_____	Employer:	_____
SOURCE	GROSS \$ PA	SOURCE	GROSS \$ PA
Salary		Salary	
Business		Business	
Trust Income		Trust Income	
Centrelink		Centrelink	
Superannuation		Superannuation	
Rental		Rental	
Dividends		Dividends	
Other (please specify)		Other (please specify)	
TOTAL		TOTAL	

G2. Do you expect to inherit any major amounts in the next five years?

G3. Is there any other further information about your income that may be relevant to the development of your financial plan?

G4. How reliant are you on investment income to meet your day to day living expense?

INCOME AND EXPENSES

G5. How reliant will you be on investment income in the future to meet your daily living expense?

G6. What is your annual combined living expenses including interest on loans? (refer to budget template on Section I for assistance)

G7. Do you anticipate any major expenses in the next five years?

INVESTOR PROFILE

Investment Profile

SECTION H

H1: Please rate how comfortable you would feel investing in the following types of assets:

1 = very uncomfortable; 3 = reasonably comfortable; 5 = very comfortable

	1	2	3	4	5
Residential Property					
Commercial Property					
Direct Australian Shares					
Direct International Shares					
Managed Equity Funds					
Managed Property Funds					
Other Managed Funds					
Fixed Rate Investments					
Speculative Investments					

H2: Investment Time Frame

Time Frame	< 10%	10-20%	20-60%	60-80%	80-100%
< 1 Year					
1-5 Years					
> 5 Years					

INVESTOR PROFILE

H3: Retirement Plans

	Retired	< 5 Years	5-10 Years	10-20 Years	> 20 Years
Client 1					
Client 2					

H4. Using the descriptions on the last page of this document, how would you describe yourself as an investor?

H5. How comfortable are you with debt?

H6. How comfortable are you in borrowing to finance investments?

H7. What is/would be the main purpose of your investments?

BUDGETING

Budgeting

SECTION I

The following planner can be used to list out the major areas of expenditure in your lifestyle. The planner is a very useful tool to help you learn about your spending habits. If you are a couple, please complete this as a couple.

Item	Per Month	Per Annum
Mortgage		
Council Rates		
Body Corporate/Maintenance		
Household Help		
Home Phone		
Cable TV		
Other Mortgage Loans		
Personal Loans		
Life Insurance		
Trauma Insurance		
Income Protection		
Car Registration		
Lease/Loan Repayments		
Other		
Children/Dependants Clothing		
School/University Fees		
Allowance		
Groceries		

Item	Per Month	Per Annum
Rent		
Water		
Electricity		
Gas		
Mobile Phone		
Internet		
Investment Loans		
Credit Cards		
Financial Planning		
Accountant		
Solicitor		
Insurance		
Petrol/Repairs/Maintenance		
Childcare		
Other Activities		
Alcohol		
Sports & Fitness		

BUDGETING

Entertainment/Restaurants		
Club Membership/Hobbies		
Clothes/Shoes-Personal		
Furniture/Appliances		
Medical/Dental Consultations		
Private Health Insurance		
Pet Costs		
Books		
Cigarettes		
Transport Costs – Taxi – Train		

Holidays		
Clothes/Shoes-Work Related		
Pharmacy/Prescription		
Subscriptions/Newspapers		
Fifths/Donations		
Lunch/Coffee		
Other		

CLIENT ACKNOWLEDGEMENT

Client Acknowledgement

SECTION J

Please complete this page before sending the questionnaire to us.

The contents of this fact finder represent a true and accurate reflection of my financial circumstances.

I understand that this information will be used for the purposes of providing financial and investment advice to me.

My information will not be used for any other purpose unless directed by me.

I confirm that I have received a Financial Services Guide from Snowgum Financial Services Pty Ltd as corporate authorised representative of Peter Vickers Insurance Brokers Pty Ltd.

Client 1: _____ _/___/___
(please sign)

Client 2: _____ _/___/___
(please sign)

Advice Preparation Fee

SECTION K

This section is to be completed by your adviser following your initial meeting.

Your Adviser will be paid the following amounts for providing financial advice:

Fees Paid By You

Fee for preparing Statement of Advice \$_____ (plus GST).

Please note that the fee for preparing the Statement of Advice is payable upon delivery of the advice. This fee will be payable regardless of whether the advice is implemented. Fees for subsequently implementing the advice will be disclosed in the Statement of Advice.

Fees Paid by a Third Party (Commissions)

These fees will be communicated to you in your Statement of Advice. These fees will not be payable if you do not accept the advice.

Acceptances of Fee Arrangements

Adviser: _____ / /

ADVICE PREPARATION FEE

We accept the fees outlined above and authorize our adviser to proceed with preparing a written statement of advice. We undertake to pay the fee for the preparation of advice. We understand that fees for implementing the advice will not be charged until we accept the written statement of advice and agree to its implementation.

Client 1: _____ / /
(please sign)

Client 2: _____ / /
(please sign)

RISK PROFILES

	Conservative	Moderate	Balanced	Growth	Aggressive	Very Aggressive
Minimum Investment Period	2 years	3 years	5 years	7 years	9 years	10 years
Portfolio Characteristics %						
Growth Assets	15%	30%	50%	70%	85%	100%
Income Assets	85%	70%	50%	30%	15%	0%
Asset Allocation %						
	Conservative	Moderate	Balanced	Growth	Aggressive	Very Aggressive
Cash	36%	30%	20%	12%	6%	0%
Domestic Fixed Interest	28%	23%	18%	12%	6%	0%
International Fixed Interest	21%	17%	12%	6%	3%	0%
Australian Listed Property	4%	8%	10%	8%	8%	8%
International Listed Property	0%	0%	0%	3%	3%	4%
Australian Equity	5%	9%	16%	23%	30%	41%
International Equity	6%	13%	24%	36%	44%	47%
Asset Allocation Range	Conservative	Moderate	Balanced	Growth	Aggressive	Very Aggressive
Growth Assets	5% - 25%	20% - 40%	40% - 60%	60% - 80%	75% - 95%	90% - 100%
Income Assets	75% - 95%	60% - 80%	40% - 60%	20% - 40%	5% - 25%	0% - 10%

Risk Profiles

The following is a list and description of the main risk profiles for investors based on a common risk profile analysis. You can use these descriptions to answer question H4.

These descriptions are general in nature. Your Adviser will take into consideration your personal circumstances when providing advice and may advise on a different asset mix as they see fit.

ULTRA CONSERVATIVE - CASH MANAGEMENT

As an Ultra Conservative investor, your risk tolerance is extremely low and you have a short time-frame for investment. You are not comfortable with growth assets and the only appropriate investment for you is cash-based investment such as bank accounts, cash management trusts and term deposits.

CONSERVATIVE

As a Conservative investor, you are not in favour of risk and find it difficult to cope with losses. You feel more comfortable maintaining what you already have. You are more contented to accept lower returns rather than taking up too much risk for higher returns. Based on your risk profile, your preferred investment mix would generally be in defensive assets, such as bonds, cash, term deposits and fixed interests funds, and a small portion in growth assets, such as shares and property investments.

MODERATELY CONSERVATIVE

As a Moderately Conservative investor, you tolerate low levels of variability in returns and prefer not to have large fluctuations in short term performance. Although increasing your wealth is not paramount and that you may have some nervousness about investing, you are prepared to accept some risks to your capital for the chance of moderate growth. Based on your risk profile, you generally prefer a balance mix of defensive assets, such as bonds, cash, term deposits and fixed interests funds, and growth assets, such as shares and property investments.

BALANCED

As a Balanced investor, you look to achieve modest growth in your capital and at the same time aim to protect the wealth you already have. You understand that you will experience short term fluctuations in performance in order to potentially gain higher returns over the long term. Based on your risk profile, you are comfortable to invest more towards growth assets such as shares and property.

RISK PROFILES

GROWTH

As a Growth investor, you seek for a high return for a greater growth potential. You are prepared to accept high levels of volatility in your portfolio to create substantial returns for extra wealth over the longer term. Based on your risk profile, you are comfortable to invest most of your assets into growth investments, such as shares and property, and a small percentage towards defensive assets, such as bonds, cash, term deposits and fixed interests funds.

HIGH GROWTH

As a High Growth investor, you are looking for wealth creation and are prepared to trade-off portfolio balance in pursuit of potential long term gains. You are comfortable with a portfolio that includes a substantial proportion of high risk investments and are prepared to accept short term fluctuations in performance. Based on your risk profile, you generally prefer a portfolio that only focuses on growth

GENERAL WARNINGS ON RISK

General Warnings on Risk

INVESTMENT RISK

All investments have risks. “Risk” means the value of an investment may fall, or even disappear.

Snowgum Financial Services Pty Ltd will take a conservative, cautious or balanced approach on behalf of investors unless the client specifically states otherwise or has strong investor directed preferences or risk appetite. If a client does demonstrate a higher than balanced risk tolerance, the statement will only be accepted if a reasonable financial planner is satisfied that this is appropriate, with regard to income, wealth, age, work experience and/or academic training of the client.

We have adopted this conservative assumption to reduce your risk.

Snowgum Financial Services Pty Ltd does not recommend investments that have significant internal gearing, or that clients borrow significant amounts to acquire investments. This removes structured products from our investment universe unless the client specifically requests these style of products and (in the opinion of the adviser) the client fully understands that these style of products significantly increase the risk that their net equity will fall, or even disappear, if the value of the investment falls.

Clients should not acquire investments other than those suited to conservative, cautious or balanced investors unless they understand and accept the risk that their equity will fall, or even disappear, if the value of the investment falls.

INCOMPLETE OR INACCURATE ADVICE

Our advice will only be as good as the information you provide to us. We are required to warn you if the advice may be based on incomplete or inaccurate information relating to your relevant personal circumstances. Hence, before acting on any advice, you should consider the appropriateness of the advice, having regard to your objectives, financial situation and needs. You should not rely on our advice and you should contact us immediately to provide complete and accurate advice if the information you have provided to us is incomplete or inaccurate. We will then prepare a further statement of advice for you.

WHAT YOU SHOULD DO IF YOU ARE NOT HAPPY WITH OUR ADVICE

If for any reason you are not sure what we are recommending, or why, you should not rely on our advice and you should seek clarification and further explanations from us.

GENERAL WARNINGS ON RISK

APPROVED PRODUCT LIST

The financial products that will be recommended are limited to those on PVIB approved product list and do not include all available financial products. A copy of the approved product list can be provided to you upon request.

RISK DISCLOSURE AND NO GUARANTEE OF PERFORMANCE

All investments, including products presented as “capital stable” or “conservative” contain some risk. So do investments that are not financial products, such as businesses and properties.

“Risk” means there is a possibility that you will lose capital value and/or the income from the financial product or other investment will be less than expected or performance will otherwise fall below expectations. This risk derives from the general economic environment as well as the specific circumstances of the product provider.

Accordingly we do not guarantee the performance of any investment in any way and we are not responsible if you lose capital value or the income from the investment is less than expected.

INTERNET FRAUD OR OTHER FRAUD IS THE RESPONSIBILITY OF THE CLIENT

Internet fraud and other fraud is a significant risk that cannot be eliminated and you as the client are solely responsible for minimising this risk and are solely liable for any loss connected to internet fraud or other fraud or negligence by any person other than you.

You are solely responsible for:

- any losses connected to and/or suffered as a result of an internet fraud or other fraud including the accessing of bank accounts and investments by any person other than you;
- indemnifying the adviser and its directors and staff against any claim for financial compensation connected to internet fraud or other fraud or negligence including the accessing of bank accounts and investments by a person other than you; and
- indemnifying PVIB and its directors and staff against any liability or claim for financial compensation connected to internet fraud or other fraud or negligence including the accessing of bank accounts and investments by a person other than you. This includes any liability or claim attributed to PVIB Advisers under the Corporations Act, the law of agency, the law of partnership or any similar law.
- You are not to make:
 - any claim against Snowgum Financial Services Pty Ltd, its directors, the adviser and staff for financial compensation connected to internet fraud or other fraud or negligence including the accessing of bank accounts and investments by a person other than you; and

GENERAL WARNINGS ON RISK

- any claim against PVIB and its directors and staff for financial compensation connected internet fraud or other fraud or negligence including the accessing of bank accounts and investments by a person other than you. This includes any liability or claim attributed to PVIB under the Corporations Act, the law of agency, the law of partnership or any similar law.