



FINANCIAL PLANNER'S / INVESTMENT ADVISER'S ADDENDUM

Nova Underwriting Pty Ltd
ABN 42 127 786 123 / AFSL 324767

IMPORTANT

- Please answer **ALL** questions fully. If there is insufficient space, please provide details on **Your** letterhead, and attach to this form.
- Where provided, tick the appropriate box to indicate the answer.
- “**You**” / “**Your**” means the signatory of this form, and all parties to be insured.

1. Client detail by asset class:

Australian Equities - Direct	%
Australian Equities – Managed Funds	%
Foreign Equities - Direct	%
Foreign Equities – Managed Funds	%
Property Trusts - Direct	%
Property Trusts – Managed Funds	%
Fixed Interest / Cash	%
Hedge Funds	%
Margin Loans	%
Derivatives	%
Managed Investment Schemes - Agricultural / Primary Industry	%
Managed Investment Schemes - Other	%
OTHER [<i>describe</i>]:	%

2. Client detail by portfolio size:

PORTFOLIO VALUE [1] # OF CLIENTS [2] TOTAL VALUE FUNDS UNDER ADVICE [1 X 2]

Up to \$100,000		\$
\$100,001 - \$250,000		\$
\$250,001 - \$500,000		\$
\$500,001 - \$1,000,000		\$
Over \$1,000,000		\$
TOTAL:		\$

3. [a] List Your top 5 income [commission, fees etc] earning investment products last 12 months:

PRODUCT NAME	INCOME EARNED	ASSET CLASS	RETURN TO INVESTOR
	\$		%
	\$		%
	\$		%
	\$		%
	\$		%

[b] Did **You** disclose your income above to **Your** clients? **Yes** **No**

[c] Do any of the above product suppliers have a proprietary / financial interest in your business, and if so, did you inform **Your** client of this before investing? **Yes** **No**

4. In relation to direct [not via Managed Funds] investment in equities, do You always:

[a] Obtain independent advice / analyst reports , and if the answer is 'No', how do **You** ensure that the investments are suitable for **Your** client? **Yes** **No**

[b] Ensure that the investments are spread across at least 5 different market sectors? **Yes** **No**

5. In relation to Margin Lending / Loans:

[a] Total number of clients that have Margin Loans.

[b] Total value of all Margin Loans outstanding.

[c] Do **You** always provide **Your** clients with a copy of the loan provider's PDS when recommending a Margin Loan? **Yes** **No**

[d] What is the maximum LVR when **You** set up a Margin Loan facility?

[e] Do **You** always provide clear and adequate details regarding the investment, interest rate and margin call risks associated with Margin Lending? **Yes** **No**

[f] Do **You** provide taxation advice to your client on the implications of Margin Lending? **Yes** **No**

[g] Name the Margin Lending facilities used by **You**:

6. In relation to Discretionary Investments:

Are **You** involved in client portfolio management on a managed discretionary authority basis [MDA]?

Yes No

If **"Yes"**, please advise:

[a] Total number of clients who have an MDA:

[b] Total value of funds under management on an MDA basis:

\$

[c] If **You** have a written agreement with each MDA client:

Yes No

7. In relation to an Approved Product List [APL]:

[a] Do **You** have an APL?

Yes No

If **"Yes"**, attach details of initial selection and approval process for the APL, and the ongoing monitoring process.

[b] What action do **You** take when an investment is removed from the APL?

[c] What advice do **You** give to clients who have investments which have subsequently been removed from the APL?

[d] Can **Your** advisers recommend investments that are not on the APL?

Yes No

If **"Yes"**, provide details:

8. In relation to Risk Appraisal / Disclaimers:

[a] Do **You** always conduct a risk appraisal / needs analysis and present written advice for **Your** client's agreement and retain copies of that signed advice on **Your** files?

Yes No

[b] Do **You** always provide clients with a Statement of Advice?

Yes No

[c] Do **You** always provide Product Disclosure Statements to **Your** clients?

Yes No

[d] Do **You** always provide disclaimers in **Your** documentation in relation to high risk investments?

Yes No

[e] Are independent research reports on proposed investments always obtained by **You** and provided to clients?

Yes No

If **You** have answered “**No**” to any of the above questions, please explain **Your** reasons:

9. In relation to Authorised Representatives [ARs]:

[a] Describe the selection process for appointing ARs:

[b] Do **You** conduct full background checks [including police checks & professional indemnity insurance claims history] on prospective ARs?

Yes No

[c] What minimum qualifications and experience are ARs required to possess?

[d] Describe **Your** initial and ongoing training and educational requirements for ARs:

[e] Describe **Your** procedures for monitoring, reviewing and auditing ARs:

10. In relation to an Australian Financial Services Licence [AFSL]:

[a] Do you have Your own AFSL?

Yes No

If “**Yes**”, please advise when and by whom the last independent AFSL compliance audit was undertaken, and if recommendations were made in that audit, advise if **You** have complied with those recommendations.

[b] Are **You** an Authorised Representative of an AFSL?

Yes No

If “**Yes**”, please provide details:

11. Do **You** recommend investments to **Your** clients in which **You** have a financial or proprietary interest [Related Interest]?

Yes No

If “**Yes**”, please provide details of those investments, the nature and size of **Your** Related Interest in them and advise how conflicts of interest are managed:

12. Superannuation:

[a] Are **You** involved in setting up superannuation funds?

Yes No

[b] If “**Yes**”, do **You** prepare or supply documentation [EG: Trust Deeds]?

Yes No

[c] Do **You** provide superannuation fund administration services?

Yes No

[d] Do **You** act as a Trustee of a client’s superannuation fund?

Yes No

If **You** have answered “**Yes**” to any of the above questions, please attach further details.

DECLARATION

The signatory below declares that : they are authorised to complete this Addendum on behalf of all parties to be insured, they have read and understood the “Notice to Proposed Insured” in the Proposal, the information supplied in this form is true and correct, they understand and acknowledge that Nova Underwriting Pty Ltd relies on the information contained in this Addendum, they understand and acknowledge that the Addendum and any other information supplied to Nova Underwriting Pty Ltd in support of this application for insurance shall form the basis of any contract of insurance subsequently effected.

Name of Signatory

Position

Signature

Date