<<Client/s Full Name>>

<<Address 1>>

<<Suburb>> <<City>> <<Postcode>>

Provided by <<Adviser or CAR>>

<<AR Number or CAR Number>> of InterPrac Financial Planning (AFSL Number 246638)

<<Address 1>>

<<Suburb>> <<City>> <<Postcode>>

This Fee Disclosure Statement (FDS) is designed to outline all Ongoing Service Fee/s received by <<Adviser>> (AR/CAR) that you have paid to us in relation to the services you were entitled to receive and the services you actually received over the past 12 months under your ongoing fee for service arrangement with us. This statement covers those amounts received in the period <<ongoing fee anniversary date - disclosure date>> directly from you or via product providers, and is summarised in the table below.

**<<Insert Name of Ongoing Package>>:**

The detail of the package entitlements, frequency and provision should reflect: the ongoing service package already outlined to your client in Advice Documents/Ongoing Service Agreement or the client’s expectation or what you actually do.

|  |  |  |
| --- | --- | --- |
| **Package Entitlements** | **Frequency****Per Annum** | **Provided** |
| Newsletters via email | 4 | ✓ |
| Quarterly portfolio reporting | 4 | ✓ |
| Invitation to investment seminars  | 2 | ✓ |
| Invitation to a portfolio review | 1 | ✓ |

|  |  |
| --- | --- |
| **Payments or Fees Received**  | **Amount** |
| Initial Advice Fee | $ |
| Plan Fee | $ |
| Implementation Fee | $ |
| One-off Advice Fee | $ |
| Ongoing Advice Fee | $ |
| Contribution Fee | $ |
| Member Advice Fee | $ |

|  |  |
| --- | --- |
| Trailing Commission – Investments  | $ |
| Trailing Commission – Superannuation | $ |
| Trailing Commission – Personal Risk | $ |
| <<Other>> | $ |
| <<Other>> | $ |
| **Total payments made and fees received from you** | **$** |

The fees presented above are for the delivery of initial and/or on-going advice services which we promised to provide to you as part of our financial planning program, and which you accepted and as detailed in your personal financial plan (Statement of Advice) and/or in our ongoing service agreement.

This document is designed to meet our requirements to disclose all fees paid by you relative to services provided, your acceptance of having paid these fees and continued agreement to pay them for the next 12 months of this Fee Disclosure and Client Acceptance Letter.

**ONGOING SERVICE FEE:**

Fees disclosed in the FDS are required to highlight the precise cost for the Ongoing Service to allow the client to determine the $ saving if the service was cancelled. Should you choose to include all fees paid to you by the client in the previous 12 months, the ‘Note’ below must be deleted.

You have paid the following ongoing fee/s to us over the past 12 months in relation to your ongoing service package $<<amount>>.

Amounts detailed below are inclusive of GST.

|  |  |
| --- | --- |
| **Payments or Fees Received**  | **Amount** |
| Ongoing Adviser Service FeePaid from: <<Name of Product>> | $ |
| **Total Ongoing Service Fee** | **$** |

**Note:** The fees listed in this FDS only cover the cost of ongoing services you have agreed to with us. These fees are separate to any ongoing commissions we receive from the products you have invested through us and the premiums you pay for insurances, which were disclosed in your Statement of Advice.

**SERVICES PROVIDED**

As part of our ongoing fee arrangement, the following is a list of the services included and date they were provided.

|  |  |  |
| --- | --- | --- |
| **Your Ongoing Service Program** | **Provided** | **Date(s) Provided** |
| Annual/Bi-annual written plan review | ✓ | xx/xx/xxxx |
| Annual/Quarterly/Monthly Newsletter | ✓ | xx/xx/xxxx |
| Seminar Invitations | ✓ | xx/xx/xxxx |
| Investment balance updates | ✓ | xx/xx/xxxx |
| Review of contributions | ✓ | xx/xx/xxxx |

|  |  |  |
| --- | --- | --- |
| Review of personal insurance: cover and premiums | ✓ | xx/xx/xxxx |
| Updates on topical issues | ✓ | xx/xx/xxxx |
| Notification of legislative changes that impact on your planning strategy | ✓ | xx/xx/xxxx |
| Meetings with investment and other finance professionals | ✓ | xx/xx/xxxx |
| Personal phone contact | ✓ | xx/xx/xxxx |
| Collection and collation of financial statements and notices | ✓ | xx/xx/xxxx |
| Administration assistance with financial products and their providers | ✓ | xx/xx/xxxx |
| <<Other>> | ✓ | xx/xx/xxxx |
| <<Other>> | ✓ | xx/xx/xxxx |

Yours Sincerely,

<<Insert Adviser or CAR or Business Name>>

Ph: <<Insert Contact Phone Number>> E: <<Insert email address>>

Authorised Representative of InterPrac Financial Planning Pty Ltd: AR# <<Insert AR or CAR Number>>

**OPTING INTO THIS AGREEMENT**

As part of our service arrangement with you, the financial services regulations require that we request you to formally ACCEPT the provision of the ongoing services for the coming <<year>>/<<period>> by signing this acceptance of service letter.

This will enable:

* You to receive our advice and services
* Us to continue to receive payments through the product and or service providers we work with to facilitate your ongoing service program.

Please contact our office if you have any questions about your services or this acceptance request.

Thank you for your continued patronage, we value the relationship that we have with you and look forward to continuing being of service to you in the coming 12 months and beyond.

Ongoing service provided by <<Adviser or CAR Name>>

Adviser <<AR or CAR Number>> of InterPrac Financial Planning (AFSL Number 246638)

Signed and accepted by:

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_