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Annual Client Checklist	Required (Y/N)	Action to be taken
1. Changes to Business/Assets Structures <ul style="list-style-type: none"> • Company • Trust • Other 		
2. Banking facilities <ul style="list-style-type: none"> • Operating account • Merchant facilities • Other 		
3. Insurance <ul style="list-style-type: none"> • Stock • Contents • Public liability/professional indemnity • Income protection & Life insurance • Product insurance • Building insurance 		
4. Legal Agreements <ul style="list-style-type: none"> • Shareholders/Unitholder agreements • Employment agreements 		
5. Budgets <ul style="list-style-type: none"> • Cashflow • Profit and Loss • Disposable Income 		
6. Business & Personal Goals (eg: Pay off the Home Loan, Holiday, Investment Property Purchase, Share Portfolio, Renovations) <ul style="list-style-type: none"> • First Goal • Second Goal • Third Goal 		

Assets		
Property Address	Value	Amount Owing
1.	\$	\$
2.	\$	\$
3.	\$	\$
Motor Vehicle / Make and Model		
1.	\$	\$
2.	\$	\$
3.	\$	\$
Shares	\$	\$
Savings Account	\$	
Superannuation	\$	
Other	\$	\$
Total Assets	\$	\$

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Liabilities						
Current Lender	Term	Fees	Rate	Monthly Rpymnt	Current Balance	Variable/Fixed
1.		\$	%	\$	\$	
2.		\$	%	\$	\$	
3.		\$	%	\$	\$	
Leases / CHP / Chattel Mortgage / Personal Loans	Term	Fees	Rate	Monthly Rpymnt	Current Balance	
1.		\$	%	\$	\$	
2.		\$	%	\$	\$	
3.		\$	%	\$	\$	
Credit Card Limit			%	\$	\$	
Rent paid				\$		
Taxation liability				\$		
Other				\$		
Other				\$		
Other				\$		
Total Liabilities				\$		

	Required (Y/N)	Action to be taken
1. Loans <ul style="list-style-type: none"> How long is it going to take you to pay off your mortgage? Have you considered consolidating all your loans/credit cards/debts into a single payment? Do you know the benefits & drawbacks of doing so? 		
2. Personal & Business Drivers <ul style="list-style-type: none"> Overall savings Convenient processes Flexibility in accessing the money borrowed Competitive Interest Rate / Repayments Free up your equity to invest or use at your Leisure Tax deductibility Increase superannuation Leave enough for school fees, a rainy day Structure of Assets and Asset Protection Release encumbrances from the home 		
3. Goal Strategies		