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# Appendix 1: Capturing Personal Information

## Personal Details

* Insert reverse fact find or fact find table here.
* Or **(Tailor as required)**
* Option 1 – Couple (this is optional and does not need to be included).

|  |  |  |
| --- | --- | --- |
|  | [Client Preferred Name] | [Partner Preferred Name] |
| Date of Birth | X | X |
| Residential Address | X | X |
| Postal Address (if applicable) | X | X |
| Business Address | X | X |
| Home Phone | X | X |
| Home Fax | X | X |
| Home E-mail | X | X |
| Mobile | X | X |
| Business Phone | X | X |
| Business Fax | X | X |
| Business E-mail | X | X |
| Preferred Contact | X | X |

* Option 2 – Single (this is optional and does not need to be included).

|  |  |
| --- | --- |
|  | [Client Preferred Name] |
| Date of Birth | X |
| Residential Address | X |
| Postal Address (if applicable) | X |
| Business Address | X |
| Home Phone | X |
| Home Fax | X |
| Home E-mail | X |
| Mobile | X |
| Business Phone | X |
| Business Fax | X |
| Business E-mail | X |
| Preferred Contact | X |

### Dependants

You have indicated that you do not have any financial dependants.

* Or

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Relationship | Date of Birth | Financially Dependent? | Dependent Until Age |
| <Dependant Name> | X | X | <Yes/No> | <Age years> |
|  |  |  |  |  |

### 

### Employment

* Option 1 – Couple

|  |  |  |
| --- | --- | --- |
|  | [Client Preferred Name] | [Partner Preferred Name] |
| Employment Status: | X | X |
| Employer Name: | X | X |
| Job Title: | X | X |
| Salary: | X | X |
| Expected Retirement Date: | X | X |
| Expected Retirement Age: | X | X |

* Option 2 – Single

|  |  |
| --- | --- |
|  | [Client Preferred Name] |
| Employment Status: | X |
| Employer Name: | X |
| Job Title: | X |
| Salary: | X |
| Expected Retirement Date: | X |
| Expected Retirement Age: | X |

### Centrelink Benefits

* Option 1 – Couple

|  |  |  |
| --- | --- | --- |
|  | [Client Preferred Name] | [Partner Preferred Name] |
| Centrelink Benefit: | X | X |
| Type of Benefit: | X | X |
| Amount Received: | X | X |
| Ancillary Benefit |  |  |

* Option 2 – Single

|  |  |
| --- | --- |
|  | [Client Preferred Name] |
| Centrelink Benefit: | X |
| Type of Benefit: | X |
| Amount Received: | X |
| Ancillary Benefit |  |

## Entities and Structures

### Self-Managed Superannuation Fund

You have indicated that you do not have a Self-Managed Superannuation Fund. **Tailor as required**

* OR

|  |  |
| --- | --- |
| Name | [SMSF Name] |
| Purpose | [insert] |
| Trustee/s | X |
| Director/s | X |
| Member/s | X |
| Commencement Date | X |

### Company

You have indicated that you do not have a Company.

* OR

|  |  |
| --- | --- |
| Name | [Company Name] |
| Purpose | [insert] |
| Director/s | X |
| Shareholder/s | X |
| Commencement Date | X |

### Discretionary Trust

* Option 1 – Trust

|  |  |
| --- | --- |
| Name | [Trust Name] |
| Purpose | X |
| Trustee/s | X |
| Beneficiaries | X |
| Commencement Date | X |

* Option 2 – No Trust

You have indicated that you do not have a Discretionary Trust.

## Personal Superannuation

* Option – No Details

You have not provided us with any information regarding your personal superannuation.

* Option 2 – Couple

|  |  |  |
| --- | --- | --- |
|  | [Client Preferred Name] | [Partner Preferred Name] |
| Fund Name | X | X |
| Accumulated Balance | X | X |
| Nominated Beneficiaries (% split) | X | X |
| Employer Contributions | X | X |
| Salary Sacrifice Contributions | X | X |
| Non-Concessional Contributions | X | X |
| <Other Contribution Type> |  |  |

* Option 3 – Single

|  |  |
| --- | --- |
|  | [Client Preferred Name] |
| Fund Name | X |
| Accumulated balance | X |
| Nominated beneficiaries (% split) | X |
| Employer Contributions | X |
| Salary Sacrifice Contributions | X |
| Non-Concessional Contributions | X |
| <Other Contribution Type> |  |

## Estate Planning

* Option 1 – Couple

|  |  |  |
| --- | --- | --- |
|  | [Client Preferred Name] | [Partner Preferred Name] |
| Will | [Yes][No] | [Yes][No] |
| Date of Will | X | X |
| Is it Current (does it meet your requirements)? | [Yes][No] | [Yes][No] |
| Provision for Testamentary Trust | [Yes][No] | [Yes][No] |
| Executor’s Name | X | X |
| Relationship | X | X |
| Power of Attorney | [Yes][No] | [Yes][No] |
| Attorney Type | [General][Enduring][Medical] | [General][Enduring][Medical] |
| Attorney’s Name | X | X |
| Relationship: | X | X |
|  |  |  |

* Option 2 – Single

|  |  |
| --- | --- |
|  | [Partner Preferred Name] |
| Will | [Yes][No] |
| Date of Will | X |
| Is it Current (does it meet your requirements)? | [Yes][No] |
| Provision for Testamentary Trust | [Yes][No] |
| Executor’s Name | X |
| Relationship | X |
| Power of Attorney | [Yes][No] |
| Attorney Type | [General][Enduring][Medical] |
| Attorney’s Name | X |
| Relationship: | X |

## Current Personal Risk Insurance

You have not provided us with any information regarding your personal insurance policies.

* OR

Your current personal risk insurance policies are summarised below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Insurer/Product** | **Policy Number** | **Policy Owner** | **Super/**  **Non-Super** | **Life Insured** | **Cover** | | **Premium** |
| Type | Level |
| [Client Preferred Name] | | | | | | | |
| X | X | X | X | X | X | X | X |
| X | X | X | X | X | X | X | X |
| X | X | X | X | X | X | X | X |
| [Partner Preferred Name] | | | | | | | |
| X | X | X | X | X | X | X | X |
| X | X | X | X | X | X | X | X |
| X | X | X | X | X | X | X | X |

## Assets & Liabilities

You have not provided us any information regarding your assets and liabilities.

* OR

| **Lifestyle Assets** | | | |
| --- | --- | --- | --- |
| **Item** | **Owner** | **Value** | **Linked to Debt Y/N** |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| **Total Lifestyle Assets** | | **$X** |  |

| **Investment Assets** | | | |
| --- | --- | --- | --- |
| Item | **Owner** | **Value** | **Linked to Debt Y/N** |
| [Platform Name / Direct Ownership / Entity Ownership] | | | |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| **Sub total** | | **$X** |  |
| [Platform Name / Direct Ownership / Entity Ownership] | | | |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| **Sub total** | | **$X** |  |
| **Total Investment Assets** | | **$XX** |  |

| **Liabilities** | | | |
| --- | --- | --- | --- |
| **Item** | **Owner** | **Value $** | **Linked to Debt Y/N** |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| X | X | X | X |
| **Total Liabilities** | | **$X** |  |

|  |  |  |
| --- | --- | --- |
| **Net Assets** | **$XX** |  |

## Income & Expenditure

[Client Name], you have not provided us any information regarding your current income and expenditure.

* OR

|  |  |  |
| --- | --- | --- |
| **Income** | | |
| **Item** | **Recipient** | **Value $** |
| X | X | X |
| X | X | X |
| X | X | X |
| X | X | X |
| X | X | X |
| **Total Income** | | $X |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | | |
| **Item** | **<Individual / Joint / Entity>** | **Value $** |
| X | X | X |
| X | X | X |
| X | X | X |
| X | X | X |
| X | X | X |
| **Total Expenditure** | | $X |

|  |  |
| --- | --- |
| **Net Cashflow** | $XX |