

# Letter of engagement

We would like to thank you for providing us with the opportunity to discuss your personal and financial situation with you.

As outlined in our meeting, there are a number of steps involved in providing financial advice. The next steps we will take as part of this process include:

- gathering any outstanding information required to form a complete view of your situation including liaising with third parties as required;
- analysing your situation;
- formulating our advice solutions including strategy, services and portfolio recommendations; and
- preparation and presentation of your Statement of Advice that documents our key recommendations.

The extent of our analysis and the recommendations provided to you will be based on our understanding of:

- your personal and financial profile; and
- your needs and objectives and the agreed scope of advice.

By signing this 'Letter of engagement' you will authorise us to begin the advice process and agree to pay the initial fees as indicated under the section 'Fee for preparation'.

Whilst preparing our recommendations, if matters arise that require further information, we will contact you. Once we have completed the analysis and prepared your Statement of Advice, we will arrange an appointment to present our advice to you.

## Fee for preparation

The fee to prepare your recommendation is \$\_\_\_\_\_ (inclusive of GST) payable to RI Advice Group Pty Ltd. This fee is due and payable on presentation of the Statement of Advice.

Please note, the fee outlined above, as well as any other fees or remuneration that we will receive, will be clearly set out in the Statement of Advice.

## Ongoing Service

Should you decide to proceed with the advice provided, we will discuss with you the appropriate ongoing service level required to ensure you stay on track with your goals and objectives. A separate service level agreement will be provided which outlines agreed ongoing service deliverables and applicable ongoing service costs.

## Client declaration

- I/We agree to the fee shown above.
- I/we understand the areas for which I/we have sought advice and accept that my/our financial adviser will proceed with the preparation of a Statement of Advice in respect of these areas.
- I/We understand and agree that should I/we decide not to proceed with recommendations made in the Statement of Advice that I/we will still be required to pay the above fee for the preparation of the Statement of Advice.

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Client 1 name

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Signed

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Date

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Client 2 name

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Signed

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Date