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Investment Checklist - Due Diligence

Spoke To:	Time:
Financial Adviser	Date:
Client Name:	Date of Birth:

Investment Details

Full Product name:

Account Number:

Commencement Date:

Current balance

Is there a regular savings plan in place? ☐ Yes ☐ No

Amount Frequency None Other Details

Is there a regular withdrawl plan in place? ☐ Yes ☐ No

Amount Frequency None Other Details

Underlying Investment Details

Underlying Investment Details Included in report? ☐ Yes ☐ No

APIR Code:	Units:
APIR Code:	Units:
APIR Code:	Units:
APIR Code:	Units:
APIR Code:	Units:

Investment Details

Requested Reports

- ☐ Portfolio Valuation/Portfolio Snapshot
- ☐ Realised & Unrealised Capital Gains Report
- ☐ Client Details Report
- ☐ Detailed Transaction Since inception
- ☐ Other Reports

☐ Report Password

Note: Each supplier has different reports, the first 4 mentioned above are relatively standard across the industry and the information on those reports will fill out approximately 75% of this checklist.

* Please write NIL or N/A respectively for fields that have $0 balances or not applicable.

*See next page for notes