Checklist for meeting with a financial adviser

Key documents and information to prepare and take with you.

To make the most of your meeting with a financial adviser, it's important to have the necessary documents ready. This checklist provides a handy guide to help you gather the required Fund information. By having these documents on hand, you can provide your adviser with the necessary details to receive tailored advice and recommendations. Whether you're meeting in person or virtually, use this checklist to ensure you're prepared for your meeting.

DOCUMENT	DESCRIPTION	WHERE TO FIND IT
☐ Product Disclosure Statement (PDS)	A document that provides essential information about a financial product (including its features, benefits, risks, fees) to help individuals make informed decisions before investing in that product	▪ The 'Documents' page of the Fund website ▪ The Disclose website under 'Search for an offer'
☐ Other Material Information (OMI)	A document that contains important information related to the offer of financial products, which may include information such as disclosures, terms and conditions and risk factors about the product	▪ The 'Documents' page of the Fund website ▪ The Disclose website under 'Search for an offer'
☐ Statement of Investment Policy and Objectives (SIPO)	A formal document that outlines the investment strategy, goals and guidelines for an investment fund or scheme. It provides a framework for investment decision-making	▪ The 'Documents' page of the Fund website ▪ The Disclose website under 'Search for an offer'
☐ Fund updates	Documents that tell you how each fund option has performed and what fees were charged. It helps to compare the fund with other funds	▪ The 'Documents' page of the Fund website ▪ The Disclose website under 'Search for an offer'
☐ The latest annual report	A document that the Fund is required to provide to their members on an annual basis, which serves as a detailed overview of the Fund's operations and financial position	▪ The 'Documents' page of the Fund website ▪ The Disclose website under 'Search for a scheme'
☐ Your latest annual confirmation	a document that provides individuals with information about their entitlements and payments under the Fund during the previous Fund year	Log in to your account, under *'Account Statement'* select the most recent year and click *'Download PDF'*

It is important to note that this checklist may vary depending on your individual circumstances and the specific requirements of the financial adviser. Please consult with your financial adviser before the meeting to determine if any additional information or documents are required. This may include specific financial goals, valid identification, contact details, financial statements, income and employment information, insurance policies, investment account details, outstanding debts, and estate planning documents.