



Phone 02 4861 7888
Fax 02 4861 7889
Freecall 1800 679 739

Email prosper@soundsteps.com.au
Web www.soundsteps.com.au

Postal PO Box 1975
Bowral NSW 2576

Office Unit 5, 44-48 Bowral Street
Bowral NSW 2576

Dear Client,

Letter of Engagement - For New Clients

This letter sets out the terms of engagement between your adviser and you. We believe it is important that both parties understand their obligations at the beginning of the relationship.

The following will be provided if you decide to proceed with receiving advice:

- Financial Needs Analysis; collecting the information necessary to provide a recommendation to suit your needs
- Formal Risk Profile; which will help to determine the mix of assets
- Research; into your personal situation and investments
- Recommendations based on your goals and needs
- Financial Plan / Statement of advice; which will detail our recommendations and any remuneration we will receive
- Implementation of the recommended strategies - completing the paperwork

It is important that you understand that you need to provide any information that may affect my advice to you. This will ensure that the advice is appropriate. During the research / implementation phase it is vitally important that you tell us if your personal situation changes as this can affect my advice.

I / We agree for my adviser to prepare a financial plan / statement of advice. We understand that the preparation fee is \$X. This will be payable by cheque to Matrix Planning Solutions Limited within 14 days. This fee may be taken out of the recommended products, if you should decide to proceed.

Client Name
Date:

Client Name
Date:

Adviser Name
Authorised Representative
Date: