

PLEASE NOTE, THIS IS A COPY FOR INFORMATION PURPOSES ONLY – PLEASE DO NOT COMPLETE

	Question	Answers	Guidance on completion
1.	ABOUT YOU		
	What is your primary purpose for holding an active AFA authorisation?	<input type="checkbox"/> To provide financial adviser services <input type="checkbox"/> I am an industry professional that chooses to keep an active authorisation and do not provide financial adviser services to clients <input type="checkbox"/> I previously advised clients but no longer do, and I will not seek re-authorisation <input type="checkbox"/> Other	Financial adviser services is defined in section 9 of the Act and you can also refer to the summary definitions .
2.	In the past 12 months, have you provided a financial adviser service, whether personalised or class, in relation to any of the following? (Select all that apply)	<input type="checkbox"/> KiwiSaver <input type="checkbox"/> United Kingdom offshore pension transfers <input type="checkbox"/> Other offshore pensions transfers <input type="checkbox"/> Private investment offers of shares or other types of securities <input type="checkbox"/> Mortgages <input type="checkbox"/> Insurance <input type="checkbox"/> Other category 1 products <input type="checkbox"/> Other category 2 products	Category 1 and category 2 products are defined in section 5 of the Act . ‘Private investment offers of securities’ for the purposes of this question means any private investment offers of shares or other types of securities where there is no registered prospectus, or investment statement for the offer. Personalised service and class service are defined in section 15 of the Act and you can also refer to the summary definitions .
3.	Do you personally provide any of these services? (Select all that apply)	<input type="checkbox"/> Taxation services <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Taxation services - Please briefly describe </div> <input type="checkbox"/> Accounting services	Only include services that you actually provide yourself. Don’t include services if you refer the client to another person to provide that service.

		<div data-bbox="1133 116 1464 253" style="border: 1px solid black; padding: 5px;">Accounting services - Please briefly describe</div> <input type="checkbox"/> Legal services <div data-bbox="1133 331 1464 469" style="border: 1px solid black; padding: 5px;">Legal services - Please briefly describe</div> <input type="checkbox"/> Trustee (e.g. acting as a trustee for your clients' family trusts) <input type="checkbox"/> Direct property investment advice (i.e. not a property investment scheme/land investment product) <input type="checkbox"/> Advice on borrowing to invest (gearing) <input type="checkbox"/> Foreign exchange trading <input type="checkbox"/> None of the above	<p>Land investment products Land investment products are defined in the Financial Advisers (Definitions, Voluntary Authorisations, Prescribed Entities, and Exemptions) Regulations 2011</p> <p>Taxation services For the purpose of this Return, taxation services does not include any assistance you may provide a client relating to the client's Prescribed Investor Rate (also known as 'PIE tax rate').</p> <p>Trustee Your answer may exclude any situation where you are a trustee for a client that is a relative.</p>
4.	<p>What situation best describes your AFA employment status?</p> <p>(Select all that apply)</p>	<input type="checkbox"/> Sole practitioner <input type="checkbox"/> Sole adviser practice <input type="checkbox"/> Shareholder / director of an advisory firm with more than one adviser <input type="checkbox"/> Employed by an entity which is not a Qualifying Financial Entity (QFE) <input type="checkbox"/> Nominated representative of a QFE <input type="checkbox"/> Employee of a QFE <input type="checkbox"/> Employed by an NZX participant firm <input type="checkbox"/> Other, please specify <div data-bbox="1133 1267 1491 1422" style="border: 1px solid black; height: 97px; width: 160px; margin-top: 10px;"></div>	<p>A sole practitioner works for him/herself, rather than for a company.</p> <p>A sole adviser practice is defined in regulation 6 of the Financial Service Providers (Exemptions) Regulations 2010 (FSP Exemptions Regulations). Broadly, it is a company which provides financial adviser services where</p> <ul style="list-style-type: none"> • there is only one adviser, • who is the sole director (or one of two directors) and the only senior manager. <p>See the definition of sole adviser practice in the FSP Exemptions Regulations.</p>

		<input type="checkbox"/> Yes, producer(s) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Please specify which producer(s)</div> <input type="checkbox"/> Yes, aggregator group(s) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Please specify which aggregator group(s)</div> <input type="checkbox"/> Yes, network(s) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Please specify which network(s)</div>	
CLIENTS			
7.	Do you provide a class service only, to any of your clients?	<p><u>Financial advice</u></p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If Yes, to what percentage of clients do you provide a class service only?</p> <input type="checkbox"/> 33% or less <input type="checkbox"/> 34% - 66% <input type="checkbox"/> More than 66% <p><u>Investment planning service</u></p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If Yes, to what percentage of clients do you provide a class service only?</p> <input type="checkbox"/> 33% or less	<p>Personalised service and class service are defined in section 15 of the Act and you can also refer to the summary definitions.</p> <p>Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions.</p> <p>Investment planning service is defined in section 11 of the Act and you can also refer to the summary definitions.</p> <p>DIMS is defined in section 12 of the Act and you can refer to the summary definitions.</p> <p>Count each client. For example; if you provide services for each person in a couple, their jointly held portfolio and a</p>

		<input type="checkbox"/> 34% - 66% <input type="checkbox"/> More than 66% <u>Discretionary Investment Management Service</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, to what percentage of clients do you provide a class service only? <input type="checkbox"/> 33% or less <input type="checkbox"/> 34% - 66% <input type="checkbox"/> More than 66%	trust of which the clients are trustees, then this is four clients for the purposes of this Information Return.
8.	For each of the financial adviser services listed, what is the business split between retail and wholesale clients? (Select all that apply to you.) (Each service you select must add up to 100%)	<input type="checkbox"/> Financial advice <input type="checkbox"/> Retail clients ____% <input type="checkbox"/> Wholesale clients ____% <input type="checkbox"/> Investment planning service <input type="checkbox"/> Retail clients ____% <input type="checkbox"/> Wholesale clients ____% <input type="checkbox"/> Discretionary Investment Management Service <input type="checkbox"/> Retail clients ____% <input type="checkbox"/> Wholesale clients ____%	Wholesale clients are defined in section 5C of the Act. Retail clients are defined in section 5B of the Act. You can also refer to the summary definitions . If you treat all of your clients as retail clients, state 100% in the appropriate box. This is the percentage of individuals or entities, not percentage of revenue, or funds under advice, or some other measure. Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions . Investment planning service is defined in section 11 of the Act and you can also refer to the summary definitions . DIMS is defined in section 12 of the Act

			and you can refer to the summary definitions . Count each client. E.g; if you provide services for each person in a couple, their jointly held portfolio and a trust of which the clients are trustees, then this is four clients for the purposes of this Information Return.
9.	In the past 12 months, how many complaints have been recorded about your financial adviser services?	<input type="text"/>	The Code defines a complaint. Code Standard 11 requires the AFA to ensure there is an internal complaints process and register.
10.	What payment types apply to your financial adviser services? (Select all that apply)	<input type="checkbox"/> Customers pay a fixed fee or an hourly rate <input type="checkbox"/> Customers pay commission for the services you provide <input type="checkbox"/> You receive bonuses based on volume / set targets <input type="checkbox"/> You receive bonuses based on a mix of measures including compliance/quality <input type="checkbox"/> None of the above	
PRODUCTS			
11.	In the past 12 months, please indicate which of the following benefits (if any) you received from product providers (excluding your employer)? (Select all that apply)	Benefits: <input type="checkbox"/> Training (other than new product training) <input type="checkbox"/> Business coaching/development courses <input type="checkbox"/> Entertainment <input type="checkbox"/> Domestic travel <input type="checkbox"/> International travel <input type="checkbox"/> Vouchers <input type="checkbox"/> None of the above <input type="checkbox"/> Other (please describe below) <input type="text"/>	In answering this question, exclude any benefits that a reasonable client would consider to be of such an insignificant nature that it would be unlikely to influence you, the adviser. Only include benefits where you know the dollar value adds up to \$1,000 or more.

INVESTMENTS			
12.	<p>In the past 12 months, did you provide financial advice to clients about acquiring any of the following products?</p> <p>(Select all that apply)</p>	<p> <input type="checkbox"/> Perpetual or subordinated debt <input type="checkbox"/> Managed Funds <input type="checkbox"/> Retirement Savings/Superannuation <input type="checkbox"/> Below investment grade bonds <input type="checkbox"/> Structured debt issues e.g. collateralised debt obligations (CDOs) and mortgage backed securities <input type="checkbox"/> Capital guaranteed and capital protected investments <input type="checkbox"/> Property investment schemes / Land investment products <input type="checkbox"/> Warrants <input type="checkbox"/> Commodity trading <input type="checkbox"/> Derivatives or futures contracts, including contracts for difference (CFDs) and forward foreign exchange contracts <input type="checkbox"/> Hedge funds <input type="checkbox"/> Private equity <input type="checkbox"/> Other complex products (please specify below) </p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p> <input type="checkbox"/> None of the above </p>	<p>Land investment products are defined in the Financial Advisers (Definitions, Voluntary Authorisations, Prescribed Entities, and Exemptions) Regulations 2011</p>
13.	<p>In the past 12 months, in respect of category 1 products, how many new clients did you personally provide financial adviser services to?</p>	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>Number of new clients</p> </div>	<p>Category 1 products are defined in section 5 of the Act.</p> <p>Calculate the number of new clients that you personally provided financial adviser services for category 1 products. Count each client. For example; if you provide</p>

			<p>services for each person in a couple, their jointly held portfolio and a trust of which the clients are trustees, then this is four clients for the purposes of this Information Return.</p>
14.	<p>What is the total value of all client portfolios or client money invested, under advice and under discretionary investment management services (DIMS), for which you have provided financial adviser services? (Please select all categories that apply).</p> <p>Please also provide the date of the valuation used to provide these figures. Also include the number of clients the valuation represents.</p>	<p><u>Under advice</u></p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> N/A <input type="checkbox"/> Unknown</p> <p><u>DIMS</u></p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> N/A <input type="checkbox"/> Unknown</p> <p>If applicable,</p> <p><u>Under advice - amount</u></p> <p><input type="checkbox"/> \$1 to \$5m <input type="checkbox"/> \$6m to \$10m <input type="checkbox"/> \$11m to \$20m <input type="checkbox"/> \$21m to \$50m <input type="checkbox"/> \$51m to 100m <input type="checkbox"/> Over 100m</p> <p>As at date</p> <p>Number of clients</p> <p>Which one option below best describes the basis of the total value, you have reported above, of all client portfolios or</p>	<p>Use the latest numbers available for this question. The information should be less than 12 months old. For example, it may be the end of your previous financial year, or the end of the previous month.</p> <p>You do not need to include financial advice to clients on a one-off basis.</p> <p>Count each client. For example; if you provide services for each person in a couple, their jointly held portfolio and a trust of which the clients are trustees, then this is four clients for the purposes of this Information Return.</p> <p>A discretionary investment management service is defined in section 12 of the Act and you can also refer to the summary definitions.</p>

		<p>client money invested?</p> <p><input type="checkbox"/> You advise clients with other AFAs therefore do not have your own set client base so it's the total amount shared.</p> <p><input type="checkbox"/> Your own set client base</p> <p><input type="checkbox"/> Other (please specify below)</p> <div data-bbox="1131 443 1444 545" style="border: 1px solid black; height: 64px; width: 140px;"></div> <p><u>DIMS – amount</u></p> <p><input type="checkbox"/> \$1 to \$5m</p> <p><input type="checkbox"/> \$6m to \$10m</p> <p><input type="checkbox"/> \$11m to \$20m</p> <p><input type="checkbox"/> \$21m to \$50m</p> <p><input type="checkbox"/> \$51m to 100m</p> <p><input type="checkbox"/> Over 100m</p> <div data-bbox="1131 912 1444 992" style="border: 1px solid black; padding: 5px;">As at date</div> <div data-bbox="1131 1029 1444 1136" style="border: 1px solid black; padding: 5px;">Number of clients</div> <p>Which one option below best describes the basis of the total value, you have reported above, of all client portfolios or client money invested?</p> <p><input type="checkbox"/> You advise clients with other AFAs therefore do not have your own set</p>	
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		<p>client base so it's the total amount shared.</p> <p><input type="checkbox"/> Your own set client base</p> <p><input type="checkbox"/> Other (please specify below)</p> <p><input type="text"/></p>	
15.	How many years in total have you been providing financial adviser services in New Zealand on category 1 products (or the equivalent products before the Act came into force)?	<p><input type="checkbox"/> 0-3 years</p> <p><input type="checkbox"/> 4-10 years</p> <p><input type="checkbox"/> 11-19 years</p> <p><input type="checkbox"/> 20 years +</p>	Category 1 products are defined in section 5 of the Act.
16.	In the last 12 months, did you generate more than 50% of your commission or production bonuses relating to investment products from one product provider in delivering financial adviser services?	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable, I don't receive commission or a production bonus</p> <p><input type="checkbox"/> Yes</p> <p>If yes:-</p> <p>What products are you distributing?</p> <p><input type="text"/></p> <p>For which product provider?</p> <p><input type="text"/></p>	<p>For the purposes of this question, "you" includes you and your business if you are a:</p> <ul style="list-style-type: none"> • Sole practitioner • Sole adviser practice • Shareholder / director of an advisory firm with more than one adviser <p>See the definition of sole adviser practice in the FSP Exemptions Regulations.</p>
17.	In the past 12 months, did any of your clients become eligible investors?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>How many?</p> <p><input type="text"/></p>	The requirements for certificates from eligible investors and their acceptance and revocation are set out in sections 5D to 5F of the Act and you can also refer to the summary definitions .

			Count each client. E.g. if you provide services for each person in a couple, their jointly held portfolio and a trust of which the clients are trustees, then this is four clients for the purposes of this Information Return.
18.	In the past 12 months, have you taken longer than 10 business days to action any client redemption requests (full or partial)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify reasons: <input type="text"/>	For the purpose of this return, we are interested in how you personally handle client redemption requests, as opposed to any other party that may be involved in processing the redemption. Please note 10 business days is the timeframe specified for this question in the Information Return. Organisations will have varying practices and standards. This question does not imply 10 business days is either acceptable or unacceptable in all circumstances.
19.	How do your clients receive or have access to client portfolio reporting? (Select all that apply)	<input type="checkbox"/> Clients can access their reports online. <input type="checkbox"/> A third party's systems generate reports and send them directly to clients. <input type="checkbox"/> Reports are generated by a third party's systems, and you send them to clients. <input type="checkbox"/> Your systems generate reports and you send them to clients. <input type="checkbox"/> Other (please describe) <input type="text"/>	
MORTGAGES			
20.	In the past 12 months, if you provided financial advice to acquire or switch a mortgage with a particular provider, how many clients are you aware of acquired or switched their mortgage as you advised?	<input type="text"/>	Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions .

		<p>Please provide a brief explanation if you want to clarify your response</p> <input type="text"/>	
21.	<p>In the past 12 months, from which types of mortgage providers did you provide financial advice to clients to draw new borrowings?</p> <p>(Select all that apply).</p>	<input type="checkbox"/> N/A <input type="checkbox"/> Regulated NZ banks and their related companies <input type="checkbox"/> Finance companies <input type="checkbox"/> Building societies <input type="checkbox"/> Solicitors' nominee companies or solicitors' contributory mortgage companies <input type="checkbox"/> Other (please specify below) <input type="text"/>	<p>Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions.</p>
22.	<p>In the past 12 months, how many of your clients have you provided financial advice to about mortgage product replacement?</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101+ <p>Please provide a brief explanation if you want to clarify your response</p> <input type="text"/>	<p>Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions.</p>
INSURANCE			
23.	<p>In the past 12 months, how many clients did you provide financial advice to about insurance policies?</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> 51-100	<p>If you provide financial advice about group insurance, count each group policy as one client.</p> <p>Financial advice is defined in section 10</p>

		<input type="checkbox"/> 101-200 <input type="checkbox"/> 201+	of the Act and you can also refer to the summary definitions .
24.	How many distribution or agency agreements do you or your producer/agggregator group or network have with insurance product providers/manufacturers?	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2-5 <input type="checkbox"/> 6+ Please provide a brief explanation if you want to clarify your response <input type="text"/>	
25.	During the past 12 months, what is the largest insurance commission debt outstanding to any one provider for more than 60 days, that you or your business was responsible for?	<input type="checkbox"/> \$0 <input type="checkbox"/> \$1-1,000 <input type="checkbox"/> \$1,001-5,000 <input type="checkbox"/> \$5,001-10,000 <input type="checkbox"/> \$10,001+	If you personally and your business both had commission debts outstanding for more than 60 days, during the past 12 months, please include the total of both commission debts.
26.	In the past 12 months, was your persistency ratio with any one insurance product provider, for category 2 products, below 80% for more than 3 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know If yes, why? <input type="text"/>	
27.	In the past 12 months, how many of your clients have you provided financial advice to about insurance product replacement?	<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101+ Please provide a brief explanation if you want to clarify your response <input type="text"/>	Financial advice is defined in section 10 of the Act and you can also refer to the summary definitions .

28.	<p>If you have had a loan (or loans) from product providers in the past 12 months, please indicate the reason(s)?</p> <p><i>(Select all that apply).</i></p>	<input type="checkbox"/> Commission debts <input type="checkbox"/> Business development <input type="checkbox"/> Acquisition of businesses <input type="checkbox"/> Liquidity support <input type="checkbox"/> N/A <input type="checkbox"/> Other, please specify <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
KIWISAVER			
29.	<p>In the past 12 months, how many different KiwiSaver schemes have you provided financial advice about joining, whether it was financial advice to join a KiwiSaver scheme or transfer to another KiwiSaver scheme?</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2-4 <input type="checkbox"/> 5+	<p>FMA is interested to understand more about the delivery of financial advice relating to KiwiSaver. For example, FMA wants to know how many different providers are typically recommended by AFAs, and the extent to which the AFA's financial advice may lead to a transfer between KiwiSaver providers or a switch between investment portfolios within a KiwiSaver scheme.</p>
30.	<p>In the past 12 months, how many clients have you provided financial adviser services to, about transferring between KiwiSaver schemes?</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> Over 50 <p>Please provide a brief explanation if you want to clarify your response</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
31.	<p>In the past 12 months, how many clients have you provided financial adviser services to, about switching between KiwiSaver investment portfolios within the same KiwiSaver Scheme? (e.g. default fund to growth fund.)</p>	<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25	

		<input type="checkbox"/> 26-50 <input type="checkbox"/> Over 50	
32.	When clients become eligible to make retirement withdrawals from KiwiSaver, have you recommended that they withdraw funds for investment into other category 1 products?	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes What types of financial products have you recommended? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Category 1 products are defined in section 5 of the Act.
CLIENT MONEY AND PROPERTY			
33.	Do you or your employer provide broking services to clients that you also provide financial adviser services to?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Broking service is defined in section 77B of the Act and you can also refer to the summary definitions . If yes, question 34 will appear.
34.	Do you or your employer outsource the provision of any broking services (including a custodial service) to a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For the purpose of this question it is irrelevant whether or not the third party is a related person or entity of you or your employer. If yes, question 35 will appear.
35.	Is the third party related to you or your employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For the purpose of this question, you or your employer are related to a third party where: (1) you or your employer directly or indirectly own and/or control that third party, whether in part or whole; or (2) your employer is part of a group of related body corporates that includes that third party.
COMPLIANCE			
36.	Where a significant matter affecting your authorisation or financial adviser activities has occurred in the last 12 months, (including changes to business	<input type="checkbox"/> N/A <input type="checkbox"/> Yes	Standard Condition 3 of the Standard Conditions for AFAs requires AFAs to

	activities or breaches of the Act or the Code), have you notified FMA within the five business day period?	<input type="checkbox"/> No	notify FMA of any significant matter affecting the AFA's authorisation or financial adviser activities, including changes to business activities or breaches of the Act or the Code, within five business days.
37.	Do you hold a power of attorney, or any other authority to act, in relation to any client assets that are not category 1 or category 2 products?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Your answer may exclude any situation where you hold a power of attorney for a client that is a relative. Category 1 and Category 2 products are defined in section 5 of the Act.
38.	Are you currently named as the executor of an estate for any of your clients?	<input type="checkbox"/> Yes – for my relatives <input type="checkbox"/> Yes – for non-relatives <input type="checkbox"/> No	Your answer should include situations where you are currently acting for a deceased person.
39.	Do you receive ongoing compliance support?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please select all that apply: <input type="checkbox"/> Ongoing compliance support from your supervisor <input type="checkbox"/> Ongoing compliance support from AFAs in your firm <input type="checkbox"/> Other If you have selected other:- From whom? <input type="text"/>	Compliance support may be provided by an employed compliance specialist, or by a third party (such as a professional body), or another party who are compliance specialists. AFAs with the same specialist compliance support may have similar systems and processes. We may be able to help more AFAs by providing feedback to the specialist compliance support.
40.	I confirm that I have reviewed my ABS, and that it accurately reflects: <ul style="list-style-type: none"> • My adviser business activities, including clients and types of products and services • My compliance arrangements, including advertising and disclosure, suitability processes and record keeping 	<input type="checkbox"/> Yes <input type="checkbox"/> No. Provide a reason: <input type="text"/>	Standard Condition 1 requires you to have and maintain an adviser business statement and to provide an annual confirmation to FMA that the ABS is current. This confirmation fulfils that

	<ul style="list-style-type: none">Continuing professional development records.		requirement. If you cannot meet the requirement, FMA will review your reason and may contact you.
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