

Personalised digital advice exemption application form			
APPLICANT DETAILS			
Part#	Question	Answer	
1.	Contact person details		
1a.	Name of contact person		
1b.	Position		
1c.	Physical address		
1d.	Phone number(s)		
1e.	Email address		
2.	Groups – is this a group application? If YES , please complete Q3-8 for EACH legal entity that is applying. You can use separate sheets and attach them to this application.	Yes	No
3.	Entity name		
3a.	Registered address		
3b.	Physical address (if different)		
3c.	Phone number(s)		
3d.	Email address		
3e.	Website		
4.	What is your FSP number? If you don't have an FSP number, you need to apply at www.business.govt.nz/fsp		

5.	What is the name of your dispute resolution scheme?			
6.	What is your New Zealand Business Number (if applicable)?			
7.	Does the entity have any past, current or pending criminal prosecutions, civil litigations or administrative actions involving it? If YES , please provide details. NOTE: FMC Act licensees and authorised bodies are not required to complete this question.	Yes	No	Not required to complete
8.	Is your entity a licensed provider under the Financial Service Providers (Registration and Dispute Resolution) Act 2008?	Yes	No	
9.	QFEs and QFE groups – is this application being made by a QFE and/or one or more members of a QFE group under the Financial Advisers Act 2008? If YES , please answer questions 9a – 9c.	Yes	No	
9a.	What is the name of the QFE and/or QFE group?			
9b.	Has the QFE agreed to the members of its QFE group making this application?	Yes	No	N/A
9c.	Would the QFE like us to treat this application as notification of its intention to change the financial adviser services and compliance arrangements of the QFE or QFE group for the purposes of QFE standard condition 1.8? If YES , please provide below any further details required for this notification that are not addressed elsewhere in this application.	Yes	No	

APPLICATION DETAILS	
10.	What personalised financial adviser services does the digital advice service relate to? Please select one or both of the options (as applicable)
	Financial advice

GOOD CHARACTER			
14.	<p>Are you an existing Financial Markets Conduct Act 2013 licensee or authorised body?</p> <p>If so, you are not required to complete this section. Please go to Q18.</p> <p>For group applications, this section should be completed by any entities who are not existing FMC Act licensees or authorised bodies. Please list the names of the entities completing this section below.</p>	Yes	No
15.	<p>How many directors, and senior managers responsible for the digital advice service, are you supplying details on behalf of for this application?</p>		
16.	<p>For EACH of these directors and senior managers please provide full name, date of birth, gender, and position (for group applications please indicate the name of the applicant entity or entities at which the position is held).</p> <p>If you run out of space in the form you can use a separate sheet and attach it to this application.</p>		
<p>Full name:</p> <p>Date of birth:</p> <p>Position:</p> <p>Gender:</p>			
<p>Full name:</p> <p>Date of birth:</p> <p>Position:</p> <p>Gender:</p>			
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<p>Full name:</p>			

	Date of birth: Position: Gender:		
	Full name: Date of birth: Position: Gender:		
	Full name: Date of birth: Position: Gender:		
<p>Each director and senior manager listed in your application must complete a declaration form. The declaration form asks for their consent for third party checks.</p> <p>Please attach declarations for each person to this application.</p>			
17.	Declarations attached?	Yes	No

CAPABILITY	
18.	<p>Please tell us what skills and experience you have identified that you need to provide the personalised digital advice service effectively.</p> <div style="border: 1px solid black; height: 300px; margin-top: 5px;"></div>

19.	<p>Please explain how you have satisfied yourself that you have engaged people with these skills and experience, including staff or contractors:</p> <ul style="list-style-type: none"> • to act as Technical Experts • to perform the Quality Assurance function 			
<p>Please provide an organisation or group chart showing how the team that provides the digital advice service is structured.</p> <p>Please note any outsourced functions.</p>				
20.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;">Organisation or group chart attached?</td> <td style="width: 12.5%; text-align: center; padding: 5px;">Yes</td> <td style="width: 12.5%; text-align: center; padding: 5px;">No</td> </tr> </table>	Organisation or group chart attached?	Yes	No
Organisation or group chart attached?	Yes	No		
21.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;"> <p>Do you or will you outsource any of the Technical Expert or Quality Assurance functions required for you to meet the minimum standards?</p> <p>If YES, please answer questions 21a to 21f</p> </td> <td style="width: 12.5%; text-align: center; padding: 5px;">Yes</td> <td style="width: 12.5%; text-align: center; padding: 5px;">No</td> </tr> </table>	<p>Do you or will you outsource any of the Technical Expert or Quality Assurance functions required for you to meet the minimum standards?</p> <p>If YES, please answer questions 21a to 21f</p>	Yes	No
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21a.	<p>Is the digital advice software a commercially available package (which may include some modifications for your use)? If so, please explain what it is, the name of the provider, and how you satisfied yourself that the software is fit for purpose.</p>			

21b.	Describe the functions you will outsource and your arrangements (such as who will perform the functions, and how and where these will be carried out).
21c.	Provide a high-level description of the due diligence process you undertook to select the most appropriate outsourced providers for your business.
21d.	Explain how you have appropriate processes to ensure the outsourced provider(s) are appropriate and can effectively perform the outsourced function to an acceptable service level.

21e.	Explain how you will monitor performance and ensure the outsourced providers perform to an acceptable level.		
21f.	Do you have formal legal agreements with outsourced providers?	Yes	No
	If YES , do these agreements provide for information to be available to the FMA as required?	Yes	No

RISK MANAGEMENT PROCESSES

22.	Please explain how you have satisfied yourself that you have adequate risk management processes in place that meet the minimum standards for risk management processes.

23.	Do you have systems and controls in place to suspend the digital advice service - in whole or in part - if necessary? If YES , please provide a high-level description of these.	Yes	No
24.	Please provide a high-level description of your systems and processes for monitoring and testing the algorithms used to deliver the digital advice service.		
25.	Please provide a high-level description of your systems and processes for reviewing the advice provided to clients through the digital advice service.		

IT SYSTEMS	
26.	<p>Please tell us the IT systems you have identified you need to meet the minimum standards for IT systems.</p>
27.	<p>Please explain how you have satisfied yourself that your IT systems meet these requirements and have the necessary functionality to perform the digital advice service effectively.</p>
28.	<p>Please describe the legal arrangements you have in place with any third party software providers.</p>

CLIENT FILTERING

29.	Please provide a high-level description of your client filtering processes for the digital advice service that meet the minimum standards for client filtering.

DECLARATION

Note: for group applications, this declaration section must be completed by EACH legal entity that is applying. You can use separate sheets and attach them to this application.

30.	Name of individual completing form on behalf of the applicant entity	
31.	Position	
32.	I confirm that I am authorised to submit this application on behalf of the applicant.	
33.	After having conducted all the necessary enquiries, I declare the information provided in this application is true and correct to the best of my knowledge.	
34.	Date	

ADDITIONAL INFORMATION

35.	Do you wish to submit any other information that is material and relevant to the application and not already submitted above?	Yes	No
36.	Please list any supporting documents.		
