

Industry Reference Checking Form	
Financial Adviser (full name):	
ASIC ID:	
Date completed:	
Completed by (name & position):	

All information should relate to the period up to 5 years preceding the date of the request.

Background	
<b>1) What is the scope of the Financial Adviser's authority?</b>	
Response	Applicable Dates
Compliance, risk management and advice quality	
<b>2) What were the Financial Adviser's internal monitoring and supervision program (audit) results/outcomes?</b>	
Response	Applicable Dates
<i>Guidance for Current/Previous Licensees: Include description of the meaning of the audit result at the time the results/outcomes were determined and as it was applied.</i>	
<b>3) Has the Current/ Previous Licensee undertaken any of the following which was caused or contributed to by the Financial Adviser's action/ in-action (e.g. not system or Licensee issue):</b>	
<b>a) Reported a breach to ASIC (whether under the Corporations Act s912D or otherwise)</b>	
Response	Applicable Dates
<i>Guidance for Current/Previous Licensees: Include the nature/type of breach reported.</i>	
<b>b) Identified a material incident</b>	
Response	Applicable Dates
<i>Guidance for Current/Previous Licensees: A material incident could be identified through internal assessment or external notification (i.e. regulatory investigations, complaints received etc.) When assessing the materiality of an incident, consideration should be given, but not limited to the factors listed below. It is up to the Current/ Previous Licensee to determine the extent to which the factors contribute to the assessment of materiality on an incident by incident basis. - The actual or potential impact on the client, including financial loss - The number or frequency of similar previous incidents - The relevance or importance of the breached obligation in managing risk for the client and/ or the Current/ Previous Licensee</i>	

<ul style="list-style-type: none"> <li>- Whether the incident resulted in an intervention or action by the Current/ Previous Licensee as a consequence of the incident and in order to correct the situation</li> <li>- Complaints received including the nature, type and frequency of the complaints, and/ or</li> <li>- Known civil actions resulting from the provision of financial advice</li> </ul>	
<p><b>c) Was the Financial Adviser dismissed for misconduct or has there been a final determination from a court or tribunal that:</b></p> <p style="padding-left: 40px;"><b>(i) there was no valid reason for the dismissal, or</b></p> <p style="padding-left: 40px;"><b>(ii) the evidence did not establish the person was engaged in misconduct?</b></p>	
<p><b>Response</b></p>	
<p><b>d) Provided compensation as a result of an impact on any of the Financial Adviser's client base due to the compliance, risk management and advice activities of the Financial Adviser.</b></p>	
<b>Response</b>	<b>Applicable Dates</b>
<p><i>Guidance for Current/Previous Licensees:</i></p> <p><i>Compensation refers to a financial payment offered to a client and/ or any other non-financial remedy given to a client e.g. free financial advice. When considering the impact on the client base, consideration should be given, but not limited to:</i></p> <ul style="list-style-type: none"> <li>- Whether categories of the client base were affected, for example all clients who received a particular category of Tier 1 financial product advice or recommended a particular product or strategy, and/ or</li> <li>- Significance, as determined by the Current/ Previous Licensee, of the amount of compensation made.</li> </ul> <p><i>The Current/ Previous Licensee is not required to disclose actual compensation amounts paid, nature of the non-financial compensation provided, or the reasons for providing compensation. The Current/ Previous Licensee is also not required to disclose compensation provided on commercial terms, where this does not relate directly to the compliance, risk management and advice activities of the Financial Adviser.</i></p>	
<p><b>4) a) Was there an enquiry or investigation by the Current/ Previous Licensee in progress at the time of the Financial Adviser's termination/ resignation/dismissal?</b></p>	
<b>Response</b>	<b>Applicable Dates</b>
<p><i>Guidance for Current/Previous Licensees:</i></p> <p><i>Include the full details of the investigation.</i></p>	
<p><b>b) Is the Financial Adviser aware of any of these enquiries or investigations? (Yes / No and further information)</b></p>	
<p><i>Guidance for Current/Previous Licensees:</i></p> <p><i>Include the following:</i></p> <ul style="list-style-type: none"> <li>- Progress/ status of the enquiry/ investigation, and</li> <li>- Cause/ trigger of the enquiry/ investigation.</li> </ul> <p><i>If the enquiries/ investigations undertaken by the Current/ Previous Licensee into the Financial Adviser are in the early stages, provide information on the status of the enquiry/ investigation.</i></p>	
<p><b>c) Is the investigation still ongoing? (Yes / No and further information)</b></p>	
<b>Response</b>	<b>Applicable Dates</b>