

Privacy Acknowledgment

As part of the process to provide you with appropriate financial planning advice, Matrix Planning Solutions Limited (AFSL and ACL No 238256) and your Adviser and related entities (Matrix, we, our or us) undertake a data gathering exercise relevant to the areas of advice you have sought. We may need to contact and disclose information about you to product providers, superannuation fund administrators and investment managers to fully understand your financial situation, investments and policies. This may include verifying your identity in accordance with the Anti-Money Laundering and Counter Terrorism requirements.

By signing this document, I/We acknowledge that in the course of providing you with Financial Services, Matrix or your Adviser may need to disclose Personal Information to service providers based overseas or organisations based in Australia that utilise some services themselves from overseas.

*By signing this document, I/We acknowledge and understand my personal, sensitive and health information (if relevant) will be collected, used, stored, disclosed in accordance with Matrix's Privacy Policy and the *Privacy Act* 1988 (Cth).*

Family and relatives consent

Your relevant personal circumstances may include information regarding your family in order to provide appropriate financial planning advice to you. Where this information is reasonably required from you, we expect and assume that you have their consent to provide this information to us.

By signing this document, I/We understand that relevant personal circumstances may include information about my family, such as my spouse and children. My relevant family members are aware I/We have sought financial planning advice and understand the purposes for which I/We have provided their personal information to my Adviser.

Incomplete or inaccurate information

By signing this document, I/We understand that if I/We have not provided all relevant financial information accurately when requested (or limited the scope of the advice), then there are limits on how appropriate a personal recommendation may be. In such cases, the recommendation provided may not be appropriate for your financial needs, circumstances and objectives.

Tax File Number (TFN)

We may request the use of your TFN for the purposes of investing in, or acquiring new investment, superannuation or insurance products on your behalf. We will retain your TFN to use when required, however you may at any time, request we permanently delete your TFN information. Importantly, supplying your TFN is *voluntary*, and it is not an offence if you choose not to provide it.

Further information

Further details on how we handle personal information is explained in our Privacy Policy, available at <https://www.matrixplan.com.au/Documents/Privacy-Policy> or by contacting us on 1300 663 334.

Terms of Engagement

Please tick ✓ each section below

Where a Statement of Advice is requested.

- You instruct us to formulate our written advice and provide this to you in a Statement of Advice (SoA). An upfront fee will apply for the preparation of this advice to be invoiced to you as follows \$ _____ (including GST).
 - If you proceed with our advice and continue to hold the recommended products for 24 months we will waive this cost for you. If, however you choose to cancel the products or policies within 24 months of placement, we reserve the right to invoice you for the full fee noted above.
- OR
- Separate Service Agreement/ Terms of Engagement.
- OR
- There will not be an upfront fee for the preparation of this advice OR no SoA is required.

Scope of Advice

- Yes, I/We can confirm that we have discussed our objectives and needs with our Adviser and are comfortable with the agreed scope of the advice and believe we have provided information that accurately reflects our personal and financial position.

Electronic Communication Consent

We may use a range of means to communicate with you, to receive your instructions, obtain your consent or provide marketing material. Electronic communication is the fastest means of communication available, however means such as digital signatures, email or mobile devices will only be used if you indicate your agreement to communicating in this way. In providing you with financial services, we may need to communicate with you about sensitive information, for example your health status, personal financial information, or report to on your accounts, or provide you a written advice document for your consent.

- Yes, I/We can access documents electronically either online or via the email address/es provided and consent to electronic communications.
- No, I/We do not have email or want to give instructions electronically.

Marketing Consent

Would you like to receive marketing material from our business such as newsletters and promotional material? If so please select the method of communication.

- Electronic media
- Post
- No marketing please

Client Name (please print):

Client Signature:

<input type="text"/>	Date (dd/mm/yyyy)	/	/
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Client Name (please print):

Client Signature:

<input type="text"/>	Date (dd/mm/yyyy)	/	/
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