

FINANCIAL PLANNERS PROFESSIONAL INDEMNITY INSURANCE ADDITIONAL QUESTIONNAIRE

Note: Please ensure you read the Important Notices and Definitions on pages 5 and 6 before completing this Questionnaire.

1) Please give the full name/s of all insured's (as defined in the Definitions)

2) Please advise the allocation of Your clients' investments across all Licenses combined according to the following breakdown:

INVESTMENT TYPE	INVESTMENT AMOUNT	PERCENTAGE
i) Australian equities on a DIRECT basis	\$	%
ii) Australian equities via Managed Funds	\$	%
iii) Overseas equities on a DIRECT basis	\$	%
iv) Overseas equities via Managed Funds	\$	%
v) Fixed interest securities and/or cash	\$	%
vi) Property Trusts on a DIRECT basis	\$	%
vii) Property Trusts via Managed Funds	\$	%
viii) Hedge Funds	\$	%
ix) Derivatives (other than Hedge funds as above)	\$	%
x) Registered Managed Investment Schemes	\$	%
xi) Unregistered Managed Investment Schemes	\$	%
xii) Other (please provide full details):	\$	%
Total Funds Under Advice/Management	\$	%

3) Please detail the approximate percentage of your income in the following areas:

Financial Planning / General Advice	%
Investment Advice / Selection	%
Client Portfolio Administration and Reporting	%
Life Insurance	%
Personal Insurance	%
General Insurance	%
Mortgage Broking	%
Finance Broking	%
Accounts Preparation/Bookkeeping	%
Tax Returns Advice	%
SMSF Establishment & Administration	%
Other (please specify)	%
Total must equal 100%	%

4) Other than investments in (i) – (v) in Q2, do You recommend that clients place more than 15% of their total FUM/FUA in any one investment case?

Yes No

If Yes, please provide full details:

5) Please provide a reconciliation of the financial planning client accounts across all Licenses combined, as shown in the table below:

FUNDS UNDER ADVICE/MANAGEMENT	NO. OF FINANCIAL PLANNING CLIENTS
Up to \$100,000	
\$100,001 – \$250,000	
\$250,001 – \$500,000	
\$500,001 – \$1,000,000	
\$1,000,001 +	
Total	

6) Please list the top 10 investment products (in order) that produced the most income in the last Financial Year period:

PRODUCT NAME	TOTAL INCOME EARNED
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$

7) Have You ever in the past, or do You contemplate in the future, recommending the following types of investment product?

INVESTMENT PRODUCTS	RESPONSE	APPROX NO. OF CLIENTS	FUNDS UNDER ADVICE
Tax effective schemes (with or without ATO Product Ruling)	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Hedge Funds	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Unlisted Securities (for which a liquid market does not exist or for which units can not be redeemed on demand)	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Overseas Securities (other than as part of a diversified portfolio in a managed fund)	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Investments in a single underlying asset or debt instrument	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Direct Property	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Direct Shares	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Any other product or service from an entity which you are associated (financially or otherwise)	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Any other product or service that you would consider potentially high risk or speculative?	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Hybrid Securities	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$

8) If Question 2i is Yes, please answer the following questions:

- i) Did You obtain EXTERNAL advice and/or view external analyst reports regarding investing into shares?
(If no, please attach your guidelines in place to ensure the investment on this basis is suitable for your client) Yes No
- ii) Do You ensure the investments are spread across more than 5 industries? Yes No

9) If You advise on margin lending, please answer the following questions:

- i) Please advise the total number of clients that have margin lending:
- ii) Please advise the total value of all margin loans outstanding: \$
- iii) Do You provide your clients with a copy of the current PDS for each funding provider when recommending margin lending products? Yes No
- iv) What is the MAXIMUM LVR when you set up a margin facility? %
- v) Do You provide your clients with adequate details regarding the investment, interest rate and margin call risks associated with margin lending? Yes No
- vi) Do You recommend that your clients seek independent tax advice regarding the tax implications of margin lending? Yes No
- If no, do you refer them to a "Qualified Accountant"?* Yes No

Please attach a list of Margin Lending facilities utilised by you in your Approved Products List

10) Are You involved in client portfolio management on a discretionary basis (MDA)? Yes No

If Yes, please provide the following information:

- i) Total No. of clients that have MDA's
- i) Total funds under management in respect of MDA's \$

Please provide a copy of the standard MDA client agreement

11) Has the approved Product List changed from Last Year? Yes No

If Yes, please provide details below:

12) Do You fully disclose all charges applicable to the client in exiting in an investment product or superannuation fund? Yes No

If No, please provide details below:

13) Do any of Your Authorised Representatives operate as 'Limited Advice' providers?

Yes No

If Yes, please provide details below:

GENERAL DEFINITIONS

Some key words and terms used in this Policy, its Schedules and its endorsements have a special meaning.

Wherever the following words or terms are used in the Policy, they mean what is set out below.

Unless the context requires another meaning, a reference to the singular includes the plural and vice versa.

Employee means any person employed by You under a contract of service or apprenticeship during or prior to commencement of the Period of Insurance. For the avoidance of doubt, Employee does not include consultants, sub-contractors or agents.

Policy Schedule means the schedule of insurance and any endorsements.

Proposal means proposal form supplied by or on behalf of the Insured (who, in turn, acts or acted as agent to each of You) when applying for this insurance upon which we relied when agreeing to grant this insurance.

Subsidiary means any entity which by virtue of any applicable legislation or law is deemed to be a subsidiary of Yours specified in the Policy Schedule; or any entity over which You are in a position to exercise effective direction or control through ownership or control of more than fifty percent (50.00%) of the issued voting shares of such entity.

We, Our, Us means SURA Professional Risks Pty Ltd acting as an agent of certain Underwriters at Lloyd™s.

You, Your, Yours, Insured means the person, persons, partnership, company, corporation or other entity specified as the Insured in the Proposal and the Policy Schedule including their predecessors in business; and any person who is or becomes, during the Period of Insurance, a principal, partner, director or Employee of the Insured; and any former principals, partners, directors or Employees of the Insured.

DECLARATION

This Declaration must be signed by the intending insured as the Proposer(s). If the intending insured is a Company, Partnership or other business venture or involves more than one person or entity, then the person signing this declaration must be authorised to sign on behalf of all persons / entities identified as the intending insured(s).

Before completing this document, I/We have read and understood the information herein, including the Important Notices.

I/We agree that this Questionnaire together with any other information supplied by me/us shall form the basis of any Contract of Insurance effected. I/We undertake to inform the insurer of any material alteration to this information occurring before the proposed insurance commences.

I/We declare that the statements and particulars contained within this Questionnaire are true and that I/We have not mis-stated or suppressed any material facts.

I/We understand that the insurer is relying on information supplied herein to decide whether or not to accept or reject this risk and that no material information has been knowingly withheld.

I/We acknowledge that by submitting this completed Questionnaire (with any other information) I/We consent that the insurer may use and disclose my/our personal information in accordance with the "Privacy Statement" in the Important Notices section of this Questionnaire. This consent remains valid until I/We alter or revoke it by written notice. I/We also undertake to advise any changes to my/our personal information.

SIGNATURE OF PRINCIPAL:

NAME OF PRINCIPAL SIGNING THIS FORM:

DATE:

IMPORTANT NOTICES

The information you provide in this document and through any other documentation, either directly or through your insurance broker, will be relied upon by the insurer to decide whether or not to accept your insurance as proposed and if so, on what terms.

Every question must be answered fully, truthfully and accurately. If space is insufficient for your answer, please use additional sheets, sign and date each one and attach them to this document.

If you do not understand or if you have any questions regarding any matter in this document, including the Important Notices, please contact us or your insurance broker before signing the Declaration at the end of this document.

Unless we have confirmed in writing that temporary cover has been arranged, no insurance is in force until the risk proposed has been accepted in writing by us and you have paid or agreed to pay the premium.

DUTY OF DISCLOSURE

Before you enter into a contract of general insurance with an insurer you have a duty under the Insurance Contracts Act 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance, and if so, on what terms.

You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance. Your duty however does not require disclosure of any matter:

- that diminishes the risk to be undertaken by the insurer;
- that is of common knowledge;
- that your insurer knows or, in ordinary course of its business, ought to already know; as to which compliance with your duty is waived by the insurer.

You should note that your duty continues after this Questionnaire has been completed until the policy commences.

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

CLAIMS MADE POLICY

This proposal is for a Claims Made Policy. This means that the policy only responds to:

- Claims first made against you and notified to the Insurer during the policy period arising from events after any retroactive date on the policy, and

- Events of which you first become aware during the policy period that could give rise to a future claim provided that you notify the Insurer during the policy period of the circumstances of such events and they arose after any retroactive date on the policy.

When the policy expires, no claims can be made on the policy even though the event giving rise to the claim may have occurred during the policy period.

PRIVACY

We are committed to protecting your privacy in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs), which will ensure the privacy and security of your personal information.

Our Privacy Policy explains how we collect, use, disclose and handle your personal information as well as your rights to access and correct your personal information and make a complaint for any breach of the APPs.

A copy of our Privacy Policy is located on our website at www.sura.com.au. Please access and read this policy. If you have any queries about how we handle your personal information or would prefer to have a copy mailed to you, please ask us. If you wish to access your file please ask us.

NOT A RENEWABLE CONTRACT

Most Professional Indemnity Insurances are not renewable contracts so the Policy will terminate on the expiry date indicated. If you therefore require a subsequent Policy, you will need to complete and submit a new proposal form for assessment prior to the termination of the current policy.

AGENT OF INSURERS

In arranging this insurance, SURA Professional Risks Pty Ltd is acting under an authority given to it by insurers, and is acting as the agent of the insurer and not as your agent.

GENERAL INSURANCE CODE OF PRACTICE

We proudly support the General Insurance Code of Practice.

The purpose of the Code is to raise the standards of practice and service in the general insurance industry.

The Code aims to improve:

- the quality, comprehension and accuracy of policy documents and other information provided to consumers;
- employee and agent training and supervision;
- Claims handling and dispute resolution.

For further information on the Code, please visit www.codeofpractice.com.au or alternatively You can request a brochure on the Code from Us.