

# Engagement Agreement and Understanding for Planning Services

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Client Name

Client Address

## Parties to this Agreement

I, Roy H Roberts, offer my services to the above named Client, to act as their Advisor and to provide financial advice following a review of this Client's financial affairs.

**Overview of Engagement** – Under the terms of this engagement, the Advisor will provide advice in the areas checked below.

- Investment Management** – Develop a personal investment policy statement that identifies the Client's target asset allocation and investment objectives and necessary actions to implement the plan.
- Retirement Planning Strategy** – Identify the changes the Client needs to make to allow them to achieve their personal retirement goals and strategies.
- Education Planning Strategy** – Identify what the Client needs to do to achieve their educational funding objectives.
- Needs in the Event of Death** – In the event of the Client's death, develop a strategy that will ensure their family is able to retain their lifestyle.
- Needs in the Event of Disability or Critical Illness** – In the event of the Client's disability or catastrophic illness, develop a strategy to ensure that their goals and objectives continue to be achievable.
- Estate Planning** – Perform a review of the Client's estate situation to ensure the Client's wishes are carried out in the event of death, while minimizing estate costs and taxes.

The specific services to be provided are outlined in more detail in Appendix "A".

I, (Client), understand that the calculations, projections, advice and recommendations provided will be based on the information I provide and will be made in accordance with Canadian Financial Planning Practice Standards. I understand that these will be projections only and that actual results can, and will, vary depending on a number of factors.

**Terms of Continuous Service** – Financial Planning is an ongoing process that, after completion of the work covered under this agreement, will require implementation, ongoing monitoring and regular review. The Client understands that achievement of their personal goals and objectives is incumbent on the implementation of the advice and recommendations developed.

**Responsibilities** – The success of our relationship will be dependent upon each of us fulfilling our responsibilities and being accountable to each other. We will mutually agree to:

**Client Responsibilities**

1. Provide your Advisor with the information necessary to complete the work identified under this agreement.
2. Keep your Advisor apprised of any relevant information concerning your personal financial affairs which may have an impact on your situation.
3. Make decisions and act on advice provided or seek other options from your Advisor that will allow you to achieve your objectives.

**Advisor Responsibilities**

1. Advise you what information is required to complete the work identified under the terms of this agreement and what information is required to maintain the ongoing planning activities.
2. Review your financial affairs and provide you with professional advice in the area covered by this agreement.
3. At all times exercise reasonable, professional judgment and act in your best interest.
4. Provide proactive co-ordination of services for implementing the action plan.
5. Complete the specific services as outlined in Appendix "A" attached.

**Implementation Process and Disclosure** – During the term of this agreement, the Advisor will provide services to co-ordinate the implementation of the action plan. In implementing any action plan steps, at the Client's discretion, the Client may acquire insurance products and investments through the Advisor for which the Advisor is authorized. In such transactions the nature of any compensation shall be fully disclosed.

**Termination** – The Client may terminate this agreement at any time by providing 30 days written notice to the Advisor at their last known mailing address. Termination of this agreement by the Client does not release the Advisor from any servicing responsibilities until such time as alternative arrangements are made.

**Third Party Professionals** – During the process of providing financial advice it may, from time to time, be prudent to consult with other third party professionals such as a lawyer or accountant. In the event that such a consultation is deemed necessary, the Client will be advised and asked to approve such consultation, which may include a consultation fee.

**Confidentiality** – During the course of this relationship, it will be necessary for the Client to provide a variety of personal financial information. The quality of the work done on behalf of the Client will be dependent on the accuracy and completeness of this information. The Advisor commits that all information will be held in strictest confidence and that no information shall be divulged about the Client's affairs to any outside organization or government agency without the Client's consent unless as directed by law. It is further understood that due to the Personal Information Protection and Electronic Documents Act (PIPEDA), the Client directly authorizes the Advisor to maintain such information as may be deemed pertinent to provide the agreed upon financial advice until requested by the Client, in writing, to destroy such information.

**Conflicts of Interest** – During the Advisor - Client relationship, there may be occasions where a conflict of interest may occur. The Advisor commits to disclosing any such conflicts of interest if, and when, they occur.

**Acknowledgements** – The Client acknowledges that the Advisor has disclosed the following material facts.

As an Advisor, I am duly licensed in the Province(s) of:

Newfoundland Labrador

Alberta

I am affiliated with the following MGAs:

PPI Solutions

Through my affiliation(s) with this/these office(s), I am able to offer clients insurance and investment products underwritten by the following companies:

Manulife	Assumption Life	Foresters Financial
Sun Life Financial	Canada Protection Plan	Equitable Life of Canada
RBC Insurance	SSQ Insurance	Empire Life
BMO Insurance	Desjardins	
Canada Life	Industrial Life	

If you choose to purchase an insurance or investment product through me, I will receive a sales commission when the product is issued. I may also receive compensation while the product remains in force and may receive compensation when you engage in specific transactions. I may become eligible to receive additional compensation and benefits, such as bonuses, travel incentives and other non-monetary rewards, depending on the success of my business, volume of sales and other factors.

Substantially all of the commissions and other benefits that I receive for products offered through the above noted MGAs do not depend on my recommending the products of any particular insurance company but are based on my business as a whole.

\_\_\_\_\_  
Advisor Name (Please print)

\_\_\_\_\_  
Advisor Signature

I acknowledge having received a copy of this Disclosure Statement.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Date Month Year

\_\_\_\_\_  
Client Name (Please print)

\_\_\_\_\_  
Client Signature

## Appendix A

### Investment Management Strategy

- Net Worth Statement identifying your overall financial situation
- Review of investment philosophies and investment objectives to identify risk profiles
- Development of an Investment Policy Statement including a Target Asset Allocation
- Assistance in the implementation of an Investment Policy Statement
- Identify any issues such as tax ramifications and fees applicable in the event of repositioning

### Investment Planning Strategy

- Retirement Analysis identifying current situation
- Pension Projection identifying expected benefits from a Defined Benefit Plan
- Government Benefits Entitlement
- Strategy to attain educational funding objectives

### Educational Planning Strategy

- Educational Funding Needs Analysis
- Strategy to achieve educational funding objectives

### Needs on Death Strategy

- Needs on Death Analysis
- Needs on Death Strategy to maintain lifestyle

### Needs on Disability Strategy

- Needs on Disability Analysis
- Needs on Disability Strategy to maintain lifestyle

### Estate Planning

- Estate Analysis
- Will Review
- Power of Attorney Review
- Estate Planning Review