

### RECORD OF ADVICE

#### **Attention Client**

This is an important document and is intended as a summary of the process undertaken with your short-term insurance advisor and must reflect the basis on which the advice was given. Please read it carefully, if there is anything that you disagree with or do not understand please request further information from your advisor.

You will be requested to sign an acknowledgement of service as part of this Record of Advice. A copy will be given to you for your records.

#### **Section 1 SCOPE OF ADVICE**

The scope of advice should be indicated below

PERSONAL LINES INSURANCE

COMMERCIAL LINES INSURANCE

#### **Section 2 SUMMARY OF IDENTIFIED SHORT TERM INSURANCE NEEDS & PRIORITIES.**

Within the scope of advice indicated in Section 1 the advisor is to give details of the client's identified and agreed short term insurance needs & priorities.

#### Comments

#### **Section 3 QUOTATIONS CONSIDERED**

The following are products that were considered to meet the current needs of the client. If only one product was considered proceed to Section 4

ISSUING INSURER

POLICY / PRODUCT NAME

#### **Section 4 FINAL PRODUCT CHOICE(S)**

The following product(s) are to be purchased by the client

PRODUCT NAME

#### **Section 5 NON ACCEPTANCE OF COVER**

Advisor to include details of primary cover areas not taken by the client

#### Comments