

**HN Documents**  
 Current Suite of Documents  
 Current as at 20 July 2021



TYPE	DOCUMENT NAME	PRICE	VERSION	APPROVED
<b>Compliance</b>		N/A		
<b>Compliance Diary &amp; Checklists</b>		<b>\$ 250</b>		
Tool	Compliance Checklist - Q1 2021	\$ 250	1	10-Feb-21
Tool	Compliance Checklist - Q2 2021	\$ 250	1	13-Apr-21
Tool	Compliance Checklist - Q3 2021	\$ 250	1	30-Jun-21
Tool	Compliance Checklist - Q4 2020	\$ 250	1	23-Oct-20
<b>Running an AFSL</b>		<b>\$ 2,500</b>		
<b>Compliance Arrangements Overview</b>		<b>\$ 250</b>		
Policy	Compliance Arrangements Policy		2	24-Feb-21
Tool	Compliance Committee Charter & Sample Agenda		1	01-Jan-18
Tool	Compliance Diary Template		1	01-Jan-18
<b>Adequate Resources</b>		<b>\$ 950</b>		
Policy	Financial resources, records and Compensation Policy		1	01-Jan-18
Policy	Human Resources Policy		1	01-Jan-18
Policy	IT Resources Policy		1	01-Jan-18
Tool	Human Resources Organisational Chart Template		1	01-Jan-18
Tool	PI Insurance Checklist		1	01-Jan-18
<b>Appointments</b>		<b>\$ 950</b>		
Policy	Appointing a Responsible Manager or Key Person Policy		1	01-Jan-18
Policy	Appointing Representatives Policy		1	01-Jan-18
Register	Representative Register		1	01-Jan-18
Tool	Appointing a Responsible Manager Checklist		1	01-Jan-18
Tool	Appointing a Representative Checklist		1	13-Dec-19
Tool	Appointment by Authoriser Form		1	01-Jan-18
Tool	Authorisation - Authoriser Form		1	01-Jan-18
Tool	Authorised Representative Form		1	01-Jan-18
Tool	Employee of a Licensee Form		1	01-Jan-18
<b>Complaints</b>		<b>\$ 450</b>		
Policy	Dispute Resolution Policy		2	11-May-21
Register	Complaints Register		1	01-Jan-18
Tool	Public Complaints Policy		1	27-Apr-21
<b>Conflicts of Interest</b>		<b>\$ 450</b>		
Policy	Conflicts of Interest Policy		2	24-Jul-20
Register	Conflicts of Interest Register		1	10-Jun-19
Register	Soft Dollar Register		1	10-Jun-19
<b>Design &amp; Distribution - BETA version</b>		<b>\$ 450</b>		
Policy	Design and Distribution Policy		1	10-Jun-21
Tool	Target Market Determination Template - CFDs		1	10-Jun-21
Tool	Target Market Determination Template - Payments		1	10-Jun-21
<b>Handling Client Money</b>		<b>\$ 450</b>		
Policy	Handling Client Money Policy		1	01-Jan-18
Tool	AFSL - Annual Declaration Template		1	01-Jan-18
Tool	AFSL - Monthly Declaration Template		1	01-Jan-18
Tool	Annual Auditor's Report Template		1	01-Jan-18
Tool	Reconciliation Discrepancy Reporting Template		1	01-Jan-18
<b>Monitoring &amp; Supervision</b>		<b>\$ 950</b>		
Policy	Client Review & Remediation Policy		1	01-Jan-18
Policy	Monitoring & Supervision Policy		2	06-Nov-20
Register	Monitoring & Supervision Register		2	13-Nov-20
Tool	Client Remediation - Initial Letter Template		1	01-Jan-18
Tool	Client Remediation - Final Letter Template		1	01-Jan-18
Tool	Client Remediation - Settlement Deed Template		1	01-Jan-18
Tool	Client Review and Remediation Plan Template		1	01-Jan-18
Tool	Licensee FSG Checklist		2	18-May-21
Tool	Monitoring & Supervision Checklist		1	01-Jan-18
Tool	General Advice File Review Template		1	13-Nov-20
Tool	Personal Advice File Review Template		1	13-Nov-20
Tool	Representative Review Template		1	13-Nov-20
Tool	ROA Review Checklist		1	06-Nov-20
Tool	SOA Review Checklist		2	06-Nov-20
<b>Outsourcing</b>		<b>\$ 295</b>		
Policy	Outsourcing Policy		2	28-Apr-20
Tool	Engagement Checklist for Outsourced Providers		2	28-Apr-20
Tool	Letter to Existing Service Provider Template		2	28-Apr-20
Tool	List of Existing Service Providers Template		2	28-Apr-20
Tool	Service Provider Review Checklist		2	28-Apr-20
<b>Promotional Material</b>		<b>\$ 295</b>		
Policy	Promotional Material Policy		3	13-Jul-21
Tool	Promotional Material Checklist		3	13-Jul-21
<b>Reporting Obligations - BETA version</b>		<b>\$ 450</b>		
Policy	Breach Reporting Policy - BETA		2	09-Feb-21
Register	Breaches and Incidents Register - BETA		3	09-Feb-21

TYPE	DOCUMENT NAME	PRICE	VERSION	APPROVED
Guide	Breach Register Guide		1	15-May-20
Guide	Lodgement Requirements for AFS Licensees Guide - BETA		3	09-Feb-21
<b>Risk Management</b>		<b>\$ 450</b>		
Policy	Business Continuity Planning Policy		1	07-May-20
Policy	Risk Management Policy		1	27-Apr-20
Tool	Business Continuity Plan Template		1	07-May-20
Register	Risk Register		1	27-Apr-20
Tool	Risk Register for Limited Licensees		1	27-Apr-20
<b>Training</b>		<b>\$ 450</b>		
Policy	Training Policy		2	27-Apr-20
Policy	Provisional Adviser Policy		1	27-Aug-20
Register	Provisional Relevant Provider Training Plan and Register		1	27-Aug-20
Register	CPD Plan and Register - Excel		5	14-Sep-19
Register	CPD Plan and Register - Word		1	14-Sep-19
Tool	CPD Policy Template		1	01-Jun-19
<b>Providing Advice - Key Obligations &amp; the Advice Process</b>		<b>\$ 2,500</b>		
<b>Advice Fees</b>		<b>\$ 295</b>		
Policy	Client Advice Fees Policy		3	12-Jun-20
Tool	Client Advice Fee Calculation Spreadsheet		1	23-May-19
Tool	Client Engagement Letter Template		2	03-Feb-20
Tool	Fixed Term Agreement Template		2	23-Jun-21
Tool	Pricing Policy Template		1	05-Jul-19
<b>Aged Care</b>		<b>\$ 295</b>		
Policy	Aged Care Policy		2	15-Mar-20
<b>Disclosure Documents</b>		<b>\$ 950</b>		
Tool	Licensee FSG Checklist Template		2	18-May-21
Tool	Fact Find Template		2	29-Jan-20
Tool	First Interview Letter Template		2	08-Oct-20
Tool	FSG Adviser Profile		2	18-May-21
Tool	FSG - AR & CAR		4	18-May-21
Tool	FSG - Licensee		4	18-May-21
Tool	Disclaimers & Warnings		2	02-Apr-20
Tool	ROA Template		2	29-Jan-20
<b>FASEA Code of Ethics</b>		<b>\$ 450</b>		
Policy	FASEA Code of Ethics Policy		1	12-Feb-20
<b>Gearing &amp; Margin Lending</b>		<b>\$ 450</b>		
Policy	Providing Gearing Advice Policy		1	29-Nov-19
Tool	Margin Lending Advice File Note Template		1	19-May-19
<b>Insurance Advice</b>		<b>\$ 450</b>		
Policy	Personal Risk Insurance Advice Policy		1	11-Feb-20
Tool	Insurance Replacement Checklist		1	14-Jun-19
<b>Investment Product Advice</b>		<b>\$ 450</b>		
Policy	Investment Product Policy		1	14-Feb-20
Tool	Investment Replacement Checklist		2	15-Mar-20
Tool	Record of Value Price Template		2	15-Mar-20
<b>Key Obligations (including BID)</b>		<b>\$ 950</b>		
Policy	Advice & Disclosure Document Policy		1	03-Jun-19
Policy	Best Interests Obligations Policy		2	14-Feb-20
Policy	Client File Management Policy		2	23-Sep-20
Policy	Client Files Adviser Policy		1	15-Jul-20
Policy	Data Collection Policy		1	07-Jun-19
Policy	Giving Financial Product Advice Policy		1	07-Jun-19
Policy	Vulnerable Client Policy		1	22-Jan-20
Policy	Wholesale Client Policy		2	03-Feb-20
Guide	Advice Implementation Flowchart		1	26-Jun-19
Guide	No Advice -v General Advice -v Personal Advice Guide		1	03-Jun-19
<b>MDAs</b>		<b>\$ 450</b>		
Policy	MDA Advice Policy		2	02-Oct-19
Register	MDA Service Client Register		1	29-May-19
Tool	MDA Transaction File Note Template		1	29-May-19
<b>Misc. Tools</b>		<b>\$ 450</b>		
Tool	Authority and Indemnity form		1	03-Jun-19
Tool	Confirmation of Implementation Letter		1	03-Jun-19
Tool	Controller Declaration Template		1	14-Sep-19
Tool	Downstream Credit Referral Letter Template		1	29-May-19
Tool	Electronic Disclosure Letter		1	03-Jun-19
Tool	File Note Template		1	06-Jun-19
Tool	Financial Advice Certificate Template		1	03-Jun-19
Tool	Interpreter Attestation Template		1	14-Jun-19
Tool	No Advice Letter (for Advisers) Template		1	14-Feb-20
Tool	Non-Credit Referral Letter Template		1	03-Jun-19
Tool	One-off Policy Exception Form		1	23-May-19
Tool	Online Calculators Checklist		1	20-May-19
Tool	Professional Investor Declaration Template		1	18-Sep-19
Tool	Scoping Advice and Services (for Business Clients) Template		2	14-Feb-20
Tool	Support Tools For Disclosing Stamping Fees		1	06-Jun-19
Tool	Suspicious Matter Reporting Form		1	03-Jun-19

TYPE	DOCUMENT NAME	PRICE	VERSION	APPROVED
Tool	TFN Client Consent Form		1	03-Jun-19
Tool	Upstream Credit Referral Letter Template		1	03-Jun-19
Legal Agreement	Non-Credit Referral Agreement Template		1	03-Jun-19
<b>Ongoing Advice (including FDS)</b>		<b>\$ 450</b>		
Policy	Ongoing Fee Arrangements (OFA) Policy		5	30-Jun-21
Tool	Breach Termination Template		2	25-Jun-21
Tool	Death Termination Template		2	25-Jun-21
Tool	Deemed Termination of Ongoing Fee Arrangements (OFA) Template		1	25-Jun-21
Tool	Consent to Deduct Ongoing Fees Template		1	25-Jun-21
Tool	Combined Fee Disclosure Statement (FDS) and Consent Form Template		4	30-Jun-21
Tool	Fee Disclosure Statement (FDS) Template		2	30-Jun-21
Tool	Combined Ongoing Fee Arrangements (OFA) and Consent Form Template		2	25-Jun-21
Tool	Ongoing Fee Arrangements (OFA) Template		1	25-Jun-21
Tool	Party Termination Template		2	25-Jun-21
Tool	Ongoing Fee Arrangements (OFA) – FAQs		3	30-Jun-21
<b>Overseas Clients</b>		<b>\$ 450</b>		
Policy	Overseas Client Policy		2	21-Dec-20
Tool	Overseas Client Policy Exception Form		2	05-Jun-19
Tool	Permanent Resident Letter Template		1	05-Jun-19
Guide	Overseas Jurisdiction - China		2	14-Dec-20
Guide	Overseas Jurisdiction - Hong Kong		1	05-Jun-19
Guide	Overseas Jurisdiction - Japan		2	14-Dec-20
Guide	Overseas Jurisdiction - New Zealand		2	14-Dec-20
Guide	Overseas Jurisdiction - Singapore		1	05-Jun-19
Guide	Overseas Jurisdiction - South Africa		1	05-Jun-19
Guide	Overseas Jurisdiction - Taiwan		1	05-Jun-19
Guide	Overseas Jurisdiction - UAE		1	05-Jun-19
Guide	Overseas Jurisdiction - UK		2	14-Dec-20
Guide	Overseas Jurisdiction - USA		2	14-Dec-20
Guide	Summary of other Jurisdictions Table		1	05-Jun-19
<b>POA &amp; Executors</b>		<b>\$ 295</b>		
Policy	Deceased Estates Policy		1	23-Aug-19
Tool	Power of Attorney (POA) - Letter to Solicitor		1	23-Aug-19
<b>Super &amp; SMSF Advice</b>		<b>\$ 450</b>		
Policy	SMSF Advice Policy		2	14-Feb-20
Policy	Contributions Advice Policy		2	14-Feb-20
Tool	Client Fact Sheet - Contributing to Super - Your options		2	07-Dec-20
Tool	Client Fact Sheet - Retirement Income - Your Options		2	07-Dec-20
Tool	Client Fact Sheet - Death Benefits in Super - Your Options		1	07-Dec-20
Tool	SMSF Advice Work Paper		1	02-Sep-19
Tool	SMSF - Investment Strategy Template		2	01-Apr-20
Tool	Superannuation Replacement Checklist		1	19-May-19
<b>Credit Compliance manual</b>		<b>\$ 2,500</b>		
<b>Adequate Resources</b>		<b>\$ 950</b>		
Policy	Human Resources Policy		1	15-Jan-21
Policy	Financial Resources, Records and Compensation Policy		1	15-Jan-21
Policy	IT Resources Policy		1	15-Jan-21
Tool	Human Resources Organisational Chart Template		1	01-Oct-20
Tool	PI Insurance Checklist		1	01-Oct-20
<b>Appointments</b>		<b>\$ 950</b>		
Policy	Appointing a Responsible Manager or Key Person Policy		1	15-Jan-21
Policy	Appointing Representatives Policy		2	18-Jun-21
Register	Representative Register		1	11-Nov-20
Tool	Appointing a Representative Checklist		2	18-Jun-21
Tool	Appointing a Responsible Manager Checklist		1	11-Nov-20
Tool	Appointment by Authoriser Form		1	11-Nov-20
Tool	Authorisation - Authoriser Form		1	11-Nov-20
Tool	Credit Representative Form		1	11-Nov-20
Tool	Employee of a Licensee Form		1	11-Nov-20
<b>Conflicts of Interest</b>		<b>\$ 450</b>		
Policy	Conflicts of Interest Policy		1	05-Feb-21
Register	Soft Dollar Register		1	20-Jan-21
Register	Conflicts of Interest Register		1	21-Dec-20
<b>Dispute Resolution (Complaints)</b>		<b>\$ 450</b>		
Policy	Dispute Resolution Policy		2	11-May-21
Register	Complaints Register		1	03-Dec-20
Tool	Public Complaints Policy		1	27-Apr-21
<b>Enforcement and Hardship</b>		<b>\$ 950</b>		
Policy	Enforcement		1	25-Sep-20
Policy	Hardship		1	10-Dec-20
Tool	Statement of Financial Position		1	10-Dec-20
Tool	Consent to Enter Premises Template (for Consumer Leases)		1	25-Sep-20
Tool	Consent to Enter Premises Template (for Credit Contracts)		1	25-Sep-20
Tool	Default Notice Template (for Consumer Leases)		1	25-Sep-20
Tool	Default Notice Template (for Credit Contracts)		1	25-Sep-20
Tool	Direct Debit Notice Template (for Consumer Leases)		1	25-Sep-20
Tool	Direct Debit Notice Template (for Credit Contracts)		1	25-Sep-20
Tool	Notice after Taking Possession of Mortgaged Goods Template		1	25-Sep-20
Tool	Notice regarding Surrender of Mortgaged Goods Template		1	25-Sep-20

TYPE	DOCUMENT NAME	PRICE	VERSION	APPROVED
Register	Enforcement Registers		1	25-Sep-20
<b>Monitoring &amp; Supervision</b>		<b>\$ 950</b>		
Policy	Monitoring & Supervision Policy		1	21-Jan-21
Policy	Client Review & Remediation Policy		1	28-Jan-21
Register	Monitoring & Supervision Register		1	01-Oct-20
Tool	Client Remediation - Initial Letter Template		1	01-Oct-20
Tool	Client Remediation - Final Letter Template		1	01-Oct-20
Tool	Client Remediation - Settlement Deed Template		1	01-Oct-20
Tool	Client Review and Remediation Plan Template		1	01-Oct-20
Tool	Credit Assessment File Review Template		1	27-Jan-21
Tool	Representative Review Template		1	21-Jan-21
Tool	Monitoring & Supervision Checklist		1	01-Oct-20
<b>Outsourcing</b>		<b>\$ 295</b>		
Policy	Outsourcing Policy		1	09-Nov-20
Tool	Engagement Checklist for Outsourced Providers		1	09-Nov-20
Tool	Letter to Existing Service Provider Template		1	09-Nov-20
Tool	List of Existing Service Providers Template		1	09-Nov-20
Tool	Service Provider Reiew Checklist		1	09-Nov-20
<b>Promotional Material</b>		<b>\$ 295</b>		
Policy	Promotional Material Policy		1	03-Dec-20
Tool	Promotional Material Checklist		1	18-Dec-20
<b>Risk Management</b>		<b>\$ 450</b>		
Policy	Risk Management Policy		1	28-Jan-21
Policy	Business Continuity Plan		1	28-Jan-21
Register	Risk Register		1	28-Jan-21
Tool	Business Continuity Plan Template		1	28-Jan-21
<b>Training</b>		<b>\$ 450</b>		
Policy	Training Policy		1	29-Jan-21
Tool	CPD Plan		1	29-Jan-21
Register	CPD Register		1	29-Jan-21
<b>Credit Assistance</b>				
<b>ACL - Best Interests Duty (Mortgage Brokers)</b>		<b>\$ 450</b>		
Policy	ACL - Best Interests Obligations Policy		1	01-Apr-21
<b>ACL - Misc. Tools</b>		<b>\$ 450</b>		
Policy	ACL - Consumer -v- Non-Consumer Credit Policy		1	18-Feb-21
Tool	Consumer v Non Consumer Credit Checklist (Consumer Lease)		1	21-Dec-20
Tool	Consumer v Non-Consumer Credit Checklist (Credit Contract)		1	21-Dec-20
Tool	Business Purpose Declaration Template (Consumer Lease)		1	21-Dec-20
Tool	Business Purpose Declaration Template (Credit Contract)		1	21-Dec-20
Tool	Credit Referral Agreement		1	05-Oct-20
Tool	Credit Referral Letter Template		1	05-Oct-20
Tool	Downstream Credit Referral Letter Template		1	05-Oct-20
Tool	File Note Template		1	05-Oct-20
Tool	Interpreter Attestation Template		1	05-Oct-20
Tool	One-off Policy Exception Application Form Template		1	05-Oct-20
Tool	Suspicious Matter Reporting Form Template		1	05-Oct-20
<b>Privacy</b>		<b>\$ 950</b>		
Policy	Privacy & Information Management Policy		2	25-May-20
Policy	Data Breaches Response Policy		1	25-Mar-20
Register	Data Breaches Register		1	01-Jun-19
Tool	Privacy Policy & Collecton Statement Template		2	25-May-20
Tool	Role and Responsibilities of the DBRT Template		1	27-May-20
Tool	Privacy Refusal Letter - Access Requests		1	01-Jun-19
<b>Accountant resources</b>		<b>\$ 1,500</b>		
<b>Accountants with a Limited Licence</b>		<b>\$ 950</b>		
Tool	Accountant Fact Find		4	01-Nov-18
Tool	Client Fact Find		1	01-Nov-18
Tool	Communications Kit for Limited Licensees		1	17-Feb-20
Tool	The HN Family Case Study		1	01-Jul-17
Tool	Guide - Accountants providing advice in a business		1	01-Dec-16
Tool	Fast Track Pensions Advice - Support Tools		1	01-Aug-18
Tool	Fast Track Contributions Advice - Support Tools		1	01-May-18
Tool	SOA Template - Fast Track Contributions Advice		2	01-May-18
Tool	SOA Template - Fast Track for Pensions Advice		2	01-Aug-18
Tool	SOA Template - For Accountants with a Limited Licence		1	14-Feb-20
<b>Unlicensed Accountants</b>		<b>\$ 950</b>		
Tool	Unlicensed Letter Pack - Execution Only (SMSF Set up)		4	01-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (SMSF Wind up)		4	01-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (Pension Commencement)		4	03-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (Annual Pension Amount)		4	04-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (Lump Sum Withdrawal)		4	05-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (Death Benefit Nomination)		4	06-Oct-18
Tool	Unlicensed Letter Pack - Execution Only (SMSF Investment Strategy)		5	07-Oct-18
Tool	Unlicensed Letter Pack - Tax Advice (End of Year Tax Planning)		4	08-Oct-18
Tool	Unlicensed Letter Pack - Tax Advice (Re-Contributions Strategy)		4	09-Oct-18
Tool	Unlicensed Letter Pack - Tax Advice (Tax Advice in Relation to Specific Financial Products)		4	10-Oct-18

TYPE	DOCUMENT NAME	PRICE	VERSION	APPROVED
Tool	Unlicensed Letter Pack - Engagement Letter for SMSF Accounting & Compliance		4	11-Oct-18
<b>AML</b>		<b>\$ 2,500</b>		
Program	Anti-Money Laundering and Counter-Terrorism Financing Part A & Part B Program for ##		1	29-Jan-21
Tool	Annexure C (various versions (one per industry))		1	18-Nov-20
Tool	Annexure D		1	18-Nov-20
Tool	Compliance Officer Report		1	01-Mar-21
Tool	Risk Register User Instructions		1	25-Feb-21
Register	Risk Register (various versions (one per industry))		1	17-Feb-21
<b>Other</b>				
<b>Authorised Representative Agreement</b>		<b>\$ 450</b>		
Legal Agreement	Corporate Authorised Representative Agreement		3	20-Jul-21
Legal Agreement	Sub-Authorised Representative Agreement		1	13-Dec-19
<b>Responsible Manager Agreement</b>		<b>\$ 450</b>		
Legal Agreement	Responsible Manager Agreement		1	13-Dec-19
<b>Cyber Resilience</b>		<b>\$ 450</b>		
Policy	Cyber Resilience Policy		1	18-May-20
<b>Electronic Signatures</b>		<b>\$ 450</b>		
Policy	Electronic Signatures Policy		2	23-Sep-20
<b>Hedging</b>		<b>\$ 295</b>		
Policy	Hedging Policy		1	30-Apr-21
Tool	Hedging Policy Statement for Website Template		1	30-Apr-21
<b>AFSL Referral Arrangements</b>		<b>\$ 295</b>		
Policy	Referral Arrangements		2	11-Nov-20
Tool	Finding a Good Referral Partner Checklist Template		1	11-Nov-20
<b>ACL Referral Arrangements</b>		<b>\$ 295</b>		
Policy	Referral Arrangements		1	06-Apr-21
Tool	Finding a Good Referral Partner Checklist Template		1	06-Apr-21
<b>Whistleblower</b>		<b>\$ 950</b>		
Policy	Whistleblower Policy (only applicable to large Pty Ltd and Ltd companies)		1	25-May-20