May 7, 2025

Client Name
Client Address

Thank you for taking the time to meet with me to discuss your financial affairs. I look forward to working with you.

Agreements are particularly critical in relationships as sensitive and potentially intimate as those involving personal financial affairs. Accordingly, it is necessary and appropriate for both myself and you as the client to clearly understand the nature of their mutual commitments. That is the purpose of this engagement agreement.

## Parties to this engagement:

This letter of engagement outlines the services to be provided by me, in the capacity of a Click here to enter text, to you, the client. Any changes in the scope of services outlined in this agreement should be made in writing and mutually agreed upon by us both.

## Practitioner qualifications:

I am registered as a <Enter Text> and a member in good standing with <Enter Text> , and licensed through <Enter Text> for the sale of individual life, disability and related insurance products and segregated funds.

## Contracted services:

As discussed, this engagement will include: [Select as appropriate based on your qualifications and as discussed with client: delete those servives not being provided.]

- Comprehensive services, including consideration of financial management, tax planning, asset management, retirement planning risk management, and estate planning.
- Modular services which may include one or more of the following:
- Financial/asset management
- Tax planning
- Insurance/risk management
- Retirement planning
- Estate planning
- Succession planning
- Business owner/corporate services
- Management and implementation of the plan

- Ongoing monitoring of your financial affairs, including investment monitoring and annual tax planning and reporting
- Review of plan on an annual basis
- Other: <Enter Text>

## Disclosures: [Customize as needed; select and/or add as appropriate; delete those not required.]

In order to ensure that the services are effectively carried out, it is your responsibility to provide me with complete and accurate information. Incomplete disclosure of your financial situation can lead to inappropriate recommendations. Please forward the following for my review:

- A completed client questionnaire
- Copies of recent financial documents, including investments, mortgage and loan statements
- Copies of the previous year's tax return and/or notices of assessment
- Copies of wills, powers of attorney and other legal documents
- Copies of insurance policies
- Details of employment benefits
- Details of pension plans
- Other: <Enter Text>

Failure to provide the above-noted information may result in a limitation of services. If I am unable to proceed based on the information I have, I will inform you. It is also your responsibility to ensure that any material changes to the above-noted documents are disclosed on a timely basis as they could impact the financial planning recommendations.

Also, any significant changes in employment status, marital status, health or other personal or financial circumstances should be communicated to me immediately so that we can make the appropriate updates to your plan. Changes in your personal affairs may impact this engagement and/or the planning process.

## Assumptions:

Analyses will be performed based on certain personal and economic assumptions. These may include assumptions relating to: retirement age, life expectancy, retirement-income requirements, government benefits, time horizons and special needs, as well as economic assumptions including: rates of return, inflation assumptions and income tax rates. The assumptions will be identified in the plan.

All recommendations presented are made based on your specific circumstances, however results and returns are not guaranteed. You should review the offering documents relating to any product carefully before making an investment decision or decision to purchase.

## Third-party professionals:

During the course of the engagement, there may be a need to consult with other professionals, (i.e., tax or insurance specialists) or to make referrals to other professionals to assist with the implementation of the plan. Consultations with other professionals will not take place without your written agreement.

Please be advised that I do not receive fees in any form from professionals to whom you may be referred. However, such professionals may levy a fee for their services which will be negotiated and charged to you directly by them.

## Confidentiality and privacy:

All financial information, analyses and conclusions will be kept strictly confidential. Personal information will not be divulged without your express consent, unless required by law. If it becomes necessary to consult with third-party professionals to optimize the advice and services, your written approval will be required prior to sharing any personal or financial information.

## Compensation: [Customize as appropriate to your practice and as agreed upon with the client.]

The fee structure for this engagement is:

- Fee-for-service at a rate of $ Enter amount per hour
- Fee-for-service at a rate of $ Enter amount for the contracted services
- Fee-for-service at a rate of $ Enter amount for the contracted services plus commissions based on product sales
- Commissions only based on product sales

## Payment terms:

For fee-for-service engagements, $ <Amount> is due upon acceptance of this engagement and the balance, $ <Amount> is due upon presentation of the plan. Ongoing plan monitoring services will be billed at a rate of $ <Amount> per hour.

## Termination of service:

Either party to this engagement may terminate this agreement at any time by giving at least 30 days written notice. Any fees incurred to the date of notification will be accrued and payable in full. Furthermore, if you have concerns with regards to the services provided, complaints or disputes may be directed to the appropriate authorities and relevant regulatory bodies.

## Duration of engagement:

The plan will be presented within 30 days of receipt of completed financial information. Planning your financial future is an ongoing process that may involve implementation of the plan and ongoing monitoring, review and possible updates to the plan. At a minimum, the engagement includes a commitment to contact you on an annual basis at your last known mailing address to assess the progress of the plan.

## Implementation process disclosures:

To the extent that this engagement includes investments, insurance or other product sales, additional disclosures will be provided as required. Also, for all such transactions, the nature of commissions or other related compensation will be fully disclosed.
**For additional information please refer to the Appendix section.**

## Conflict of interest:

During the engagement, there may be occasions where a conflict of interest may arise. Any such conflicts of interest or potential conflicts of interest will be disclosed in writing.

I will at all times be guided by your needs and always acting in your best interest and I look forward to working with you and helping you to reach your financial goals.Sincerely,

_____
Advisor Signature

_____
Date

Agreements are particularly critical in relationships as sensitive and potentially intimate as those involving personal financial affairs. Accordingly, it is necessary and appropriate for both myself and you as the client to clearly understand the nature of their mutual commitments. That is the purpose of this engagement agreement.

I have read, understood and accept the terms outlined in this letter of engagement.

_____
City, Province

_____
Date

_____
Client Signature

_____
Client Signature

## Appendix

- **Comprehensive financial planning** – Define the terms of engagement and fees, gather necessary information to determine goals, needs and priorities, identify and evaluate strategies, submit recommendations, agree on action, responsibilities and time frames, monitor and evaluate ongoing implementation.
- **Education planning strategy** – Identify what the client needs to achieve his/her educational funding objectives.
- **Estate planning strategy** – Perform a review of the estate situation to ensure the client's wishes are carried out in the event of death. Also, ensure final estate costs and taxes are minimized.
- **Investment management strategy** – Develop a personal investment policy statement identifying the client's target asset allocation and investment objectives and steps needed to implement the strategy
- **Needs in the event of death strategy** – Review the client's situation in the event of death and develop a strategy to ensure his/her family is able to retain the lifestyle they are accustomed to.
- **Needs in the event of disability or critical illness strategy** – Review the client's situation in the event of a critical illness and/or disability and develop a strategy to ensure his/her goals and objectives are achieved.
- **Product transaction** – Conduct and negotiate the sale and service of a specific financial product in the absence of any comprehensive written advice, supporting planning documents or agreement on the expectation of such services.
- **Retirement planning strategy** – Identify changes the client needs to make in his/her current behaviour to help achieve his/her personal retirement goals and objectives.