

Add together your scores for this section to see where to go from here:

- 12 – 40 You should work with a professional, qualified financial adviser with expertise in this field to select and implement your offerings to your employees.
- 4 – 12 You feel that you can handle this project and your legal liabilities comfortably without external advice. Make sure that you are aware of your obligations and thoroughly research any advice that you are giving.

Do you have an existing relationship with a professional financial adviser with expertise in this area?

- Yes (Contact them to discuss your options and plans)
- No (Moneyworks is available to provide you with assistance – see the response form below. Alternatively research the options for local assistance from advisers with KiwiSaver expertise in your area.)

Additional resources are available for you to use are available as a Moneyworks Employer Member from www.moneyworks.co.nz/employer.htm

The KiwiSaver and Employee Benefits Decision™ resource

The KiwiSaver Communication and Education Solutions™ resource

We will provide you with recommendations for suitable solutions for you, upon completion of these questionnaires. These initial recommendations are included in the cost of your Membership.

If you want more information from Moneyworks, this is the additional information that we require:

Organisation Name: _____
Contact Person name: _____
Email address: _____
Contact Phone number: _____
Number of employees at each location:

Location	Number of people
TOTAL	

Average remuneration of employees: _____
Average annual employee turnover: _____% of workforce
Any existing employer superannuation arrangements: Yes/No
Existing employer group insurance arrangements: Yes/No
% of employees with access to email and internet at work: _____%

When you have completed this form – fax it to 0800 307 270 or email it to kiwisaver@moneyworks.co.nz and we will get back to you asap or phone us on 0800 225 621 and ask to speak to Carey or Peter about KiwiSaver.

What are your legal obligations (as an employer) when acting as a Financial Adviser?

If you wish to act as an Adviser and assist your employees in making their decisions about:

- A. Whether they should join KiwiSaver
- B. How much they should contribute to KiwiSaver
- C. What investment profile will be appropriate for them,

you will find yourself in the situation where you are legally 'acting as a financial adviser.' As a financial adviser, there are rules and obligations that you have to adhere to.

At present, these focus on 'disclosure' – but you need to be aware that these are in the process of changing, under various different bits of legislation.

You also need to be aware of the implications of 'advising' your employees – if something goes wrong, or if they are not happy with the outcomes of your advice.

Certified Financial Planners are trained and have requirements of ongoing professional education, to ensure that they assist their clients (your employees).

You should give serious consideration to the potential difficulties that could be avoided by forming a relationship with a qualified specialist financial adviser who will be able to work with your employees for a small charge.

What an adviser has to disclose to the client by law:

1. Personal information - if in the past five years they have:

- Had any convictions involving dishonesty (eg. fraud)
- Been made bankrupt
- Been prohibited from taking part in the management of a company or business.

2. What happens to their money (fees and investment money):

- How they will make payments to the adviser
- Whether the money will be held in trust by the adviser
- What records are kept, whether they will have access to those records, and under what terms
- Whether the adviser's accounts will be audited, and if so, by whom
- Whether your money can be used by the adviser, either for the adviser's own benefit, or for the benefit of any other person.

3. Does the adviser have membership of any of the following professional organisations?

- Institute of Chartered Accountants of New Zealand
- New Zealand Stock Exchange
- Institute of Financial Advisers

Membership is no guarantee of good advice, but members have to qualify, adhere to a professional code of conduct, and the client can complain to the organisation if they are dissatisfied. It's a good first place to start.

4. Experience and qualifications

- What are your qualifications for giving financial advice?
- When did you get those qualifications?
- How up-to-date are your qualifications?
- What experience do you have as a financial adviser?

5. What's in it for the adviser?

- Do you, or anyone associated with you, have a financial interest in giving me this advice? If so, what is that interest?
- Will you receive any money from anyone other than the client in connection with the advice you are giving me?

6. What are the limitations of the advice you are getting?

- What types of products do you give advice about?
- Are there any restrictions relating to the advice that you can give me?
- What products can't you advise me about?

It's important for the client to understand how comprehensive the advice is that they are getting. It might be that the adviser (ie you) can tell you only about life insurance or savings products, and only products from a certain company. The client might need to consult someone else as well to get the whole picture, for example, advice on whether paying off your mortgage faster is a better option than starting a savings scheme.