



## Inforce Life – Advisor Compliance Flow Chart

The list of compliance documents described below provide advisors with quick easy access to documents that are either required in, or that could be of use during the sales process. The required documents are:

1. Disclosure Document
2. Privacy Statement/Permissions
3. Financial Needs Analysis
4. Asset Allocation/ Investor Profile
5. Reason Why Letter
6. Policy Delivery & Waiver of Liability

**Important:**

- The attached documents serve as a guideline and a template for the advisor to develop their own set of compliance documents.
- Advisors should keep copies of these documents in their client file.

<b>Advisor Compliance Documents – Description</b>	
01_Disclosure Document	Advisors must use this document whenever they first meet with a client to obtain client sign off.
02_Privacy Statement/Permissions	The Privacy Statement/Permission should be used with new clients to obtain permission to create a file and hold client information.
03_Financial Needs Analysis	Advisors are expected to incorporate needs-based sales practice in their business. Any deviation from the recommended solution should be acknowledged and signed off by the client.
04_Reason Why Letter	This letter is designed to provide a summary to help clients understand the product recommendation, the transaction being completed, and the reasons why a product was purchased. A Reason Why Letter should be given to the client after a sales meeting.
05_Policy Delivery and Waiver of Liability	Advisors must use this document to complete the transaction and obtain client sign off.
06_The Life Insurance Replacement Declaration (LIRD)	The Life Insurance Replacement Declaration (LIRD) must be used when a life insurance policy is replaced.



07_The CLHIA Approach	The Approach is a guidance document developed by the Canadian Health and Life Insurance Association (CLHIA) that provides advisors with direction on the best practices that should be adopted in their sales practices. All advisors should review this document.
08_Asset Allocation / Investor Profile (measurement of comfort with risk)	An asset allocation model should be completed when a client is considering investing in funds, or other investment related products such as, Universal life insurance policies. Any deviation from the recommended asset allocation should be acknowledged and signed off by the client. The advisor must use the Investor Profile/ Asset Allocation document specified by the particular Insurer of the funds.