

## FINANCIAL ADVICE ENGAGEMENTS COMPLIANCE CHECKLIST

This is a checklist version of CFP Board's Financial Advice Engagements Compliance Guide. CFP Board designed this checklist to help CFP® professionals evaluate whether they are providing information and services in accordance with CFP Board's *Code of Ethics and Standards of Conduct* when they are providing Financial Advice. Under certain circumstances, a CFP® professional is required to update the information provided to a Client.

### Section A: Duties to Clients

- Fiduciary Duty
- Integrity
- Competence
- Diligence
- Disclose and Manage Conflicts of Interest
- Sound and Professional Objective Judgment
- Professionalism
- Comply with the Law
- Confidentiality and Privacy
- Provide Information to a Client
- Duties When Communicating with a Client
- Duties When Representing Compensation Method
- Duties When Recommending, Engaging, and Working With Additional Persons
- Duties When Selecting, Using and Recommending Technology
- Refrain from Borrowing or Lending Money and Commingling Financial Assets

### Section B: The Fiduciary Duty

Have I acted as a fiduciary and fulfilled the following duties (Standard A.1.):

#### Duty of Loyalty:

- Placed the interests of the Client above mine and my firm's
- Avoided, or fully disclosed, obtained the Client's informed consent, and properly managed Conflicts of Interest
- Acted without regard to the interests of anyone other than the Client

#### Duty of Care:

- Acted with care, skill, prudence, and diligence

#### Duty to Follow Client Instructions:

- Complied with the Engagement and reasonable and lawful directions of the Client

### Section C: Is This A Financial Planning Engagement?

If any answer below is yes, then this is a Financial Planning Engagement and you should consult the Financial Planning Engagements Compliance Checklist (Standards B.3 and B.4):

- I agreed to provide or provided Financial Planning
- The Client reasonably would believe I will provide or have provided Financial Planning
- The Financial Advice I agreed to provide requires Financial Planning

If I must provide but the Client does not agree to engage for Financial Planning, have I done one of the following:

- Not entered into an Engagement
- Limited the Scope of Engagement and described the services that I will not be performing
- Provided the services after informing how Financial Planning would benefit the Client and how not engaging me for Financial Planning may limit the Financial Advice
- Terminated the Engagement

### Section D: Providing Information to A Client

Have I provided the following information orally or in writing?

#### Services, Products, Compensation, Disciplinary History, Bankruptcy, And Other Material Information (Standard A.10.a.i. - v.)

- A description of the services and products
- How my firm and I are compensated
- How the Client pays and the types of costs the Client may incur
- Public discipline and bankruptcy

#### Conflicts of Interest (Standards A.5.a., A.10.a.v., and A.13.a.)

- All Material Conflicts of Interest
  - Obtained the Client's informed consent
  - Properly managed any Conflicts of Interest
- Compensation for engaging or recommending others

#### Confidentiality and Privacy (Standard A.9.d.)

- Written notice of our privacy policies

#### Other Requirements (Standards A.10.a. and A.10.a.viii.)

- Provided other information material to the decision to engage
- Documented that I provided all this information