

**NEW NWM: Suitability Report Form Walkthrough**



## Suitability Report

**Must complete this. Note:**  
Relationship Manager is the Key Account Manager (KAM)

**Client Name:**

**Relationship Manager Name:**

**Date of the Report:**

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Applicant/Client's Name

Dear \_\_\_\_\_,

Initial meeting of the Key Account Manager (KAM) with client. The Date should be prior or same as the application date.

**1. Introduction**

Following on from our initial meeting on \_\_\_\_\_, your financial affairs have been analyzed and my advice is set out below. We discussed your current financial position and your needs for an [insurance/investment] product to assist your [estate planning and wealth management] purposes. Your decision as to the product you wish to purchase was based on your current position, your priorities and attitude to investment risk. You confirmed that no significant changes have taken place since we last met.

It is important that you understand the rationale behind my advice in order that I can be satisfied that the product you have selected is suitable for your requirements, and that you fully understand the nature of the product you are purchasing. Therefore, I have documented everything in this report which you should read in conjunction with the accompanying illustrations and product brochures, which all provide important information about the product suggested to you. If you feel that any of the information contained within this report is incorrect, please let me know as soon as possible. I would also mention that if any information has not been disclosed, it is possible that my advice may not take account of all your personal requirements and could ultimately have been different. I cannot accept responsibility for any non-disclosed information which could have affected my advice. Also, I used the information from the [Fact Find / client profile / Financial Needs Analysis ("FNA")] document you completed and signed.

You have been provided with a copy of our Client Services Agreement and Terms of Business. These explain our terms of business, my status as a [Relationship Manager / Independent Financial Adviser], the regulatory protection afforded to you by the Dubai Financial Services Authority given your status as a [Retail/Professional] client, and the information about you and your financials that we store in our records. Please refer to the Client Services Agreement and Terms of Business in conjunction with this Suitability Report to ensure you fully understand my advice, what your classification as a [Retail/Professional] client means, and that it has enabled you to conclude that the product chosen is suitable for your investment requirements. Please sign and return a copy of this Report to indicate you understand these terms and agree that the product you are purchasing meets your needs.

A summary of your current circumstances and objectives are as follows: -

Client's information

**2. Personal Details**

<b>Date of Birth:</b>	
<b>Nationality:</b>	
<b>Residency:</b>	
<b>Marital Status</b>	

Client's information

<b>Dependents:</b>	
<b>Employer:</b>	

<b>Salary:</b>	
<b>Estimated Monthly Expenditure:</b>	
<b>Estimated Disposable Monthly Income:</b>	

I have undertaken an analysis of your needs and requirements and have therefore advised on the basis of the information you have provided. You disclosed that the source of wealth for this [insurance/investment] product was [insert source of wealth e.g. income from bonus/sale of property.] and documentary evidence has been supplied by you to verify this.

Client's detailed assets and liabilities

**3. Assets and liabilities**

You currently have USD as cash in bank.

**1.1. Existing Investments:**

**1.2. Bank Account Values:**

**1.3. Mutual Funds:**

**1.4. Securities/Stocks:**

**1.5. Properties:**

**1.6. Liabilities:**

\* It is recommended that you should aim to set aside between 3 and 6 months' income for emergencies.

**4. Financial Aims, Needs and Objectives**

Your aims, needs and objectives are as follows:

- a) Goal 1
- b) Goal 2
- c) Goal 3

Further documentation of these aims, needs and objectives can be found in the Financial Needs Analysis ("FNA") carried out on [insert date] and documented accordingly.

Client to provide at least 1 goal.

Signed date of the Fact Find Form (same as the Confidential Financial Health Check)

**5. Knowledge and experience of investments**

As part of the Client Classification process, a full analysis of your knowledge and experience was undertaken to allow us to assess whether you fully understood the market and the product you are looking to purchase. We considered the following matters:



Your overall risk profile based on the Attitude to Risk Questionnaire is:

Your attitude to risk profile for each goal is given under the product recommendation section below.

### 7. Product recommendations

The products which I recommended and which you have selected are summarized below. As set out in (4) above, I conducted and documented a detailed FNA which sets out the rationale behind these recommendations and your ultimate product selection. Please refer to the FNA document to remind yourself of this process.

Goal#	Goal Description	Product Recommendation	Risk Profile of Goal and Product	Liquidity and Maturity of Product	Further details
1					Refer to Annexure 1
2					Refer to Annexure 2
3					Refer to Annexure 2

### 8. Risk Warnings

Please refer to the Product Guide, brochure, the illustration, and factsheets that have previously been provided to you and take time to read them as they contain a great deal of important information. You should also take time to study the policy document when received, your right to change your mind and to ensure you are happy that it meets your requirements, as these will contain full details of the terms and conditions that will apply.

Also, you understand and agree that:

Past performance information is given for illustrative purposes only and should not be relied upon as, and is not, an indication of future performance. Before making an investment decision, you should consider your objectives, financial situation or needs, and the relevant Key Information Documents of the products. The prices of securities fluctuate, sometimes dramatically. The value of investments and the income from them can go down as well as up and you may not get back the amount originally invested. The tax treatment of all investments depends upon individual circumstances and may be subject to change. Investors should discuss their financial arrangements with their own tax adviser as the value of any tax reliefs available is subject to individual circumstances. Levels and bases of taxation may change.



**Customer Service**

At Nexus Wealth Management we value customer service. To this end, when recommending a company, we aim to ensure that it meets our own high standards of customer care.

**Next steps**

The next step will be to complete the appropriate application forms. I will need a copy of your passport and visa and also a utility bill dated within the last three months, together with credit card or bank details. Once completed, I will submit this to set up your policy.

I am very pleased you have sought my advice. Please contact me if you require clarification on any of the above points.

Yours sincerely,

**Name:**

**Title:**

Nexus Wealth Management Limited

**Received by:**

**Client Name:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Leave this blank. NWM will complete this.

Client must sign with same date of the initial meeting or after.

All forms must be signed with a wet signature that can be sent through email as scanned copy or, if using a digital signature, through DocuSign or Adobe Sign. Ensure the summary/final audit report is included.

The email ID used for DocuSign or Adobe Sign must match the referral agent's registered email.