

Midwinter Office Use only – do not fill out		
RM Initial	Date Rec'd	RB Online Complete?
<input type="text"/>	<input type="text"/>	<input type="text"/>



Midwinter's Client Manager - Checklist and Application Form

This pack contains the following information required to implement *Client Manager*

- ❄ Please make sure you read and agree to the terms and conditions located on our website
- ❄ Terms and conditions located at <http://midwinter.com.au/forms/>

1. Main contact details

Practice name _____ Licensee _____

Main contact name _____ Phone _____

Main contact email _____

2. Summary of licence requirements

Client Manager: Number of Admin Licences Datafeed Licences

 Number of Authorised Representative Licences and

Reasonable Basis: Number of Licences

3. Check list – Applications cannot proceed unless fully complete

- Have you entered the main contact details and summary of licence options above?
- Application details form – Have you filled out the licensee details?
- Application details form – Have you filled out the practice details?
- Application details form – Have you entered all staff details (to create as users)?
- Application details form – Have you entered data feed adviser codes (if required)?
- Application details form – Have you provided details for any data transfer (if required)?
- Email CRM@midwinter.com.au – Approved product list, risk profiles & model portfolios (Word/Excel)
- Email CRM@midwinter.com.au – Licensee branding: email signatures (JPEG), logos and artworks for client reports
- Email CRM@midwinter.com.au – FSG and privacy policy documents including version information (prefer Word)
- Client Manager* - [Terms and conditions](#) & [Acceptable Use Policy](#) - Have you read and understood the terms?
- Reasonable Basis* - [Terms and conditions](#) – Have you read and understood the terms?

4. Signature and Acknowledgement

This is to acknowledge that you have read and agreed to our terms & conditions and are willing to proceed with the purchase of Midwinter's *Client Manager* and/or Midwinter's *Reasonable Basis*.

Please scan & email your completed application form to CRM@midwinter.com.au or your relationship manager. You can also fax it to us on (02) 9233 4485. Once your application is received by Midwinter we will begin establishing your Midwinter *Client Manager* passwords. The 14 day cooling off period commences once you have received your passwords.

Authorised Name _____

Authorised Signature _____ Date _____

Implementation times and expectations

Generally, it can take up to:

- **Two weeks** after receipt of completed application pack for us to provide you with *Client Manager* passwords,
- **Two weeks** after receipt of completed application pack for us load your data feeds

Unlike all other CRM systems, Midwinter sets up and manages your data feeds for you. *We do this at no extra cost to you.*

Please note that some data feeds can take considerably longer to properly set up than others. We set up your data feeds on an ongoing basis after your *Client Manager* passwords have been setup.

Training

Training can only commence once your invoice or security deposit (10%) has been paid.

Once the invoice or security deposit is paid, you are able to select one of the following formal training options:

- Training after your passwords are set up,
- **OR**, Training after your passwords *and* database conversion is complete,
- **OR**, Training after your passwords *and* database conversion *and* data feeds is complete.

Please note you are also able to attend any of the *Client Manager* Webinars free of charge at any time.

Licensee Information

Licensee Name	
AFSL	
ABN	
Street Address	

Office Information

Business Trading Name	
Corporate Authorised Representative Name	
Corporate Authorised Representative Number (ASIC) if known	
ABN	
ACN	
Street Address	
Postal Address	
Email Address	
Fax Number	
Phone Number	
Proposed Start Date	

Staff Details

First Name _____ Surname _____

Qualifications _____ Email _____

Mobile Phone _____ Position _____

Authorised Date: _____ Authorised Rep Number _____ DOB _____
(only for AR)

Licence Administration OR Authorised Representative

Practice Management Access Yes No
(Allows access to office reporting eg brokerage, client net worth)

Practice Administration Access Yes No
(Allows access to Staff Management, marketing management and other office information)

Licensing/User Access Requirements

Reasonable Basis - Standard/Excluding Insurance (please cross one out) Yes No
(Only available if you have an AR Licence)

Datafeeds Yes No
(To have access to data feeds with managed fund/share data and unit prices – Only available if you have an AR Licence)

Staff Details ...1

First Name _____ Surname _____

Qualifications _____ Email _____

Mobile Phone _____ Position _____

Authorised Date: _____ Authorised Rep Number _____ DOB _____
(only for AR)

Licence Administration OR Authorised Representative

Practice Management Access Yes No
(Allows access to office reporting eg brokerage, client net worth)

Practice Administration Access Yes No
(Allows access to Staff Management, marketing management and other office information)

Licensing/User Access Requirements

Reasonable Basis - Standard/Excluding Insurance (please cross one out) Yes No
(Only available if you have an AR Licence)

Datafeeds Yes No
(To have access to data feeds with managed fund/share data and unit prices – Only available if you have an AR Licence)

Staff Details ...2

First Name _____ Surname _____

Qualifications _____ Email _____

Mobile Phone _____ Position _____

Authorised Date: _____ Authorised Rep Number _____ DOB _____
(only for AR)

Licence Administration OR Authorised Representative

Practice Management Access Yes No
(Allows access to office reporting eg brokerage, client net worth)

Practice Administration Access Yes No
(Allows access to Staff Management, marketing management and other office information)

Licensing/User Access Requirements

Reasonable Basis - Standard/Excluding Insurance (please cross one out) Yes No
(Only available if you have an AR Licence)

Datafeeds Yes No
(To have access to data feeds with managed fund/share data and unit prices – Only available if you have an AR Licence)

Staff Details ...3

First Name _____ Surname _____

Qualifications _____ Email _____

Mobile Phone _____ Position _____

Authorised Date: _____ Authorised Rep Number _____ DOB _____
(only for AR)

Licence Administration OR Authorised Representative

Practice Management Access Yes No
(Allows access to office reporting eg brokerage, client net worth)

Practice Administration Access Yes No
(Allows access to Staff Management, marketing management and other office information)

Licensing/User Access Requirements

Reasonable Basis - Standard/Excluding Insurance (please cross one out) Yes No
(Only available if you have an AR Licence)

Datafeeds Yes No
(To have access to data feeds with managed fund/share data and unit prices – Only available if you have an AR Licence)

Data Feeds Required

Please enter the use/staff name in the top row. Then enter the adviser number(s) next to the relevant data feed. This will allow Midwinter's *Client Manager* to automatically pick up the feeds. If the data feed that you require is not on this list please us know.

<u>Adviser name</u>				
Adelaide Bank				
Asgard AdviserNet				
Asteron				
Australian Unity				
AVIVA Investors				
AXA North				
AXA Summit				
Beacon Investments				
Blackrock SMA				
BT Wrap				
Class Super				
Colonial First State (First Choice)				
Colonial Geared Investments				
CommInsure				
ING Portfolio One				
IOOF				
Lonsec Securities				
Macquarie CMA				
Macquarie Wrap				
MLC (Masterkey)				
MLC (Navigator)				
Morgan Stanley Smith Barney				
Netwealth				
Next Financial				
OASIS				
ING OnePath				
Praemium V-Wrap				
Smart Super				
Spectrum				
Symetry				

Existing Client Database

<p>Current software (Please tick the software your business is currently using for store client information that needs to be imported into Midwinter's <i>Client Manager</i>.)</p>	<p>Coin <input type="checkbox"/> XPlan <input type="checkbox"/> Visiplan <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If you tick other, please specify _____</p> <p>_____</p>
<p>Able to Extract Data (Can the data be extracted by your office to send to Midwinter)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please provide 3 - 5 examples of clients where all records are to be imported,</p> <p>or</p> <p>provide screen shots.</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
<p>(b) On site visit required (There is an additional cost associated with this. Quotes on application. If yes, you will need to advise Midwinter couple of available dates, so we can assist with the data extract)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, suggested dates _____</p> <p>_____</p> <p>_____</p>

Name: _____

Signature: _____

Date: _____