

Worksheet for choosing an advisor

This worksheet supports Chapter 2: Choosing an investment advisor and Chapter 1: Getting started. Fill out one for each advisor you're considering.

BEFORE YOU MEET

Check registration

Name of advisor:

Firm / employer:

Address

Telephone number

[Check National Registration Search](#) now to see if this person is registered.

Check firm's registration

Is the person an advisor in this firm?	Yes	No
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Is the person registered?	Yes	No
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Is their registration active?	Yes	No
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If not active, or if suspended, move to another person.

Are they subject to any conditions of registration?	Yes	No
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If yes, what is the condition?

Does it limit what they can do or require them to be supervised?	Yes	No
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Where else have they worked?

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Check disciplinary history

Are they on the CSA Disciplined Persons List ?			Yes	No
For what?	N/A			
	Acting contrary to the public interest			
	Breach of order			
	Failure to file insider reports			
	Fraud			
	Illegal or unregistered distribution			
	Misrepresentations			
	Unregistered activities			
	Unregistered or illegal trading			
	Other			
What sanctions?	Director/officer ban	Until	<i>or</i>	Permanent
	Trading ban	Until	<i>or</i>	Permanent
	Completion of training	Until	<i>or</i>	Permanent
	Investor relations ban	Until	<i>or</i>	Permanent
	Fine	Until	<i>or</i>	Permanent
	Specific undertaking	Until	<i>or</i>	Permanent
	Registration ban	Until	<i>or</i>	Permanent
	Other sanction?			
Payment (penalty) agreed or ordered			Yes	No
If yes, how much	\$			
Have they been disciplined by the Ontario Securities Commission ?			Yes	No
Are they on the IIROC List of Enforcement Actions ?			Yes	No
Have they been disciplined by the MFDA ?			Yes	No
Is this someone you want to work with?			Yes	No

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THE INTERVIEW

Here are the basic questions to ask any advisor you consider working with. You might want to start the process with a phone interview and then complete it face-to-face. If you already have an advisor, and don't know the answers to these questions, going through the interview process could strengthen your business relationship, or point out areas of concern that might lead you to change advisors.

Qualifications and experience

Q. *What investment business are you registered to conduct?*

A.

Q. *What professional qualifications do you have and what do they mean? What other qualifications do you have? How do they relate to the investment services you provide?*

A.

Q. *Please tell me about clients with similar financial circumstances to mine and how you worked with them to achieve their financial goals.*

A.

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Meeting goals and expectations

My goals: Transfer from the Worksheet for investment planning

What opportunities do you see for a portfolio my size? What steps would you suggest to build a portfolio that will achieve my investment goals?

Opportunities

Steps to achieve investment goals

How do you invest your money and why?

How are you compensated? What kind of fees do you charge? How will those fees impact the value of my investments?

How compensated and types of fees?

Impact of fees on value

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Service expectations

Here are my service expectations. Can you meet them?

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

What sorts of conflicts can arise and how does your firm address conflicts?

What if we have a disagreement? What is your firm's dispute resolution policy?

Why do you think you are a good match for me? If you're not, who would you recommend, and why?