

# ADVISER ONBOARDING: REQUIREMENTS



- 1 Do you want to own your client portfolio?**

✓ Yes You will be known as a **Principal**
✗ No, this will be owned by my Principal You will be known as a **Representative**
- 2 Will you be paid commission directly from AIA?**

✓ Yes, 100% You will be known as a **paid** adviser
 ✓ Yes, I will receive a split of the commission on products I distribute You will be known as a **split commission** adviser.
 ✗ No You will be known as an **unpaid** adviser.
- 3 Which products will you be distributing?**

**Risk**      **Home Loans**      If both, you need to meet the requirements of both the Risk and Home Loans columns below.

Requirements matrix		Principal Paid Risk	Principal Paid Home Loans	Principal Split Commission Risk	Representative Paid Risk	Representative Split Commission Risk	Representative Unpaid Risk	Representative Unpaid Home Loans
ONLINE APPLICATION	Online Agency Application	✓	✓	✓	✓	✓	✓	✓
	ID	✓	✓	✓	✓	✓	✓	✓
	Professional Indemnity (Minimum \$1 million per principal, plus \$500,000 for each representative thereafter, to a maximum of \$5 million)	✓	✓	✓	✓	✓	✓	✓
	Evidence of bank account	✓	✓	✓	✓	✓		
	Inland Revenue notification of tax rate for contractors (IR330c if required for withholding tax purposes)	✓	✓	✓	✓	✓		
	Business plan		✓					✓
	Mentor relationship (If distributing home loans and have less than 12 month experience in the home loans industry)		✓					✓
AFTER SUBMISSION	Accreditation	✓	✓	✓	✓	✓	✓	✓
	Proof of New Zealand Financial Services Certificate Level 5 and relevant strands (i.e. Residential Lending, Life, Disability and Health)	✓	✓	✓	✓	✓	✓	✓
	Commission Split form			✓		✓		
	Financial Adviser Agreement	✓	✓	✓	✓	✓		

# ADVISER ONBOARDING: JOURNEY

