

Dear Entrant,

Please find enclosed your submission documents for the *ifa Excellence Awards 2016*.

This pack includes the following:

1. Category description and submission questions
2. Award submission guidelines
3. Award submission form
4. Business metrics form

Category criteria and entry requirements can also be found on the *ifa Excellence Awards* website www.ifa.com.au/ifaawards ('categories' tab).

Good luck!

The *ifa* Team

BOUTIQUE FIRM OF THE YEAR (1-9 ADVISERS)

OVERVIEW

This award recognises the boutique or self-licensed financial advice firm that has most effectively driven business growth during 2015 utilising a range of business development principals and tactics.

Based on business growth metrics as well as support and servicing, the award considers the activities, strategies and actions of the group in terms of adviser recruitment and retention, as well as the success of individual advisers in supporting the corporate's overall growth and development. It also recognises strong progress over the past 12 months in terms of funds under advice (FUA).

This is a corporate award that is open to all boutique advice firms in Australia and is based on the period from 1 January 2015 to 31 December 2015. Firms that are considered for this category have between one and nine advisers.

AWARD SUBMISSION GUIDELINES

The following outlines important information for all nominees. **Please ensure that you read the below before completing your submission.**

Should you have any additional questions, please call Eleanor Kempster on 02 9922 3300 or email Eleanor.Kempster@sterlingpublishing.com.au

Submission deadline

All submissions must be received at the Sterling Publishing offices by 5.30pm on Friday 13 May 2016.

Submission structure

1. Submissions must address **all** key points in the **Award Submission Requirements**. Criteria/questions can be found by clicking on the 'categories' tab at www.ifa.com.au/ifaawards or see above.
2. There are no limitations on how you choose to cover submission criteria, so be creative! However, note that **you must cover all key points and answer questions directly or your submission may be judged negatively as a result.**
3. Please include relevant supporting documentation including audited statements, third party independent data reports or client/partner endorsements and testimonials.

4. ONLY provide supporting documents which are directly referenced and relevant to your submission. Any irrelevant materials will be disregarded.

Submission format

Please limit each submission to **1,500-2,000 words**.

Submission delivery

An online submission platform will open in mid-April 2016, all answers and supporting documents can be uploaded online.

Confidentiality

Please note that all submissions are treated in the strictest confidence and only viewed by the *ifa Excellence Awards* judging panel.

Lodging multiple awards

If you are lodging a submission for a number of award categories, congratulations! Please use a common sense approach to creating submissions for multiple categories.

While producing an awards submission can be a time-consuming process, there are ways in which you can reduce the work required. For example, you may be able to use the same core submission for a number of different categories, tailored to the specifics of each category.

NOTE: You will still need to complete separate submission documents for each award you are entering.

If you have any questions regarding multiple submissions, please call Eleanor Kempster on 02 9922 3300 or email Eleanor.Kempster@sterlingpublishing.com.au

Supporting material

Please refer to any supporting material in your submission for judges to consider. This material may differ depending on the category and can include images, statistics, media coverage and other relevant information. Please **do not** provide supporting documents unless they are directly referenced and relevant to your submission.

Remember to evidence any financial or business metrics or statements with supporting documentation including audited statements, third-party independent data reports or client/partner endorsements and testimonials.

Company logo and description

1. Please email your company logo, in high-resolution JPEG and EPS format to Eleanor.Kempster@sterlingpublishing.com.au
2. Please also ensure that you enter the company name you wish to appear on all event collateral (including the award trophy, should you be successful).

STEP ONE: AWARD SUBMISSION FORM

Please complete the following Award Submission Form and submit **NO LATER THAN 5:30PM ON FRIDAY 13 MAY 2016.**

AWARD DETAILS

AWARD CATEGORY	
COMPANY NAME (This will be used on all event collateral)	
ENTRANT'S NAME (Include this for all individual awards)	
ENTRANT'S JOB TITLE (Include for all individual awards)	
SUMBISSION LODGED BY <i>(Contact point for all award correspondence)</i>	
JOB TITLE	
ADDRESS	
PHONE	
MOBILE	
EMAIL	

STEP TWO: BUSINESS METRICS INFORMATION

BOUTIQUE FIRM OF THE YEAR

Metric	2014 (Calendar year)	2015 (Calendar year)
Total number of clients serviced		
Total number of advisers		
Total number of other staff		
Total Funds Under Advice (FUA) (\$)		
Percentage of revenue that is recurring (%)		
Percentage of total income generated on a fee-for-service basis (%)		

NOTE: **THIS IS A COMPANY AWARD.** All figures must reflect the activities and efforts directly associated with your firm.

STEP THREE: SUBMISSION REQUIREMENTS

- A) Complete an entry submission for the category.
- B) Provide full business metrics (form found in entry submission pack). Failure to provide full details may negatively impact your submission. All business metrics are strictly confidential and will not be published.
- C) The entrant must submit a detailed submission that answers/addresses the points below:
1. Outline the tactics used to grow your firm, gain market share, overcome competition, and support your advisers to offer more effective advice.
 2. Describe your point of difference/unique selling points and how they influenced the growth in your business – both in adviser/client numbers and FUA.
 3. Demonstrate a structured approach to growth with clear objectives and associated results. In addition, highlight how you have engaged best practice and innovation to achieve growth.
 4. Highlight how the firm represents the profession, champions independent advice and exemplifies professionalism.
 5. Evidence any financial or business metrics and/or statements with supporting documentation, including audited statements, third party independent data reports or client/partner endorsements and testimonials.

By submitting your application you certify that the information you have provided is accurate and understand that withholding any information or giving false information can result in disqualification or the forfeiture of an award. We reserve the right to declare your entry ineligible if, during the period, in the sole and reasonable opinion of the judges or the organisers: a. you are unable to represent or promote the Awards in a satisfactory manner; b. you have not complied with these Terms; c. the entry form is incomplete; or d. information provided by you is deficient, false, misleading or provided unlawfully.