**Product Due Diligence Checklist**

1. **Management Information – New business register.**

Does it contain details (for each recorded transaction) of the

• Product

• Provider

• Platform name

• Amount invested

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| Note: |

1. **Investment proposition – do you use …**

• Panels

* Buy lists

• Multi-manager funds

• Model portfolios - internally constructed and run by your firm

• Model portfolios - externally run by a third-party firm

• Discretionary investment management (referring the client to an external discretionary fund management firm)

• Discretionary investment management (in house)

• Other

Where more than one approach is used, the approximate proportion of new business for each should be provided.

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| Note: |

1. **Client Bank / Target Market**

Does your firm have a target client market? As an example, do you target clients

• With a certain level of assets (if so, what level)

• With a certain level of income (if so, what level)

• At a certain life stage (if so, what stage)

• Of a certain profession (if so, which ones)

• That fit any other particular criteria (if so, please describe)

Provide a brief summary of how and why you decided to target these clients

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| Note: |

1. **Describe your due diligence process, in relation to Unit Trusts (including ISAs and Bonds), OEICs, investment trusts. ETFs, Income drawdown products, Platforms, and DFMs,** 
   1. The steps that you take;

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| Note: |

* 1. Any research tools or third parties (e.g. consultancy or research firms) you use, and the output from these;

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| Note: |

* 1. The criteria you apply to select/exclude certain products and services (how you use sifts);

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| Note: |

* 1. Any additional research you undertake on specialist products (and potentially higher risk products);

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| Note: |

1. **Who (position) at your firm is involved in the research and due diligence process?**

**If there are multiple individuals with differing roles, each individual and the role they are responsible for needs to be highlighted**

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| Note: |

1. **Confirmation as to whether you have a process in place for reviewing research and due diligence over time.**

**If so, a brief summary of the nature of that process including what it involves and when it is undertaken needs to be provided.**

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| Note: |

1. **Have you have implemented any changes to your approach to research and due diligence over the past two years (since RDR)? If so, a brief summary of what has changed and what the catalyst for the change was, needs to be provided.**

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| Note: |