

DISCOVERY WORKBOOK

PRE-APPOINTMENT HOMEWORK



ALIGNED
capital partners inc.

**SHAFIK
HIRANI'S** | PRIVATE
WEALTH
MANAGEMENT
PRACTICE

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STATEMENTS REQUIRED

In order for us to provide value to you (in terms of an analysis) please provide the following **48 hours prior** to your meeting.

INVESTMENT STATEMENTS:

- Bank Account Statements
- Investment Account Statements
- Registered Retirement Savings Plan (RRSP) statements
- Tax Free Savings Account (TFSA) statements
- Pension statements
- Insurance Policy statements
- Real Estate Property Tax Evaluations

LIABILITY STATEMENTS:

- Mortgage statements
- Loan statements
- Line of Credit statements

TAX INFORMATION:

- CRA Notice of Assessment (all pages, from most recent tax year)
- RRSP deduction limits and TFSA contribution limits and capital gain/loss carry forward information

CORPORATE: (if applicable)

- Corporate Investment statements
- Corporate Bank account statements
- Articles of Incorporation
- BIN #, corporate access number
- Corporate void cheque

CLIENT WORKSHEETS: (to complete)

- Client Contact
- Balance Sheet
- Cash Flow Sheet
- Investment Profile Questionnaire

PERSONAL IDENTIFICATION REQUIREMENTS TO OPEN AN ACCOUNT

- Government Issued ID – Drivers license or passport
- Personal void cheque



Please send all statements by scanning or encrypting files and emailing to:
shafik.hirani@alignedcapitalpartners.com

CASH FLOW ANALYSIS

MONTHLY INCOME

	Gross	Net
	\$	\$
	\$	\$
	\$	\$

NAME _____

PHONE _____

DATE _____

TOTAL NET MONTHLY INCOME \$

MONTHLY EXPENSES

HOME

Mortgage / Rent	\$
Condo Fees	\$
Property Tax	\$
Insurance	\$
Utilities	\$
Telephones	\$
Food / Groceries	\$
Other (<i>repairs, maintenance</i>)	\$

VEHICLES

Monthly Payment	\$
Gas	\$
Insurance	\$
Other (<i>repairs, parking, bus pass</i>)	\$

PERSONAL/ RECREATION

Clothing	\$
Entertainment	\$
Hobbies / Vacation	\$
Charitable Donations	\$
Other (<i>haircuts, clubs, subscriptions</i>)	\$

FAMILY

Child Support	\$
Daycare / Babysitting	\$
Other (<i>pets, etc.</i>)	\$

HEALTH

Insurance Premiums	\$
Medical Costs (<i>dental, glasses, prescriptions</i>)	\$

REGULAR SAVINGS \$

DEBT REPAYMENT \$

TOTAL EXPENSES \$

UNCOMMITTED INCOME \$

HOW MUCH DO WE HAVE TO WORK WITH? \$

INVESTMENT PROFILE QUESTIONNAIRE

Client

Date

Different investors have different risk tolerances. Some of the difference stems from time horizon. That is, someone with a short time horizon may be less able to withstand losses. The remainder of the difference is attributable to the individual's appetite for risk as well as their personal financial profile. Volatility can be nerve-wracking for many people, and they are more comfortable when they can avoid it. However, there is a relationship between risk and return. Investors need to recognize this risk/return trade-off. The following risk tolerance questionnaire is designed to measure an individual's ability and willingness to accept uncertainties in their investment's performance. The total score recommends which of five distinct risk profiles is most appropriate for the investor.

Investment History (not scored)

1. What is your experience and overall knowledge of investments?

- I have no investment experience and a very low knowledge level regarding investments.
- I have very little investment experience and a fairly low knowledge level.
- I have some experience investing in mutual funds and am somewhat knowledgeable.
- I have some experience investing in mutual funds, individual stocks and bonds and am somewhat knowledgeable.
- I am an experienced investor and have a solid knowledge base regarding investments and am aware that markets can be volatile and unpredictable.

Time Horizon

2. When do you expect to begin withdrawing money from your investment account?

- Less than 2 years
- 2 years
- 3 to 4 years
- 5 to 7 years
- 8 to 10 years
- 11 years or more

3. Once you begin withdrawing money from your investment account, how long do you expect the withdrawals to last?

- I plan to take a lump sum distribution
- 1 to 4 years
- 5 to 7 years
- 8 to 10 years
- 11 years or more

Risk Tolerance

4. Inflation, the rise in prices over time, can erode your investment return. Long-term investors should be aware that, if portfolio returns are less than the inflation rate, their ability to purchase goods and services in the future might actually decline. However, portfolios with long-term returns that significantly exceed inflation are associated with a higher degree of risk.

Which of the following choices best reflects your attitude toward inflation and risk?

- My main goal is to avoid loss, even though I may only keep pace with inflation.
- My main goal is to earn slightly more than inflation, while taking on a low level of risk.
- My main goal is to increase my portfolio's value. Therefore, I am willing to accept short-term losses, but I am not comfortable with extreme performance shifts that may be experienced in the most aggressive investment options.
- My main goal is to maximize my portfolio value, and I am willing to take on more extreme levels of risk and performance shifts in my portfolio to do so.

5. The table below presents a hypothetical worst case loss, expected gain, and best case gain of five sample portfolios over a one-year period with an initial \$100,000 investment. Which portfolio would you prefer to hold?.

- Portfolio 1
- Portfolio 2
- Portfolio 3
- Portfolio 4
- Portfolio 5

	Hypothetical Best Case (\$)	Expected Gain (\$)	Hypothetical Worst Case (\$)
Portfolio 1	\$115,500	\$104,400	\$91,300
Portfolio 2	\$121,000	\$105,200	\$85,600
Portfolio 3	\$126,900	\$106,100	\$77,500
Portfolio 4	\$132,600	\$107,000	\$69,700
Portfolio 5	\$136,800	\$107,600	\$65,000

INVESTMENT PROFILE QUESTIONNAIRE

Client _____

Date _____

6. Investing involves a trade-off between risk and return. Historically, investors who have received high long-term average returns have experienced greater fluctuations in the value of their portfolio and more frequent short-term losses than investors in more conservative investments have.

Considering the above, which statement best describes your investment goals?

- Protect the value of my account. In order to minimize the chance for loss, I am willing to accept the lower long-term returns provided by conservative investments.
- Keep risk to a minimum while trying to achieve slightly higher returns than the returns provided by investments that are more conservative.
- Focus more on the long-term investment returns. Long-Term growth is equally as important as managing portfolio risk.
- Maximize long-term investment returns. I am willing to accept large and sometimes dramatic short-term fluctuations in the value of my investments.

7. Historically, markets have experienced downturns, both short-term and prolonged, followed by market recoveries.

Suppose you owned a well-diversified portfolio that fell by 20% (i.e. \$1,000 initial investment would now be worth \$800)

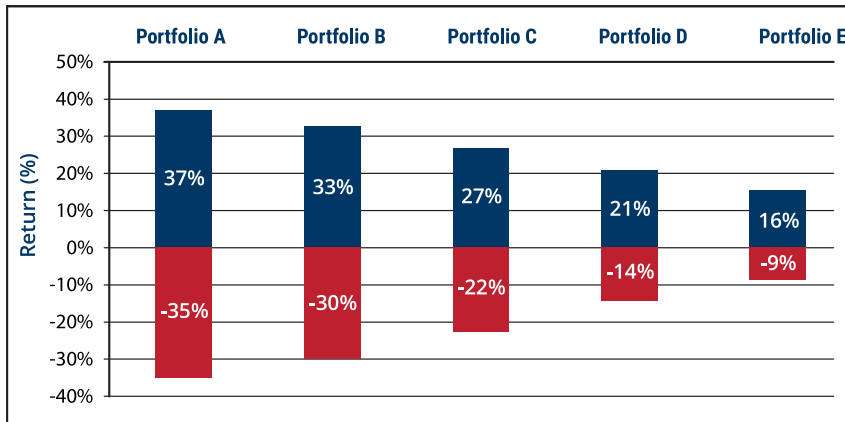
over a short period, consistent with the overall market. Assuming you still have 10 years until you begin withdrawals, how would you react?

- I would not change my portfolio.
- I would wait at least one year before changing to options that are more conservative.
- I would wait at least three months before changing to options that are more conservative.
- I would immediately change to options that are more conservative.

8. The following graph shows the hypothetical best and worst results of five sample portfolios over a one-year holding period.

The best potential and worst potential gains and losses are presented.

Note that the portfolio with the highest upside also has the largest downside.



Which of these portfolios would you prefer to hold?

- Portfolio A
- Portfolio B
- Portfolio C
- Portfolio D
- Portfolio E

9. I am comfortable with investments that may frequently experience large declines in value if there's a potential for higher returns.

What is your view regarding this statement.

- Strongly disagree
- Disagree
- Somewhat disagree
- Agree
- Strongly agree

Signature: _____ Date: _____



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SHAFIK HIRANI'S PRIVATE WEALTH MANAGEMENT PRACTICE



ACHIEVEMENTS

- Winner - "Canada's Top 50 Financial Advisors" (for 2013, 2014), by *Wealth Professional Magazine*
- Awarded Runner Up - "ETF Champion of the Year in Canada" (for 2016, 2017)
- Recognized in Canada's - "Hot List of Financial Advisors" (for 2015), by *Wealth Professional Magazine*
- Recognized as Canada's - "Financial Advisor of the Year" (for 2014), by *ACQ Magazine's Global Awards*
- Recognized as Canada's - "Top TFSA Investor" (for 2014 & 2013), by *The Financial Post and Money Sense Magazine*
- Winner - "National Manager of the Year" - of 500 Branch managers for 7 years (for 2006, 2007, 2008, 2009, 2010, 2011, 2012)
- Awarded "President's Elite: Top 1% of Consultants" (of 4,500 Advisors) (for 2005, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014)
- Honored with "Achievement in Business Award" (for 2014), by previous firm
- Awarded 7 times "Pillar Performance Award" (2006, 2007, 2008, 2009, 2010, 2011, 2012)

Shafik has been recognized in Canada's Top 50 Financial Advisors twice in an industry with over 85,000 advisors. He has been ranked on Canada's Hot list for 2015 and was Canada's Runner up for ETF Champion of the year Nationally for 2016 and 2017. With two decades of experience in the industry, Shafik was national manager of the year for 7 years in a row (from 500+ Branch Managers and the top 1% of advisors out of 5000). In addition to professional practice, Shafik has also taught the Certified Financial Planning Course at the University in Calgary, was Vice President of the Canadian Association of Financial planners and was a Board Member Director for Advocis (the financial advisors association). Shafik has a Certified Financial Planning Designation and is a Chartered Life Underwriter. He is Founder of The Hirani Foundation for Charitable Giving, which donates to local Charities throughout Calgary specifically.

EDUCATION

- 2015 **RRC** - Registered Retirement Consultant - *Canadian Institute of Financial Planning*
- 2014 **CPH** - Conduct and Practices Handbook Course - *Canadian Securities Institute*
- 2014 **WME** - Wealth Management Essentials Course - *Canadian Securities Institute*
- 2004 **CFA Level I** - Passed Examination
- 2002 **CLU**® - Chartered Life Underwriter - *Advocis Institute of Advanced Financial Education* 
- 1999 **BMC** - Branch Managers' Course - *Investment Funds Institute of Canada*
- 1998 **CIFP** - Chartered Financial Planning Designation - *Canadian Institute of Financial Planning*
- 1998 **CSC** - Canadian Securities Course - *Canadian Securities Institute*
- 1998 **CFP**® - Certified Financial Planner Designation - *The Financial Planning Standards Council of Canada* 
- 1995 **CIFC** - Canadian Investment Funds Course - *The Investment Funds Institute of Canada*
- 1993 **B.Comm.** - Bachelor of Commerce, Major: Finance (Hons.), Double Minor (Psychology & Economics) - *University of Calgary*

PERSONAL


- **Vice President**, *Canadian Association of Financial Planners* (2004 –2007)
- **Past Vice President**, *Advocis™ (The Financial Advisors Association) (Media Relations)*
- **Course Instructor - Chartered Financial Planning Designation**, *Mount Royal University* (2001 –2006)
- **Founder**, *The Hirani Foundation for Charitable Giving™* (est. 2010)


IN THE MEDIA

- **BNN Business Day AM - Regular interviews/commentary** - *Business News Network* 
- **CTV Alberta Primetime News, Money Panelist** - *CTV / Bell Media* 
- **Global News Energy TV, "Wealth Creation"** - *Global TV* 
- **CBC's Alberta@NoonGuest** - *CBC* 
- **Award Winning Presenter to over 100 Alberta Based Corporations on "Psychology of Wealth"**
- **Main stage speeches to Financial Advisors worldwide**, including Japan, Russia, China, Italy, Greece & Ireland

CONTACT

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Senior Investment Advisor

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