

FINANCIAL SERVICES GUIDE

PART ONE

Dated 30th November 2017

This document is Part One of a Financial Services Guide and must be read in conjunction with Part Two.

This Financial Services Guide (FSG) is issued with the authority of AustAsia Financial Planning Pty Ltd ACN 080 213 378 (AAFP), Australian Financial Services Licence (AFSL) No. 229454. This FSG is designed to assist you in determining whether to use any of the services offered by AAFP or its Authorised Representatives. **This guide is only complete when read in conjunction with Financial Services Guide: Part Two Authorised Representative's Profile (FSG2).**

This FSG contains information about:

- AAFP, as the Licensee responsible for the financial service;
- Your financial adviser;
- The financial planning services and products your financial adviser can provide;
- How AAFP, your financial adviser and other related parties are paid for the financial planning services provided to you;
- Any associations or relationships that could create potential conflicts of interest; and
- Details of who to contact should you have a complaint.

Who is AustAsia Financial Planning?

AAFP holds an AFSL No. 229454 issued by the Australian Securities and Investment Commission (ASIC). AAFP conducts business through financial advisers who are appointed as Authorised Representatives under AAFP's AFSL. AAFP is responsible for the advice and conduct of your AAFP adviser.

AAFP is licensed to provide financial advice and our licence enables us to advise on most types of investments. We are licensed to provide investment advice relating to your particular situation.

AAFP is also licensed to provide advice on life insurance and we have Broker Agreements with a number of major life insurance companies. We use our professional knowledge

and ability to provide advice and service to you. As a life insurance broker, we are acting in your interest, as is required by the regulation of the industry.

Simon Chesson is a CERTIFIED FINANCIAL PLANNER PRACTITIONER™ ("CFP") and a CFP® member of the Financial Planning Association of Australia. He is a Director of AAFP and an Authorised Representative. He is also a Certified Practising Accountant and qualified to provide taxation advice through AustAsia Accounting Services Pty Ltd (a member of AustAsia Group). Simon has been awarded with the degrees of Master of Business Administration, Bachelor of Commerce, and a Certificate of Superannuation Management. He is also a Fellow of the Financial Services Institute of Australasia.

Simon is experienced in all aspects of financial planning, investment advice, tax planning and providing superannuation advice. His qualifications and experience provide you with the required accounting and tax expertise to assist in making your decisions. Simon is also well placed to provide expertise and assistance in investment and other structures, asset allocations, investment recommendation, life and personal insurances and estate planning. He has extensive experience in all of these areas.

Authorised Representative Profile – Part Two

Your financial adviser will be the Authorised Representative listed in Part Two of this FSG. AAFP financial advisers act for you and not for any life insurance company, fund manager or bank. This FSG must be read in conjunction with the Authorised Representative Profile as it forms part of this FSG. It provides detailed information about your financial adviser such as their contact details and the types of financial products they can advise and deal in. Please retain both Part One and Part Two of the FSG for your reference and any future dealings with AAFP and your financial adviser.



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What other documents might you receive?

You might receive the following documents to help you make an informed decision on any financial strategy or recommend financial product:

Statement of Advice (SOA)

All personal advice provided to you will be outlined in an SOA. The SOA will contain personal advice, the basis on which it is given, details of fees, commissions and information on relevant associations. The SOA is used for initial advice and where further advice is provided that involves a significant change to your personal circumstances.

Statement of Scaled Advice (SOSA)

You will receive a SOSA where scaled or limited is provided.

Record of Advice (ROA)

Where subsequent advice is provided that does not involve a significant change your adviser will provide you with a ROA. There are no limitations in relation to time or how you make your requests for a copy of the ROA.

Product Disclosure Statement (PDS)

You will receive a PDS if your adviser has provided advice on a particular product. A PDS will contain the key features of the financial product, significant risks and benefits, and fees associated with the financial product.

What financial services and products are available?

AAFP is licensed to advise on and deal in the following classes of financial products to both retail and wholesale clients;

- Cash Deposit and Payment Products
- Managed Investments;
- Government Debentures, Stocks and Bonds;
- Securities;
- Life Products – Life Risk Insurance Products and other related products;
- Self-Managed Superannuation Funds;
- Life Products – Investment Life Insurance Products;
- Standard Margin Lending Facilities; and
- Superannuation, RSA's and Retirement Income Stream Products.

What advice is available to you?

AAFP can provide advice and strategies on the following, but not limited to:

- Budgeting and Cash-flow management;
- Investment and Wealth Creation;
- Superannuation and Self-Managed Superannuation;
- Pre-Retirement and Retirement Planning;
- Debt and Liability Management;
- Life and Disability Insurance;
- Salary Packaging;
- Estate Planning; and
- Social Security / Centrelink.

What initial services can be provided?

- Identification of financial goals and objectives;
- Collection and analysis of existing personal and financial data;

- Investigation and consideration of possible financial outcomes;
- Strategies and products to assist in meeting goals and objectives; and
- Presentation and Implementation of agreed strategy.

What ongoing services can be provided?

- Review your strategy at suitable agreed intervals;
- Review whether recommendations remain appropriate in light of any changes;
- Implementation of any new recommendations made as part of our ongoing service to you; and
- You may agree in writing to a more extensive ongoing service.

How can you give us instructions?

You may specify how you would like to give us instructions. You can give us instructions or information verbally or in writing. In some situations, we will require your instructions to be in writing. We will advise you what information we need or what documentation we need you to complete and sign.

What information should you provide to receive personal advice?

From the **1st July 2013**, it is a legal requirement for an adviser to act in your **"Best Interests"**, to assist your adviser in acting in your best interests as well as helping us to advise you in the most appropriate manner whilst protecting you throughout our relationship we request that you:

- Supply accurate information about your personal circumstances, needs and objectives;
- Update your adviser on any changes to this information;
- Do not make any payments for investments, contracts or fees "made payable" to your adviser; and
- Never sign blank forms.

You have the right to withhold personal information, but this may compromise the effectiveness of the advice you receive. You should read any warnings contained in the SOA, SOSA, ROA, PDS or any other document provided to you carefully, before making any decision relating to a financial strategy or product. Your adviser may request that you sign an acknowledgement if you do not wish to provide complete information or if they believe that the information is not accurate.

How do you pay for AAFP advice and services?

All fees are payable to AAFP. **From 1st July 2013**, commissions on all **new** superannuation and investment products are banned by Corporations Act, this does not apply to retail life and disability insurance products, but does apply to Group Life insurance policies.

AAFP and your financial adviser can be paid by fees for superannuation and investment products (for both initial and ongoing advice) or commissions for retail insurance products, or a combination of both. Your financial adviser will discuss and agree both the rate and method of payment with you before any financial services are provided. Where you receive personal advice, your written document provided will detail all remuneration and other benefits associated with the advice.

All fees and commissions disclosed in documents are payable to AAFP.

Initial and Ongoing Fees

Fees may be either a fixed rate fee or based on an hourly rate or a combination of both, and will reflect the complexity of your personal situation and the time and effort in our work for you. Fees for ongoing advice may also be based on a Flat Fee or an Asset Scale Fee, these will be outlined in FSG2 and if advice is provided it will be disclosed in writing to you.

Retail Insurance Product Commissions

AAFP may be paid initial and ongoing commissions by retail insurance product issuers in association with the placement of the recommended retail insurance products and ongoing commissions may be paid for as long as you hold the product. Commissions will vary depending on the circumstances; however, they may be up to 125% initial and 40% ongoing of the premium for retail life insurance products. For example, for a commission on an insurance premium of \$1,000 is up to \$1,250 upfront and up to \$400 each year thereafter.

Referral Fees

If a third party referred you to us, we may forward referral payments or commissions to the third party. These amounts do not involve additional costs and will be disclosed in writing to you. All fees and commissions are subject to GST.

Does AAFP have any relationships or associations with financial product issuers?

Note from the 1st July 2013 all volume rebates and product overrides are considered to be conflicted remuneration and are banned, unless the arrangement is already in existence.

Some product providers may also give AAFP or your financial adviser non-commission benefits such as entertainment or sponsorship up to a maximum value of \$300 per annum. Both AAFP and your financial adviser maintain a Register in line with industry standards to document any alternative forms of payment received. These registers are publicly available and must be provided within seven days after request.

What information is maintained in your file? Can you examine the client file and who may access it?

Your financial adviser will maintain a record of your personal information including details of your objectives, financial situation and any recommendations made to you. If you wish to examine your file, please ask your financial adviser and they will make arrangements for you to do so.

Your adviser should provide you with a copy of our Privacy Policy, if not please ask or, download a copy from the AAFP website at www.austasiagroup.com.

Compensation arrangements

AAFP has in place Professional Indemnity (PI) Insurance cover in accordance with S912B of the Corporations Act 2001. Our PI insurance, subject to terms and conditions, provides indemnity up to our sum insured for AAFP, our Authorised Representatives and employees in respect to the services provided under our AFS Licence.

What should you do if you have a complaint?

If you have any complaints about the services provided, please take the following steps:

1. Contact your financial adviser and tell them about your complaint.
2. If your complaint is not satisfactorily resolved within 3 working days, please contact AustAsia Group – Client Services by telephone or in writing on the below listed contact details. AAG will try to resolve your complaint quickly and fairly.

AustAsia Group
412 Newcastle Street
West Perth WA 6005
Phone: (08) 9227 6300
Email: clientservices@austasiagroup.com

3. If you do not get a satisfactory outcome, you have the right to take your complaint to the

Financial Ombudsman Service
GPO Box 3
Melbourne Vic 3001
Tollfree: 1800 367 287
Email: info@fos.org.au
Website: www.fos.org.au

FINANCIAL SERVICES GUIDE

PART TWO

Dated 30th November 2017

This document is Part Two of the Financial Services Guide and should be read in conjunction with Part One.

This Financial Services Guide (FSG) contains important information about:

- Your Authorised Representative;
- The Financial Products and Services provided by your Authorised Representative;
- How your Authorised Representative charges for their services; and
- How AustAsia Financial Planning Pty Ltd and its Authorised Representatives are paid.

Australian Financial Services Licence (AFSL)

Australian Financial Services Licence Name	AustAsia Financial Planning Pty Ltd
Australian Financial Services Licence	ASIC Number 229454
Trading Name	AustAsia Financial Planning Pty Ltd
Business Address	412 Newcastle Street, West Perth WA 6005
Postal Address	PO Box 332, LEEDERVILLE WA 6903
Telephone	08 9227 6300
Fax	08 9227 6400
Email	simon@austasiagroup.com
Web	www.austasiagroup.com

1 Authorised Representative Profile

1a Authorised Representative Profile

Authorised Representative Name	Simon Chesson
Authorised Representative ASIC Number	236517
Email	simon@austasiagroup.com

Simon Chesson is an Authorised Representative of AustAsia Financial Planning Pty Ltd AFSL 229454.

1b Authorised Representative Profile

Simon Chesson is a CERTIFIED FINANCIAL PLANNER PRACTITIONER™ (“CFP”) and a CFP® member of the Financial Planning Association of Australia. He is a Director of AustAsia Financial Planning Pty Ltd and an Authorised Representative. He is also a Certified Practising Accountant and qualified to provide taxation advice through AustAsia Accounting Services Pty Ltd (a member of AustAsia Group). Simon has been awarded with the degrees of Master of Business Administration, Bachelor of Commerce, and a Certificate of Superannuation Management. He is also a Senior Associate of the Financial Services Institute of Australasia.

Simon is experienced in financial planning, investment advice, tax planning and providing superannuation advice. His qualifications and experience provide you with the required accounting and tax expertise to assist in making your decisions. Simon is also well placed to provide expertise and assistance on asset allocations, investment recommendations, life and other personal insurances and estate planning. He has extensive experience in all of these areas.



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2 Products and Services

2a Financial products offered

The Authorised Representative named in this Financial Services Guide has been authorised by AustAsia Financial Planning Pty Ltd to provide Financial Product Advice and deal in the following products:

- Cash Deposit & Payment Products;
- Government Debentures, Stocks & Bonds;
- Life Products – Life Risk Insurance Products;
- Life Products – Investment Life Insurance Products;
- Superannuation, RSA's & Retirement Income Stream Products;
- Managed Investments;
- Securities and Exchange Traded Products (ETFs);
- Standard Margin Lending Facilities.

Only products researched and approved by AustAsia Financial Planning Pty Ltd can be recommended by your Authorised Representative.

2b Services offered

The Authorised Representative named in this Financial Services Guide is able to offer you the following services:

- Personal Risk Insurance
- Debt Management
- Guidance on Budgeting
- Wealth Accumulation Strategies
- Superannuation
- Salary Packaging
- Managed Investments, Securities & ETFs
- Self Managed Superannuation Funds
- Business Succession Planning
- Estate Planning Strategies
- Pre-Retirement Strategies
- Transition to Retirement Strategies
- Centrelink & Veteran Affairs Planning
- Socially Responsible Investments
- Standard Margin Lending & Gearing
- Direct Property

2c Services and products not offered

Your Authorised Representative is unable to provide advice on the following financial strategies and products; we may have referral arrangements in place for a service or financial product listed below. Please inform us if you wish to receive advice in these areas and we will be happy to refer you to a suitably qualified adviser. It is important for you to understand that we do not endorse, recommend or accept responsibility for the services, strategies and/or products provided by external referral service providers.

- General Insurance
- Derivatives

3 How we get paid

AustAsia Financial Planning Pty Ltd receives all remuneration upon implementation of the products and services provided by your Authorised Representative.

Simon Chesson is a Director of AustAsia Financial Planning Pty Ltd and receives remuneration.

Following is a guide as to how commissions and/or fees may be charged. If you choose to receive personal advice, the Statement of Advice you receive will detail the specific payments in relation to the products recommended. You have a right to request further particulars in respect to the remuneration received by the Authorised Representative or AustAsia Financial Planning Pty Ltd.

All fees are inclusive of GST.

3a What are the costs

Your Authorised Representative may provide you with an initial meeting for which there is no charge. Further meetings including the preparation, implementation and ongoing advice will be charged by one or a combination of methods as outlined below. You may elect to be invoiced directly for these fees to be paid to AustAsia Financial Planning Pty Ltd or you may elect to have these fees deducted from your investments. An estimated cost of services will be provided to you before commencing any work.

Initial Appointment

We will collect information from you at this meeting and provide you with general only advice at this meeting. The costs in providing comprehensive advice services will be quoted to you at this meeting. To receive comprehensive advice, you will need to have a Statement of Advice (SOA) prepared. \$0

Fee for Service Hourly Rate

We may charge an hourly rate for the services we provide. \$440 per hour

Statement of Advice Preparation Fees

From (Min)

To (Max)

Advice fees are charged based on the complexity of the advice provided.

Please note the SOA preparation fees still apply where you decide not to implement our advice. \$880 \$25,000

Implementation of Advice (non Insurance) (1st Year only)

From (Min)

To (Max)

Investment of superannuation and non-superannuation funds. \$0 \$0

Implementation of Advice (Insurance) (1st Year only)

From (Min)

To (Max)

Implementation fees for insurance products are charged per insurance type for each individual. \$935 \$50,000

Implementation of Advice (Insurance) (1st Year only)

From (Min)

To (Max)

The commission is a percentage of the insurer's base premium i.e. premium excluding stamp duty, fire services levy, GST, model loadings or any other government charges, taxes, fees or levies. Example: if the annual premium was \$500 AustAsia Financial Planning Pty Ltd would receive up to \$650 in the first year based on the maximum. 0% 130%

Ongoing Advice Fee (Non Insurance)

From (Min)

To (Max)

Ongoing Advice: Flat Fee

Ongoing Advice fees will be determined by the complexity and requirements of the recommended strategy. \$1000 \$30,000

Ongoing Advice: Transactional

An hourly rate for ongoing advice may also be charged with the agreement of AustAsia Financial Planning Pty Ltd. \$440 \$660

Ongoing Advice Life Insurance / Risk Products Commission

From (Min)

To (Max)

AustAsia Financial Planning Pty Ltd will also receive a renewal commission from the product provider each year while your policy is in force. This is a percentage of the annual premium you pay. Example: if you're annual premium is \$500 AustAsia Financial Planning would receive up to \$150 per annum based on maximum. 0% 30%

3b Other Remuneration I may receive

Nil