

FINANCIAL SERVICES GUIDE

**AWFP Group Pty Ltd (AWFP)
AFSL number 506819**

22/07/2024

**Understanding the advice process and
our relationship with you**

PURPOSE

This **Financial Services Guide** (FSG) explains the financial services and advice provided by AWFP and your Financial Adviser (Adviser), who is an authorised representative of AWFP. The FSG provides information on what to expect during the financial advice process including the types of documents you are likely to receive, our related parties and potential conflicts of interests, how we manage privacy and complaints. It also contains information about how we are paid and fees you may be charged.

This FSG contains an **Adviser Profile** for your Adviser. It contains important information about your Adviser including relevant authorised representative number and areas of authorisation.

Please take the time to review the FSG and Adviser Profile before engaging our services.

NOT INDEPENDENT

AWFP may receive commissions associated with the issue of life insurance products.

For this reason, we do not represent ourselves as independent, impartial or unbiased.

As your advisers we are required to act in your best interest and will only recommend any associated products if we believe they will meet your needs. We are able to use products from a wide approved product list and we are bound by the FASEA Code of Ethics Standards in giving advice to you.

Please refer to the 'Remuneration' section for more information.

HOW TO CONTACT US

AWFP Group Pty Ltd
ABN 65 651 745 578

Level 12, 484 St Kilda Road
Melbourne VIC 3004



03 8672 8476



admin@awfp.com.au



www.awfp.com.au

FINANCIAL SERVICES AND PRODUCTS WE CAN PROVIDE

AWFP can offer the following services and products. Your Adviser's specific authorisations are included within their personalised Adviser Profile.



Superannuation and Retirement Planning

- Personal Superannuation
- Corporate Superannuation
- Industry and Public Sector Superannuation
- Pensions and Annuities
- Self-Managed Superannuation
- Centrelink / Veterans' Affairs Assistance
- Aged Care



Wealth Creation and Investments

- Cash and Term Deposits
- Government Debentures
- Investment Bonds
- Managed Investments
- Managed Discretionary Accounts (MDA)
- Separately Managed Accounts (SMA)
- Exchange Traded Products
- Listed Securities (Shares and other products)
- Derivatives and Foreign Exchange Products
- Limited Recourse Borrowing Arrangement (LRBA)
- Margin Lending
- Gearing



Wealth Protection

- Term Life Insurance
- Total and Permanent Disability (TPD) Insurance
- Trauma Insurance
- Income Protection Insurance
- Business Insurance
- Insurance Claims Assistance



Other Financial Planning Services

- Budgeting and Cashflow Management
- Debt Management
- Estate Planning Assistance

THE ADVICE PROCESS AND DOCUMENTS YOU MAY RECEIVE

Your Adviser will guide you through the advice process. This includes the following steps:



Engagement and Discovery

In the initial stages of the advice process your Adviser will work with you to define your financial goals and objectives, and gather relevant information required to provide you appropriate advice.

Your Adviser will generally collect relevant information within a **Client Data Form** and file notes. You can expect to be asked questions related to your income, expenses, assets, liabilities, insurances and superannuation. It is important that you provide accurate information and keep your Adviser informed of any changes to your relevant circumstances. Your Adviser will ask you to consent to your personal information being collected and stored. Please refer to the 'Privacy' section for more information on how we manage your privacy.

Where your goals relate to investment or superannuation advice your Adviser will also work with you to define your level of risk tolerance. A **Risk Profile Questionnaire** may be used to document and agree upon your level of risk tolerance.

Your Adviser may also use an **engagement document** to define the arrangement with you, and the fees that may apply.

Your Adviser will also need to verify your identity to comply with Anti-Money Laundering and Counter Terrorism Financing laws.

Strategy and Personal Advice



After obtaining relevant information, your Adviser will conduct research and develop a strategy to assist you to meet your goals and objectives. The strategy is typically developed utilising specialised financial planning software.

Where personal financial product advice is being provided, the strategy will be documented in a **Statement of Advice**. The Statement of Advice will include amongst other things, the basis of the advice, explanation of the strategies and products recommended and relevant disclosures including costs of advice and products. The Statement of Advice includes an authority to proceed section where you can consent to proceed with the recommendations.

Where a financial product has been recommended, you will generally be provided with a copy of the relevant **Product Disclosure Statement (PDS)**. The PDS includes detailed information on the financial product including features, benefits, conditions, costs and cooling off rights (if applicable).



Implementation

Where you elect to proceed with the recommendations your Adviser will work with you to implement the strategy. This may include liaising with various insurance, superannuation, or investment product issuers.

Where the recommendations include the purchase of a new financial product, your Adviser will work with you to complete the relevant **Product Application Form**. This may be online, or paper based.

Where the recommendations include the purchase of an insurance policy, you may also need to complete a **Health Questionnaire**. This could be online, paper-based or over the phone. It is important to disclose any health or personal matters truthfully. Failure to disclose certain matters may result in a claim being denied.

GENERAL ADVICE

Your Adviser may provide you with general advice that does not consider your personal circumstances, needs or objectives. Your Adviser will give you a warning when they provide you with general advice. You should consider whether you need personal advice which takes into account your individual situation before you make any decisions.

FURTHER ADVICE

Depending on your relevant circumstances, you may require further advice such as adjustments to superannuation contributions, insurance benefit amounts, or a review of your strategy.

Further advice can generally be documented in a **Record of Advice** and relevant file notes. In some instances, a Statement of Advice may be required. You may request, in writing, a copy of any advice document up to seven (7) years after the advice has been given.

An **Ongoing Fee Arrangement** may be utilised to formalise the ongoing services that your Adviser has agreed to provide for a fee.

Where you have entered into an ongoing fee arrangement for a period of greater than 12-months, you will receive a **Fee Disclosure Statement** (FDS) annually.

The FDS will detail services and fees paid for the previous 12-month period, and the services offered and estimated fees for the next 12-months. To ensure the ongoing fee arrangement continues, you will be required to confirm in writing annually. Confirmation may also include the requirement to sign a **Consent Form** that is provided to your relevant investment or superannuation provider.

Alternatively, you may agree to a **Fixed Term Arrangement** with your Adviser. This arrangement will outline the services you will be provided for a fee over a specific term not greater than 12 months. In this case, you will not be provided with an FDS. You may be required to sign a Consent Form where the fee is deducted from superannuation.

You may cease any fee arrangements or disengage from your Adviser by providing written notice to your Adviser or product issuer.

HOW TO PROVIDE INSTRUCTIONS

Your Adviser may accept your instructions by phone, letter, or email. In some instances, your Adviser can only accept written instructions from you, and they will let you know when this is required. Your Adviser will also need to verify your identity prior to acting on instructions.

REMUNERATION

The cost of providing financial advice or service to you will depend on the nature and complexity of the advice, financial product and/or service provided. Your Adviser or the financial planning business may be remunerated by:

- Advice and service fees paid by you
- Commissions paid by insurance providers

The following table summarises the types of fees or commissions that applicable to the services that we provide. Before providing you with advice, your Adviser will agree with you the fees that apply. All amounts are inclusive of Goods and Services Tax (GST).

Remuneration	Up to	
SoA Preparation Fee	\$4,400	
Implementation Fee	\$2,200	
Hourly Rate	\$300	
Remuneration	Initial	Per Annum
Adviser Service Fee	Up to \$4,400	Up to \$4,400
Adviser Service Fee (asset based)*	Up to 0%	Up to 0%
Insurance Commission*	0% to 66%^	0% to 22%

*Based on a % of funds invested or insurance premiums

^Applicable from 1 January 2020 to new policies. If the policy was issued before 1 January 2020 commission of up to 130% will apply to additional cover.

For example, a 1% Adviser Service Fee based on a \$200,000 investment would equal a \$2,000 fee payable.

Your Adviser

All fees and commissions are initially paid to AWFP before being distributed to your Adviser or to the financial planning business.

Information about how your Adviser is remunerated will be disclosed in the Adviser Profile. Your Adviser may also receive non-monetary benefits which include benefits of less than \$300, benefits related to education and training (including attendance at professional development days and conferences), and provision of software related to the financial products being recommended.

BENEFITS, INTERESTS AND ASSOCIATIONS

The Licensee, your Adviser and the financial planning business do not have related parties, shareholdings or referral arrangements that may influencing my advice. Your Adviser does not pay or receive referral fees.

COMPLAINTS

If you have a complaint about any financial service provided to you by your Adviser, you should take the following steps:

1. Contact the Operations Manager to discuss your complaint.

Phone 03 8672 8476
Online www.awfp.com.au
Email admin@awfp.com.au
Mail Operations Manager
Level 12, 484 St Kilda Road
MELBOURNE VIC 3004

2. We will acknowledge receipt of a complaint within 1 business day. Where this is not possible, acknowledgement will be made as soon as practicable.
3. We will then investigate the complaint and respond to you within 30 days. Some complex matters may require an extension to thoroughly investigate the complaint and bring it to resolution. If additional time is required, we will advise you in writing.
4. If you are not fully satisfied with our response, you have the right to lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Phone 1800 931 678 (free call)
Online www.afca.org.au
Email info@afca.org.au
Mail GPO Box 3
Melbourne VIC 3001

Compensation Arrangements

We have professional indemnity insurance in place that complies with the Corporations Act 2001.

Our insurance covers claims made against former representatives for their conduct while they were authorised by us.

PRIVACY

Your Adviser is required to maintain documentation and records of any financial advice given to you, including information that personally identifies you and/or contains information about you.

These records are required to be retained for at least seven (7) years. If you want to access your personal information at any time, please let us know.

You have the right to not provide personal information to your Adviser. However, in this case, your Adviser will warn you about the possible consequences and how this may impact on the quality of the advice provided. Additionally, your Adviser may not be able to provide you with the advice you require.

Throughout the advice process, your personal information may be disclosed to other services providers. These may include:

- Financial product providers
- Financial planning software providers
- Administration and paraplanning service providers

We may engage third party service providers to assist in the provision of products or services. Some services may require disclosure of personal information to service providers outside Australia including the Philippines and India]. The purpose of such disclosure is to facilitate the provision of financial services including the preparation of financial advice documents.

AWFP respects your privacy and is committed to protecting and maintaining the security of the personal and financial information you provide us. For detailed information on how we handle your personal information, please refer to our Privacy Policy here www.awfp.com.au.

ADVISER PROFILE

Macleod Seyman | Authorised Representative Number 1254151

Australia Wide FP Pty Ltd is a Corporate Authorised Rep AR No: 1001035 of AWFP Group Pty Ltd ABN: 42 622 447 | Corporate Authorised Representative Number 1001035

Contact Details

Level 12, 484 St Kilda Road MELBOURNE VIC, 3004

Phone: 03 8672 8476

Mobile: 0493 462 807

Email: macleod@awfp.com.au

Web: www.awfp.com.au

About Me

I have been working in the financial services industry since 2016.

I hold the following qualifications:

- Bachelor of Business (Economics & Finance)
- Master's in Professional Accounting
- Advanced Diploma of Financial Planning
- Financial Adviser Exam

I hold the following memberships:

- SMSF Association

Authorisations

I am authorised in the following financial services and products:

- Wealth Creation
- Retirement Planning
- Debt Reduction
- Investments
- Corporate Superannuation
- Personal Superannuation
- Self-Managed Superannuation Funds
- Pensions and Annuities
- Cash and Term Deposits
- Managed Investments – Managed funds and investor directed portfolio services
- Managed Discretionary Accounts (MDA)
- Separately Managed Accounts (SMA)
- Government debentures
- Listed Securities (shares and other products)
- Derivatives and Foreign Exchange Products
- Investment Bonds
- Margin Lending
- Gearing
- Limited Recourse Borrowing Arrangements
- Life Insurance & Risk Products
- Centrelink/Veterans Affairs Assistance
- Aged Care
- Budgeting and Cashflow Management
- Debt Management
- Estate Planning

Remuneration

I am remunerated by:

- Annual Salary and bonus

ADVISER PROFILE

James Robinson | Authorised Representative Number 1268524

Australia Wide FP Pty Ltd is a Corporate Authorised Rep AR No: 1001035 of AWFP Group Pty Ltd ABN: 42 622 447 | Corporate Authorised Representative Number 1001035

Contact Details

Level 12, 484 St Kilda Road MELBOURNE VIC, 3004

Phone: 03 86728476

Mobile: 0493 577 490

Email: james@awfp.com.au

Web: www.awfp.com.au

About Me

I have been working in the financial services industry since October 2018 and spent six years prior to this working as an accountant with Small to Medium sized Enterprises.

I hold the following qualifications:

- Bachelor Degree in Business Management (Accounting)
- Graduate Certificate in Financial Planning
- Financial Adviser Exam

I hold the following memberships:

- SMSF Association

Authorisations

I am authorised in the following financial services and products:

- Wealth Creation
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- Investments
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- Life Insurance & Risk Products
- Centrelink/Veterans Affairs Assistance
- Aged Care
- Budgeting and Cashflow Management
- Debt Management
- Estate Planning

Remuneration

I am remunerated by:

- Annual Salary and bonus.

ADVISER PROFILE

David Livshiz | Authorised Representative Number 1262468

Australia Wide FP Pty Ltd is a Corporate Authorised Rep AR No: 1001035 of AAFP Group Pty Ltd ABN: 42 622 447 | Corporate Authorised Representative Number 1001035

Contact Details

Level 12, 484 St Kilda Road MELBOURNE VIC, 3004

Phone: 03 8672 8476

Mobile: 0435 835 584

Email: david@awfp.com.au

Web: www.awfp.com.au

About Me

I have been working in the financial services industry since January 2017 and prior to this I held a customer service representative role at the Australian Tax Office.

I hold the following qualifications:

- FASEA Adviser Exam
- Graduate Certificate in Financial Planning
- SMSF Masterclass
- Specialist SMSF Course
- Master of Teaching
- Bachelor of Science

I hold the following memberships:

- SMSF Association

Authorisations

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- Centrelink/Veterans Affairs Assistance
- Aged Care
- Budgeting and Cashflow Management
- Debt Management
- Estate Planning

Remuneration

I am remunerated by:

- Annual Salary and bonus

ADVISER PROFILE

Craig Weeks | Authorised Representative Number 341143

Australia Wide FP Pty Ltd is a Corporate Authorised Rep AR No: 1001035 of AWFP Group Pty Ltd ABN: 42 622 447 | Corporate Authorised Representative Number 1001035

Contact Details

Level 12, 484 St Kilda Road MELBOURNE VIC, 3004

Phone: 03 867 28476

Mobile: 0407 135 161

Email: craig@awfp.com.au

Web: www.awfp.com.au

About Me

I have been working in the financial services industry since 2003.

I hold the following qualifications:

- Diploma of Financial Services
- Financial Adviser Exam

I hold the following memberships:

- Association of Financial Advisers

Authorisations

I am authorised in the following financial services and products:

- Wealth Creation
- Retirement Planning
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- Gearing
- Limited Recourse Borrowing Arrangements
- Life Insurance & Risk Products
- Centrelink/Veterans Affairs Assistance
- Aged Care
- Budgeting and Cashflow Management
- Debt Management
- Estate Planning

Remuneration

I am remunerated by:

- Annual Salary

ADVISER PROFILE

Felicity Yang | Authorised Representative Number 1245703

Australia Wide FP Pty Ltd is a Corporate Authorised Rep AR No: 1001035 of AWFP Group Pty Ltd ABN: 42 622 447 | Corporate Authorised Representative Number 1001035

Contact Details

Level 12, 484 St Kilda Road MELBOURNE VIC, 3004

Phone: 03 86728476

Email: felicity@awfp.com.au

Web: www.awfp.com.au

About Me

I have been working in the financial services industry since July 2016 and have previously worked on wholesale investment focused advice.

I hold the following qualifications:

- Bachelor Degree in Commerce
- Financial Adviser Exam

Authorisations

I am authorised in the following financial services and products:

- Wealth Creation
- Retirement Planning
- Debt Reduction
- Investments
- Superannuation
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