

# Part one: Financial Services Guide

## Version 6, 7 September 2016

This Financial Services Guide (FSG) is issued by Consultum Financial Advisers Pty Ltd (Consultum) ABN 65 006 373 995 AFSL 230323, referred to as “Consultum”, “we”, “us”, and “our”.

There are two parts to this FSG. Please make sure that you read both parts before making any decision based on our advice. This document is Part one and Part two is the Adviser Profile which includes information about your financial adviser (“adviser”), who is one of our Authorised Representatives. Your adviser is authorised by us to distribute this FSG.

This FSG is an important document that is designed to help you decide whether to use the financial services offered. It also provides you with the following information:

- About us
- The financial services and products we offer
- The process we follow to provide financial services
- How we, our Authorised Representatives (and any other relevant persons) are remunerated
- Are there any of our associations or relationships that might influence the financial services we offer?
- How we collect, use and disclose the information you provide to us
- Our complaints handling procedures.

## About us

We are a subsidiary of IOOF Holdings Limited (a leading provider of wealth management products and services in Australia).

## Our contact details

Consultum Financial Advisers Pty Ltd  
Level 6, 161 Collins Street  
Melbourne, VIC 3000  
Telephone: 1800 062 134  
Fax: 03 8614 4902  
Email: [info@consultum.com.au](mailto:info@consultum.com.au)  
Web: [www.consultum.com.au](http://www.consultum.com.au)

## The financial services and products we offer

We are authorised to provide personal advice and arrange transactions on the following classes of financial products:

- Superannuation and retirement savings account products
- Securities
- Managed investments including an investor-directed portfolio service (IDPS)
- Margin lending facilities (standard)
- Government debentures, stocks or bonds
- Deposit products
- Life insurance products including investment and risk products.
- Managed Discretionary Account (MDA) investment programs
- Miscellaneous financial investment products limited to MDA services

We can also offer financial services and advice following retrenchment or redundancy and on social security/Centrelink entitlements.

Your adviser may only advise on, and deal in, the financial products for which they are authorised and that are included in our Approved Product List (APL). Your adviser cannot advise you on, or influence you in favour of, a financial product which:

- is not on the APL,
- is part of any arrangement where your financial adviser can make changes to your portfolio before obtaining your consent unless they are specifically authorised to do so, or
- is a product on which they are not authorised to provide personal advice. The Adviser Profile (Part two of this FSG) outlines the classes of financial products on which they can provide advice.

Your adviser may also conduct separate business activities such as accounting, mortgage advice and other services not provided under our licence. We are only responsible for the financial products and services described in this FSG and on our APL. From 1 July 2014, new regulation requires your financial adviser to declare whether they are a registered (tax) adviser and the tax (financial) advice service they are authorised to provide.

## The process we follow to provide financial services

Your adviser acts as our Authorised Representative when providing personal advice to you and therefore we are responsible for any advice given. Your adviser's primary duty is to you, the client. Your adviser is under an obligation to act in your best interests in relation to any personal advice provided to you (known as the 'best interests duty').

Your adviser is authorised by us to give you personal advice, but in order for them to do so, you need to provide them with information about your needs, goals and objectives. If you choose not to provide your adviser with this information, any advice they provide may not be appropriate to your needs.

## Providing your adviser with instructions on how to buy or sell financial products.

You may specify how you would like to give your adviser instructions, for example, in writing, by telephone, fax or other means. However, in some instances your adviser will require your instructions to be in writing.

For your own protection, you should not:

- sign any blank forms or documents
- appoint any financial adviser to act as your attorney or authorised signatory
- nominate any financial adviser to receive your statements without you also receiving a copy, or
- give your adviser unclear or misleading instructions or false information.

## Other documents that you may receive

In addition to the FSG and Adviser Profile, your financial adviser may provide you with the following documents:

- A Statement of Advice (SoA) or Record of Advice (RoA). Before your adviser provides you with any personal financial product advice (personal advice), they will collect information about you, your objectives, financial situation and needs. The SoA will set out the advice and the basis upon which it is given. You may then decide whether or not to act on it. It will also set out information about our remuneration and your adviser's remuneration (including any applicable commissions) and disclose any associations or relationships which might reasonably be expected to influence them when providing the advice. Any subsequent personal advice that is provided to you will be documented in an ROA, provided there has not been a significant change in your personal circumstances or the basis upon which the initial advice was provided. Copies of all advice documents will be retained on your client file and you may request a copy by contacting your adviser.
- A Product Disclosure Statement (PDS). If a particular financial product (other than securities) is recommended by your adviser you must also be provided with a PDS issued by the product issuer. The PDS contains information about the benefits, risks and other features of the product, which will enable you to make an informed decision about whether to purchase the product.

## How we, our advisers (and any other relevant persons) are remunerated

Both we, and your adviser receive remuneration from:

- service and advice fees paid by you
- commissions and other payments paid by product providers
- other benefits.

### Service and advice fees paid by you

Your adviser will discuss and agree our fee structure with you before we provide you with services. The types of fees you can be charged are listed below. You may be charged a combination, or part of, any of these fees.

#### Personal advice

- Fee for advice - your adviser may charge fees for the preparation and implementation of our advice. These fees will be based on your individual circumstances, the complexity of your situation and the time it takes to prepare personal financial advice for you.
- Ongoing advice fee - your adviser may charge a fee to provide ongoing portfolio reviews and/or for the provision of ongoing services. This fee will be either a set amount, or based on the amount of funds under our advice, and/or the time involved in reviewing your portfolio.

We will discuss these fees with you prior to giving you the advice.

#### General advice / execution only instruction

Where general advice or an execution only instruction is provided, you may request particulars of remuneration (including commission) payable to us and your adviser, directly from your adviser. Please refer to the Adviser Profile for information about any portion of these fees that we may retain and please ask your adviser, or us, if you require further information about any of the fees and charges that you pay.

#### Payment methods

Our fees are either invoiced to you directly, or deducted from your investments, or a combination of these methods. Where it is debited from your investments, it is normally referred to as the Adviser Service Fee. In most instances you will be able to select the method of payment that suits you best. We will discuss and agree the method of payment with you before we provide you with services.

The specific fees and services that you will pay for will be set out in your SoA or other advice documents, your fee disclosure statement or client service agreement.

#### Your current options

- You may choose to be charged a financial planning advice fee that is based on the time spent preparing your SoA (or other advice document) and is dependent on the complexity of the advice, or
- You may enter into a service agreement with your adviser that covers items such as ongoing advice, newsletters, annual reviews and portfolio valuation reports. You and your adviser should discuss the services to be included and the fee that you will pay. Alternatively, it will be set out in the service agreement provided by your adviser either before, or at the time, you are presented with your SoA.

### Commissions and other payments paid by product providers

If you implement a financial product through us, we may receive payments in the form of initial commissions and/or ongoing commissions from the financial product providers. These commissions are included in the fees and premiums you pay for the product. This is not an additional cost to you.

### Investment products held pre 1 July 2013

We may receive initial (upfront) commission from the product provider for additional amounts invested in products you held prior to 1 July 2013. Generally, the commission will be a percentage of the amount you invest (may be up to 5.5 per cent) and may vary from product to product.

We may also receive ongoing (trail) commission from the product provider on a periodic basis for the duration of your investment. Details of such commission (which may be up to 1.1 per cent) will be set out in your SoA.

### Investment products held post 1 July 2013

For most products with an investment component entered into after 1 July 2013, initial and ongoing commissions from the product provider will not be paid to your adviser. Information about any variations or exceptions will be provided to you.

### Risk insurance products

We may receive initial commission from the life insurance company for risk insurance products that you purchase and we may also receive ongoing commission when you renew your policy. This commission is taken out of the premium that you pay and is not a separate charge to you. Applicable risk insurance commissions are included in the Adviser Profile and will be detailed in your SOA.

No commission is payable on group insurance policies held within your superannuation that commenced after 1 July 2013. For group insurance policies within superannuation that commenced prior to 1 July 2013, commissions may be received.

Commissions may also be received in relation to retail insurance policies held within superannuation irrespective of the date of commencement.

### Other benefits

#### Adviser recognition program

Your adviser is eligible to participate in our adviser recognition program. Participation entitles the adviser to qualify for certain awards such as free or subsidised attendance at the Consultum annual conference (valued up to \$5,500 per adviser), as well as business coaching, marketing and advertising support, up to a maximum value of \$3,300. The awards are based on the adviser's total revenue, the increase in their revenue over the course of a year and also to their adherence to our professional standards, and practice development.

#### Corporate Partnership program

Product providers listed on the APL will be invited to participate in our Corporate Partnership program. The payments received through this program are utilised to provide training and educational opportunities for your adviser. Your adviser does not share directly in these payments, but may benefit indirectly through the provision of subsidised conference attendance and training costs.

Your adviser may also receive a range of other benefits, up to **\$300**, in value from product providers such as marketing support or sponsorship, entertainment and conferences, which will be disclosed in your SoA.

We maintain a public register outlining the alternative forms of remuneration that are payable to, and by us. A copy of this register may be accessed upon request.

### Related entities

Products listed on the APL include those offered by our related companies including Australian Executor Trustees Limited ABN 84 007 869 794 AFSL 240023, IOOF Investment Management Limited ABN 53 006 695 021 AFSL 230524, IOOF Ltd ABN 21 087 649 625 AFSL230522, Managed Portfolio Services Limited ABN 77 009 549 697 AFSL 233761, and Perennial Investment Management Limited ABN 13 108 747 637 AFSL 275101. Our related companies are the registrable superannuation entity licensee and/or responsible entity, operator or investment manager of financial products we may recommend. They will receive fees and benefits as disclosed in the relevant PDS if you purchase the product.

Where we recommend a product or service such as an MDA or IDPS operated by a related company, or we arrange for you to participate in an Initial Public Offer (IPO) underwritten by a related company, we may receive a fee for that product or service.

## Are there any of our associations or relationships that might influence the financial services we offer?

### Referral arrangements

Your adviser may have referral arrangements or associations with other financial services providers such as accountants. These are detailed in the Adviser Profile and may be referred to in any advice document provided to you.

### How we collect, use and disclose information

#### Information maintained in your file.

Your adviser will retain the following personal information on your client file:

1. A record of what you tell your adviser about your objectives, financial situation and needs to enable your adviser to give you personal advice.
2. A copy of all personal advice provided to you. This includes the SoA or RoA provided to you when you initially received personal advice, as well as any subsequent advice, and
3. Other records relating to the provision of financial services and advice given to you.

Ask your adviser if you would like to examine your client file. You can request a copy of any advice document either by phone or in writing. Please allow seven working days to process your request.

#### Your privacy

We are committed to maintaining the privacy and security of your personal information.

Your personal information will be collected for the primary purpose of providing you with the services described in this FSG. If you do not provide the personal information requested, we may be unable to provide you with the financial services you have requested.

As a financial service provider, we have an obligation under the Anti-Money Laundering and Counter-Terrorism Finance Act 2006 (Cth) to verify your identity and the source of any funds. This means that we will ask you to present identification documents such as your passport or driver's licence. We will also retain copies of this information.

In connection with providing our services to you, we may disclose information about you to our Authorised Representatives and to other professionals, insurance providers, superannuation trustees, product issuers, auditors and our service providers. It is unlikely that we will disclose your personal information to overseas recipients.

If your adviser leaves our licence and starts providing financial services under another licensee, your information may be transferred to the new licensee. You will be advised of any such transfer prior to it taking place and will be given the opportunity to remain with one of our Consultum advisers if you prefer to do so. Your personal information will be handled in accordance with our Privacy Policy which outlines how we collect, use, store and disclose your personal information. For more information, including how to access or correct your personal information, or how to complain about a breach of the Australian Privacy Principles, please read our Privacy Policy which can be accessed on our website [www.consultum.com.au/privacy](http://www.consultum.com.au/privacy) or by contacting the Privacy Officer on 1800 062 134 or by writing to:

#### Privacy Officer

Consultum Financial Advisers Pty Ltd  
GPO Box 264 Melbourne, VIC 3001

## Our complaints handling procedures

If you have a complaint about the financial services provided to you, you should take the following action:

1. Speak to your financial adviser about your concerns, or
2. Call us on 1800 062 134.

If after speaking to us or your financial adviser, your complaint is not resolved within five business days, please write to:

### **Compliance and Professional Standards Manager**

Consultum Financial Advisers Pty Ltd  
GPO Box 2544W Melbourne, VIC 3001

We will try and resolve your complaint quickly and fairly. If your complaint cannot be resolved by us to your satisfaction or within 45 days, you may refer your complaint, free of charge, to the Financial Ombudsman Service Limited (FOS) of which Consultum is a member. FOS can be contacted on 1800 367 287 or via mail:

### **Financial Ombudsman Service**

GPO Box 3, Melbourne VIC 3001.

Alternatively, other matters can be referred to the industry regulator, the Australian Securities and Investments Commission (ASIC) on 1300 300 630 or via the website [www.asic.gov.au](http://www.asic.gov.au).

## Professional Indemnity (PI) Insurance Cover

Our professional indemnity insurance covers us and our authorised representatives for the services provided. This includes claims relating to the conduct of staff and representatives who no longer work for us, but did so at the time of relevant conduct. Our policy meets the requirements of the Corporations Act 2001 (Cth).