

FINANCIAL SERVICES GUIDE (FSG)

Purpose of this FSG

This FSG is an important document that outlines the types of products and services Stewart Brown Advisory Pty Limited (**SBA**) may provide under its Australian Financial Services Licence.

The guide contains information about:

- who we are and how we can be contacted
- what services and products we offer
- how we and any relevant parties are paid
- who to contact should you have a complaint

It is intended that this FSG should assist you in determining whether to use any of the financial services offered by SBA.

Who is Stewart Brown Advisory Pty Limited (SBA)?

SBA is a privately owned financial advisory firm. We specialise in helping our clients achieve their financial goals by providing them with tailored strategies specific to their individual needs.

SBA is the holder of an Australian Financial Services Licence (Number 355134).

How can we be contacted?

Our contact details are listed below:

Tel: 02 9412 3033

Fax: 02 9413 4202

Website: www.stewartbrown.com.au

Email: amanda.lee@stewartbrown.com.au

Mail: Tower 1, Level 2
495 Victoria Ave
CHATSWOOD NSW 2067

Postal: PO Box 5515
CHATSWOOD WEST 2057

What services and products do we offer?

Under our Australian Financial Services Licence, SBA is able to provide financial product advice and deal in financial products such as deposit and payment products, government debentures, stocks or bonds, managed investment schemes (including IDPS), securities and superannuation.

This allows us to provide strategic advice on:

- superannuation including Self Managed Super Funds (SMSF);
- retirement strategies including transition to retirement pensions, account-based pensions, re-contributions and rollovers;
- wealth creation strategies using Australian shares, managed funds, property, cash and fixed interest;
- estate planning
- social security

Who will be responsible for providing the financial services?

The advice is provided under the authority of SBA's licence and SBA is therefore responsible for the advice provided to you.

Who is your Adviser?

Stewart Brown Advisory Pty Ltd

What other documents do we provide you with?

You are entitled to receive a 'Statement of Advice' when we provide you with personal advice. If we recommend a financial product we will also provide you with a Product Disclosure Statement (PDS) from the product provider.

- **Statement of Advice (SoA)**

This is a record of the advice you received as well as information the advice was based on. It also includes information about the remuneration and other benefits your Adviser may receive.

You will receive a SoA if your Adviser provides you with any personal advice about a product or service which takes into account your financial objectives, financial circumstances, needs and requirements.

- **Product Disclosure Statement (PDS)**

This contains general information about the product including the terms and conditions for the product, any significant risks associated with holding the product, information about the cost of the product and details of fees and charges the product provider receives for issuing the product.

How are we paid for the services we provide?

At your initial meeting, we will explain to you our services and the cost of the services. We will also tell you what services are available to you, what you can expect, and the options available to pay for the services.

Remuneration and payment will be agreed before you become a client of SBA.

The particulars of the fees, commissions and any other relevant remuneration and benefits will be disclosed to you in a Statement of Advice (SoA) should we proceed to provide you with personal advice.

Also, the PDS of any financial product recommended, will set out fees payable to the provider of that particular product.

If you have any questions about our fees, please contact us using the contact details set out above.

Below is a summary of the way SBA is paid for its services. All fees shown are inclusive of GST.

1. Ongoing Advice Fee

Our standard fees are calculated as a percentage of the value of funds for which we provide you with advice and other services, as shown in this table:

Funds Under Advice	Rate
Up to \$1,000,000	1.10%*
\$1,000,001 - \$2,000,000	0.825%
Greater than \$2,000,000	0.55%

* We charge a minimum fee of \$5,500 p.a.

Our fees include both investment advice and portfolio administration/management.

If we manage a Self-managed Super Fund or a large investment portfolio for you, we prefer to manage your funds directly. We believe that this provides clients with better value than using an administration platform. For example, the administration fees on BT Wrap portfolio worth \$500,000 would be approximately \$2,780 pa. Instead the administration is completed by SBA and is included in the advice fee. There is however a minimum advice fee (including the administration) of \$5,500 p.a.

In some circumstances product providers may pay us a commission and this will be disclosed to you in our Statement of Advice document.

You can pay your fees directly to us or allow us to deduct them from your superannuation or investment portfolio.

2. Statement of Advice Fee (SoA)

Generally a SoA fee is only payable, if we prepare a Statement of Advice and you do not take up our ongoing advice service. This fee will be quoted at the initial meeting and is determined by the complexity of the work undertaken by us.

3. Ongoing Hourly Fee

Where advisory work is requested on an ad hoc basis, an hourly fee will be charged. The current hourly rate is \$330.

Are there any relationships that exist which may influence your Adviser's advice to you?

SBA does not have any relationships or associations with any product issuers or service providers (other than Stewart, Brown & Co Chartered Accountants) which could be expected to influence the provision of financial services provided under its AFS Licence.

What should you do if you have a complaint?

If you have a complaint about our services, you should take the following steps:

1. Contact us as soon as possible with details of your complaint. We will acknowledge receipt of your complaint without delay and try to resolve it for you quickly and fairly.
2. If your complaint cannot be resolved to your satisfaction within 45 days, you have the right to present your complaint to the independent complaint handling service that SBA is a member. This is the Australian Financial

Complaints Authority (AFCA) and their contact details are:

Tel: 1800 931 678
Website: www.afca.org.au
Email: membership@afca.org.au

Mail: GPO Box 3
MELBOURNE VIC 3001

This service is provided to you free of charge. The Australian Securities & Investments Commission (ASIC) also has a free Infoline on 1300 300 630 which you may use to obtain information about your rights.

How does SBA deal with the Anti-Money Laundering/ Counter-Terrorism Financing Act (AML/CTF Act)?

SBA has an obligation under the AML/CTF Act to verify your identity before we can provide you with any financial services. Your Adviser will let you know what documentation you will need to present to satisfy the customer identification requirements of the AML/CTF Act.

Professional Indemnity Insurance

SBA has Professional Indemnity Insurance cover to protect our clients, as required by law.

Any questions?

Please contact your Adviser in the first instance if you have any questions about this FSG or the financial services we provide. This FSG should be retained by you in a safe place for future reference.

Privacy Policy

The privacy of your personal information is important to us. We take reasonable steps to protect the information we retain from misuse, loss and from unauthorised access, modification or disclosure.

We may disclose personal information to third parties or external contractors carrying out functions and duties for and on behalf of SBA. For further details, please refer to our Privacy Policy.

We are bound by, and committed to supporting, the National Privacy Principles (NPP) set out in the Privacy Amendment (Private Sector) Act 2001.

Please ask us if you wish to obtain a copy of our privacy policy.