

FINANCIAL SERVICES GUIDE

**Affinity Licensing Plus | AFSL
553808**

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

PURPOSE

This **Financial Services Guide** (FSG) explains the financial services and advice provided by Affinity Licensing Plus and your Financial Adviser (Adviser), who is an authorised representative of Affinity Licensing Plus. The FSG provides information on what to expect during the financial advice process including the types of documents you are likely to receive, how we manage privacy, related parties and potential conflicts of interests, and how we manage complaints.

This FSG should be read in conjunction with the **Adviser Profile**. The Adviser Profile contains important information about your Adviser including relevant authorised representative number, qualifications, experience, areas of authorisation, how they get paid and fees that you may be charged. If you have not received an Adviser Profile, please ask your Adviser for a copy, or contact us directly.

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

NOT INDEPENDENT

Affinity Wealth Plus Pty Ltd is a Corporate Authorised Representative of Affinity Licensing Plus Pty Ltd. Affinity Licensing Plus Pty Ltd provides financial advice on a fee for service basis and the business is an independently owned public company. However, to comply with regulations, we must state their lack of independence regarding commissions for advice given on life insurance products.

Affinity Licensing Plus Pty Ltd and our Advisers may receive commissions associated with the issue of life insurance products.

We may receive benefits from product issuers. For these reasons, we do not represent ourselves as independent, impartial or unbiased. Please refer to the 'Remuneration' section for more information.

Affinity Wealth Plus and our Advisers may receive commissions associated with the issue of life insurance products. We may receive benefits from product issuers. These benefits may be things like training, events or incentives we are eligible for. We may participate in business lunches or receive corporate promotional merchandise tickets to sporting or cultural events and other similar items. For these reasons, we do not represent ourselves as independent, impartial or unbiased. Please refer to the 'Remuneration' section for more information.

HOW TO CONTACT US

Affinity Licensing Plus
ABN 47 672 413 393

PO Box 399
BRISBANE MARKETS QLD 4106

 07 3725 6100

 licensing@affinityplus.com.au

 <https://www.affinitywp.com.au/>

FINANCIAL SERVICES AND PRODUCTS WE CAN PROVIDE

Affinity Licensing Plus 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
- Investment Bonds
- Managed Investments
- Exchange Traded Products
- Listed Securities (Shares and other products)
- 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.

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.

You may be required to sign a **Consent Form** that is provided to your relevant investment or superannuation provider. The Consent Form will detail the services offered and estimated fees for the next 12 months.

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

Before providing you with advice, your Adviser will agree with you the fees that apply and explain any benefits we receive.

Your Adviser

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
- Distributions from shareholdings of Affinity Wealth Plus Pty Ltd
- Commissions paid by insurance providers

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

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.

Any referral arrangements or related party arrangements your Adviser has in place will be disclosed in the Adviser Profile and your Statement of Advice.

The Licensee

Affinity Licensing Plus receives fees and insurance commissions for the provision of services required under its AFSL.

COMPLAINTS

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

1. Contact Affinity Licensing Plus to discuss your complaint.

Phone 07 3725 6100
Online <https://www.affinitywp.com.au>
Email licensing@affinityplus.com.au
Mail Attn: Claims Manager
PO Box 399
BRISBANE MARKETS QLD 4106

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 service providers. These may include:

- Financial product providers
- Where you are a client of Affinity Accounting Plus
- Where you are a client of Gillow and Teese Accountants
- Where you are a client of Purple Patch Accountants and Advisers
- Financial planning software providers
- Administration and external paraplanning service providers

We may engage third party service providers to assist in the provision of products or services. The purpose of such disclosure is to facilitate the provision of financial services including the preparation of financial advice documents.

Affinity Licensing Plus 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 <https://www.affinitywp.com.au>

Adviser Profile

Andrew Malins (Director/Adviser)



Andrew Malins is an Authorised Representative (330831) of Affinity Licensing Plus Pty Ltd (AFSL 553808).

Andrew is a Director and Shareholder of Affinity Wealth Plus Pty Ltd (CAR 329462).

Andrew has over 30 years of experience advising clients in small and medium enterprises and personal financial affairs.

During that time, he has specialised in tax and business strategies, taking a holistic approach to the financial management of his client's financial affairs, with a particular interest in family businesses, investing and planning for retirement. As well as being an Authorised Representative, Andrew is a registered Chartered Accountant, Tax Agent, public practitioner, and a member of the Australian Institute of Management (AIM) and the Taxation Institute.

Adviser Profile

Brett Cederblad (Senior Adviser)



Brett Cederblad is an Authorised Representative (402649) of Affinity Licensing Plus Pty Ltd (AFSL 553808).

Brett is an employee and shareholder of Affinity Wealth Plus Pty Ltd (CAR 329462).

Brett has been a Financial Adviser since December 2000 and has a strong background in holistic financial planning. He enjoys his work and loves the communication with clients that it generates.

In his past 25 years he has seen immense changes with the financial landscape. He believes that regularly engaging with a client regarding their goals and needs will keep their plan relevant to all of those changes over time.

Brett has a Diploma of Financial Planning, has passed his FASEA exam and is currently embarking on further post-graduate study.

He is a member of the Association of Financial Advisers (AFA) and sees the team at Affinity Wealth Plus as a key component of a successful financial plan being created and maintained.