

Hales Douglass

Financial Services^{PTD}

ABN 49 097 735 487

Australian Financial Services Licensee
No. 290618

Andrew Clegg B.Com, G Dip.FP
Partner/Authorised Rep No.284461

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Partner/Authorised Rep No.238131



Financial Services Guide

A guide to our relationship with you and others.

Hales Douglass has been providing Accounting Services to the Ulladulla / Bateman's Bay area since 1983. In that time, the firm has established itself as a quality accounting and business firm with unquestioned integrity. Hales Douglass is now one of the largest and most effective accounting firms south of the Illawarra.

In 2001, the firm recognised the needs of its clients extended to the profession of financial advice. By law, accountants are restricted from giving financial product and investment advice to clients without the necessary education and certification.

With this restriction and with an overriding passion to provide the best possible advice to clients, the partners of Hales Douglass established Hales Douglass Financial Services, under the astute leadership of Adam Passwell. Adam has extensive industry experience and qualifications that ensure the advice clients receive from Hales Douglass Financial Services is research based, and tailored to each client's specific needs.

Hales Douglass Financial Services is a privately-owned company and has a wide range of products to offer clients to ensure the best possible outcome.



The financial services referred to in this guide are offered by:

Adam Passwell of Hales Douglass Financial Services Pty Ltd (ABN 49 097 735 487, Rep. No. 238131),

Andrew Clegg of Hales Douglass Financial Services Pty Ltd (ABN 49 097 735 487, Rep. No. 284461) and

Jeanette O'Connor of Hales Douglass Financial Services Pty Ltd (ABN 49 097 735 487, Rep. No. 456468).

41 Deering Street, Ulladulla NSW 2539. Ph: (02) 4455 5333 Fax: (02) 4455 6520
& 30c Orient Street, Batemans Bay NSW 2536. Ph: (02) 4472 8443
Email: adam@halesdouglass.com.au

On behalf of Hales Douglass Financial Services Pty Ltd (ABN 49 097 735 487, AFSL 290618)

41 Deering Street Ulladulla NSW 2539. Ph: (02) 4455 5333 Fax: (02) 4455 6520 Email: adam@halesdouglass.com.au

This guide contains important information about:

- The services we offer you
- How we (or any other relevant parties) are paid
- Any potential conflict of interest we may have
- Our internal and external dispute resolution procedures and how you can access them

When we give you financial advice – a **Statement of Advice** – we take into account your current financial situation and future needs. In the **Statement of Advice**, we will tell you about:

- Our fees and/or commissions
- Any associations we have with financial product issuers or other parties that may have influenced the advice we give you.

If we recommend to you a particular financial product, we will give you information about the particular financial product – a **Product Disclosure Statement** – to help you make an informed decision.

Your Questions	Our Answers
<i>Who is my adviser?</i>	<p>Your advisers will be Adam Passwell, Andrew Clegg and Jeanette O'Connor, who are specifically authorised by Hales Douglass Financial Services Pty Ltd to act as its representatives in providing financial services to clients.</p> <p>Adam, Andrew and Jeanette are experienced in the provision of financial services and have each achieved specific formal industry qualifications. Please refer to their Personal Profile documents, which appear at the conclusion of this Financial Services Guide (FSG).</p>
<i>Who is responsible for the financial services provided?</i>	<p>Hales Douglass Financial Services Pty Ltd (ABN 49 097 735 487), of 41 Deering Street Ulladulla NSW 2539, is responsible for the financial services provided including the distribution of this FSG. Hales Douglass Financial Services Pty Ltd is an Australian Financial Services Licensee, No. 290618.</p>
<i>Do you have any relationships or associations with financial product issuers?</i>	<p>No, we specifically do not want any relationships or associations with financial product issuers, as this may interfere with us providing the best advice to you.</p> <p>Hales Douglass Financial Services Pty Ltd is a privately-owned company.</p> <p>The directors are: Adam Passwell and Juanita Sharp. Non-director shareholders are: Andrew Clegg, Robert Douglass and Andrew Hare.</p> <p>Andrew Hare and Juanita Sharp are also directors of Hales Douglass Pty Ltd – Chartered Accountants.</p>
<i>What kind of financial services are you authorised to provide and what kind of financial product/s do those services relate to?</i>	<p>"Adam Passwell, Andrew Clegg and Jeanette O'Connor are able to offer you the following services:</p> <ul style="list-style-type: none"> • Self-managed superannuation fund (SMSF) - Specialist Advisers • Strategic financial advice • Investment advice • Life insurance advice • Superannuation & rollover advice • Retirement planning advice • Margin lending • Estate planning advice • Ongoing monitoring of your portfolio • Investment funds management • Social Security benefits planning • Aged Care benefits planning advice <p>Hales Douglass Financial Services' licence allows its authorised representatives to advise on a broad range of investments and services offered by banks, life companies, fund managers, stockbrokers, building societies, credit unions and other financial institutions.</p> <p>Hales Douglass Financial Services is authorised to advise and deal in deposit and payment products (basic and non-basic), government debentures, stocks or bonds, life products, managed investment schemes (incl. IDPS), retirement savings accounts, securities, superannuation and margin lending.</p>
<i>What information should I provide to receive personalised advice?</i>	<p>You need to provide us with a list of your personal objectives, details of your current financial situation and any relevant information, so that we can offer you the most appropriate advice possible.</p> <p>You have the right not to tell us, if you do not wish to. However, if you do not, the advice you receive may not be appropriate to your needs, objectives and financial situation.</p> <p>You should read the warnings contained in the Statement of Advice carefully before making any decision relating to a Financial Product.</p>

What information do you maintain in my file and can I examine my file?

We maintain a record of your personal profile including details of your objectives, financial situation and needs. We also maintain records of any recommendations made to you.

We are committed to implementing and promoting a privacy policy, which will ensure the privacy and security of your personal information. A copy of our privacy policy will be provided upon request. If you wish to examine your file, please ask. We will arrange for you to do so.

How will I pay for your advisory services?

Fee for Service: Hales Douglass Financial Services Pty Ltd will provide you with an invoice for services directly to you, or this fee may be paid via your investments. Fee for service is our preferred and predominate method of charging clients.

Commission / Brokerage: Commission payments are received from some product issuers whose products we recommend to you and thus paid to Hales Douglass

Financial Services: These product issuers include fund managers that provide investment products and life insurance companies that provide investment products and risk insurance products. We will give you a Statement of Advice containing details of our fees and any payments made to us by a Financial Product Issuer.

Annual Fee Disclosure Statement: If you enter into an ongoing service arrangement with us and you pay fees for that service you will receive an annual statement showing the fees paid, the services to be provided and the services actually provided.

This statement covers Ongoing Review. Fees shown below but not transactional, initial fees or commissions paid (where applicable). You will be invited to continue the ongoing service arrangement but will have the opportunity to discontinue it as well.

If you charge me a fee for the service you provide, how are the fees calculated and paid?

Any fee charged for subsequent services provided to you is based on an agreed service cost, which is set by Hales Douglass Financial Services.

A Hales Douglass Financial Services adviser will discuss the fees that will apply to your specific situation when you meet for your initial, obligation-free consultation.

Statement of Advice (SOA) – Charges are dependent on the complexity of your individual circumstances, but usually they will range between \$1,100 and \$6,600 (including GST).

Implementation – Before implementation of the agreed strategies, you will be quoted a fee based on complexity and assets. It usually varies between \$1,100 and \$16,500 (including GST).

Ongoing Advice Fees – For the provision of ongoing strategic advice, ongoing asset management, financial planning advice and review of your portfolio, we charge a fee based on the total value of your individual portfolio and/or the frequency of contact and/or the complexity of your situation.

It will typically be 1.1% per annum of assets managed for you (including GST) up to \$600,000 under advice. Once over \$600,000 under advice we usually charge a fixed ongoing advice fee of \$7,260 as an agreed fee.

And an agreed project fee for strategic advice only is another common fee arrangement, especially with Self-Managed Superannuation Fund strategic only advice.

If you charge me a commission, how much commission do you get?

Hales Douglass Financial Services typically do not receive commissions for investments. We don't want any implied or direct influence over our investment recommendations and as such we prefer to charge you directly a fee for service.

For example, an investment of \$10,000 in a product on which we charge you a 2.2% (incl GST) fee for service, Hales Douglass Financial Services will receive an initial fee payment of \$220.

For the provision of ongoing strategic advice and investment management of your situation, we would typically charge a fee for service of 1.1% (incl. GST) per annum on assets managed for you. For example, on a portfolio of \$200,000 the fee would be \$2,200.

How is it calculated and deducted?

Some legacy investment products pay us an ongoing commission (i.e. trail commission). This generally occurs when clients have pre-existing investments prior to engaging our advice and for individual reasons (often exit fees) we have advised them to keep these older-style, commission-based products. Ongoing commissions are outlined in the product disclosure statement or Statement of Advice that will be provided with any recommendations we make to you.

Commissions on life insurance risk products may range from 33% to 110% of the annual year 1 premium. For example, on an annual premium of \$1,500 with a commission rate of 33%, the commission that Hales Douglass Financial Services will receive is \$495.

It should be noted that the commission referred to above is payable to Hales Douglass Financial Services, while your adviser is remunerated by way of salary.

Hales Douglass Financial Services does not receive financial rebates, volume bonuses or other incentives to provide financial advice. We choose not to receive any of these incentives often provided by financial institutions, as we don't want any undue influence on our clients' advice decisions.

Any benefits exceeding \$300 that Hales Douglass Financial Services may receive are detailed in a publicly available register that is updated quarterly. Please ask Hales Douglass Financial Services for a copy as required. Hales Douglass Financial Services may be offered a portion of the administration fee from the service providers. These payments are typically refunded directly back to you, the client, through lower administration fees. Hales Douglass Financial Services would thus not receive this payment.

Do you receive any other benefits in relation to providing financial services to me?

Hales Douglass Financial Services does not receive financial rebates, volume bonuses or other incentives to provide financial advice. We choose not to receive any of these incentives often provided by financial institutions, as we don't want any undue influence on our clients' advice decisions.

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Best Interest

Hales Douglass Financial Services and its advisors have an obligation to provide advice that is in your best interests and not to be influenced by other considerations such as personal remuneration.

Hales Douglass Financial Services and its advisors are committed to providing advice to you that meets your objectives, is consistent with your risk profile and appropriate to your personal circumstances. We intend to work with you now and on an on-going basis in this way and we will explain to you exactly what fees and how they are paid to Hales Douglass Financial Services and how its advisors are remunerated.

Will anyone be paid for referring me to you?

Should someone else have referred you to us, and we pay them a fee in relation to that referral, we will tell you in the *Statement of Advice* who will receive that fee and the amount they will receive.

How can I give you instructions about my financial product(s)?

You can advise us by telephone, fax or email. If we provide you with execution-related telephone advice, you may request a record of that telephone advice either at the time or up to 90 days after we provided the advice.

What should I do if I have a complaint?

1. Contact us and tell us about your complaint.
2. If your complaint is not satisfactorily resolved within 30 days, please put your complaint in writing. This will ensure that the issues are fully documented and understood by all parties. Your complaint should be addressed to the Compliance Manager, Hales Douglass Financial Services Pty Ltd, PO Box 385 Ulladulla NSW 2539. We will aim to resolve your complaint quickly and fairly.
3. If the complaint can't be resolved to your satisfaction, you have the right to refer the matter to the Financial Ombudsman Service.

Contactable on Ph: 1300 780 808 or GPO Box 3, Melbourne VIC 3001, or www.fos.org.au or by email to: info@fos.org.au

Stage 1 of the FOS process sees FOS facilitate discussions and negotiations between the parties. All relevant documents are exchanged and the issues in dispute are identified.

Stage 2 is conciliation and the parties come face to face with a conciliator from the FOS national panel. The role of the conciliator is to assist the parties to explore options for settlement of the dispute and to help parties to agree on their own outcome.

Stage 3 is where the independent adjudicator is requested to make a decision based on the relevant facts taking into account the relevant law, fairness and reasonableness. If you accept the adjudicator's decision, it is binding on the member.

Alternatively, you can phone the Australian Securities and Investments Commission (ASIC) toll-free Info line on 1300 300 630. Info line consultants will talk to you about your rights as well as how to make a complaint about activity that is suspected to be a breach of the law.

For your dispute to be handled by FOS Investments, Life Insurance & Superannuation, the dollar value of your claim must be within their jurisdictional limits.

Professional Indemnity Insurance

Hales Douglass Financial Services Pty Ltd has Professional Indemnity Insurance in place to cover us for the financial services that we provide. We understand that it is adequate to meet our requirements as a financial services licensee. The policy includes coverage for claims in relation to the conduct of representatives / employees who no longer work for us (but who did at the time of the relevant conduct). The policy is RG 126 compliant.

If you have any further questions about the services Hales Douglass Financial Services provides, please contact Adam Passwell, Andrew Clegg or Jeanette O'Connor on (02) 4455 5333.

Please retain this document for your reference and any future dealings with Hales Douglass Financial Services Pty Ltd.

Your Hales Douglass Financial Services adviser is

Adam Passwell. B.Ec, Dip FP, SSA

Authorised Representative Number 238161



Personal Profile

Your Adviser Experience

After four years working in Sydney for two boutique financial advice companies and a bank, Adam joined the Hales Douglass team in 2001 to start the Hales Douglass Financial Advice division. After the first year managing the company, he became the managing director / partner. Today he continues to manage / direct the business with a team of six people dedicated to sourcing the best financial advice for clients.

Industry Credentials

Adam has a strong educational background with a double major degree in Economics and Business Law from Macquarie University, as well as a Diploma of Financial Planning from Deakin University.

Realising the strong growth in Self-Managed Superannuation Funds (SMSF) for retirees, Adam is a member of the Self-Managed Super Fund Professional Association of Australia (SPAA) and has completed his specialist qualifications to an accredited **SMSF Specialist Adviser**, ensuring the highest competency in this very complicated field.

Adam has also completed his specialist qualifications to an accredited **Estate Planning Specialist Adviser**, ensuring the highest competency to safeguard your assets to be passed on in the most efficient fashion to those you care for.

Service & Advice Focus

Adam's practice is strongly focused on the Self-Managed Super Fund market for pre and post retirement planning, with an emphasis on transition to retirement planning, superannuation benefit planning, retirement income streams (pensions), including maximisation of Centrelink benefits, and estate planning strategies.

And with the combined force of the Hales Douglass accounting team, he also ensures the most efficient taxation planning of clients' pre and post retirement strategic position and investments.

Adam also focuses on a vast array of proactive wealth creation strategies for people of all ages before retirement, particularly mortgage reduction and geared investment strategies.

Your Hales Douglass Financial Services adviser is
Andrew Clegg. B.Com, Grad Dip FS
Authorised Representative Number 284461



Personal Profile

Your Adviser Experience

Andrew has worked in the finance industry since 1998 and was appointed as an Authorised Representative of Hales Douglass Financial Services in 2005 and partner in the Financial Advice division in 2013.

Industry Credentials

During this time Andrew has gained extensive experience in pre and post retirement planning, insurance and estate planning, funds management, and superannuation and investment advice. Andrew has completed a Graduate Diploma of Financial Planning through the Australian Securities Institute, as well as a Bachelor of Commerce at the University of Wollongong.

Andrew recently completed an intensive **SMSF Specialist Adviser** course through the University of Adelaide in order to further his knowledge in this field.

Service & Advice Focus

Andrew has also completed various specific financial advice and investment training courses and keeps up to date with financial advice issues through further study and by attending industry forums and seminars.

Andrew focuses on clients' wealth accumulation and specialises in wealth protection for people of all ages prior to retirement. For retirees, Andrew focuses on protection of capital, tax-effective income streams and maximisation of Centrelink or Aged Care benefits.

Andrew is also qualified to provide comprehensive advice to the Self-Managed Superannuation market.

Your Hales Douglass Financial Services adviser is
Jeanette O'Connor. Adv Dip FS
Authorised Representative Number 456468



Personal Profile

Your Adviser Experience

Jeanette has worked in the financial advice industry since 2007 when she commenced her career with Hales Douglass Financial Services. Jeanette was appointed as an Authorised Representative of Hales Douglass Financial Services in 2014.

During this time Jeanette has gained experience in insurance and pre and post retirement superannuation planning and investment advice.

Industry Credentials

Jeanette has completed an Advanced Diploma of Financial Planning

Jeanette has also completed various specific financial advice and investment training courses and keeps up to date with financial advice issues through further study and by attending industry forums and seminars.

Service & Advice Focus

Jeanette is focused on wealth protection and accumulation for people of all ages prior to retirement. For clients who have retired, she provides advice on tax-effective income streams and maximisation of Centrelink benefits.

Hales Douglass Financial Services Pty Ltd | www.halesdouglass.com.au
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