

Financial Services Guide Part 1



Version 2.0

This Financial Services Guide ('FSG') has been authorised for distribution by the authorising licensee, Sallis Financial Planning Pty Ltd ABN 27 144 721 782, AFSL no. 523979 ('Sallis FP'). Sallis FP is the financial services licensee that authorises your Sallis FP financial adviser ('Adviser') and their firm ('we', 'us', 'our') to provide financial services.

This is an important document designed to provide you with information to make an informed decision about whether to use the financial services that we provide.

This FSG is divided into two parts and both parts must be read in conjunction, as together they form the full FSG.

Part One of this FSG provides high level disclosure of the financial services provided by us as well as important information about Sallis FP, whereas Part Two of this FSG is an Adviser Profile and more specifically outlines the financial services provided and products recommended by us.

Contacting us:

You can contact Sallis FP using the following details:



PO Box 4250 EAST BUNBURY WA 6230

+61 8 9783 5088

Part One

Part One of this FSG contains information about:

- Sallis FP, as the holder of the Australian Financial Services Licence that authorises us to provide financial services.
- Lack of Independence disclosure.
- Other disclosure documents you may receive.
- The financial services and types of products we provide or recommend.
- Collecting your personal information and providing us with instructions.
- Fees or costs that may apply to you.
- Remuneration that we, your Adviser or a related entity may receive.
- Relationships or associations with other entities, that could create potential conflicts of interest, and
- What you can do if you are not happy with our services or have a complaint.

Who Is Sallis FP Pty Ltd?

Sallis FP's purpose is to help all Australians afford their dreams. We educate clients to help them make informed decisions about their future. Our vision is to help improve the financial wellbeing of the community, one family at a time. So, whether you are just starting out or approaching retirement, we assist you by providing you with financial advice which gives you greater control over your financial future.

Lack of Independence

Sallis Financial Planning Pty Ltd and its Representative listed in FSG Part 2 are not independent, impartial, or unbiased because we:

- Receive commissions for the advice we provide on life risk insurance products.

Authorised Representative Profile – Part Two

Your financial adviser will be the Authorised Representative listed in Part Two of this FSG.

This FSG must be read in conjunction with the Authorised Representative Profile as it forms part of this FSG. It provides detailed information about your financial adviser such as their contact details, referral sources and the types of financial products and services they are authorised to advise/deal in. Please retain both Part One and Part Two of the FSG for your reference and any future dealings with Sallis FP and your financial adviser.

What Other Documents Might You Receive?

You might receive the following documents when your Adviser provides financial services to you:

Statement of Advice (SoA) If your Adviser provides personal advice tailored to your circumstances and needs, you will receive an SoA. The information contained in the SoA will help you make an informed decision in relation to the advice provided. It also sets out the advice, the reasons for the advice, and details about any remuneration payable.

Record of Advice (RoA) Where further advice is provided to you in reference to previous advice (SoA) and there have been no significant changes to your relevant personal circumstances, your adviser will provide you with a RoA. There are no limitations in relation to time or how you make your requests for a copy of the RoA.

Product Disclosure Statement (PDS) You will receive a PDS if your Adviser recommends a financial product or offers to arrange the issue of a financial product on your request. The PDS contains information about a financial product's features, fees, benefits and risks.

Advice Services We Provide

Our licence can provide advice in the following financial products:

- Basic & non-basic deposit products.
- Life insurance.
- Government debentures, stocks, and bonds
- Managed investment schemes including IDPS.
- Retirement Savings Accounts.
- Securities.
- Superannuation (including Self-Managed Superannuation Funds).
- Standard Margin Lending & Gearing.

Your Adviser will consider the tax consequences that relate directly to the financial advice being provided. However, this financial advice will not include an assessment of your overall tax position. To determine how your Adviser's financial advice fits with your overall tax position, you should seek separate tax advice about liabilities, obligations or claim entitlements that arise, or could arise, under a taxation law.

Instructing your Adviser

You will generally need to instruct your Adviser in person and your signature will be required for verification. For some products and services though, special arrangements can be put in place to instruct your Adviser by electronic means, for example phone, e-mail or other internet-based application that enables the ability to sign documents.

What Information Should You Provide to Receive Personal Advice?

Your adviser must act in your "Best Interests". To assist your adviser in acting in your best interests, as well as helping us to advise you in an appropriate manner and protecting you throughout our relationship, we request you.

- ▶ Supply accurate information about your personal circumstances, needs and objectives.
- ▶ Update your adviser on any changes to this information.
- ▶ Do not make any payments for investments, contracts, or fees "made payable" to your adviser.
- ▶ Never sign blank forms.
- ▶ Never sign any form or agree to any recommendation without fully understanding what you are signing or agreeing to.

You have the right to withhold personal information, but this may have an impact on the appropriateness of the advice you receive. You should read any warnings contained in any advice document (whether SoA or RoA) carefully before making any decision relating to a recommended financial strategy and/or product. Your adviser will request you sign an acknowledgement if you do not wish to provide complete information or if they believe that the information is not accurate.

How We Handle Your Personal Information

Sallis FP is committed to ensuring the privacy and security of your personal information. As part of our continuing commitment to client service and maintenance of client confidentiality Sallis FP has adopted the principles set out in the Privacy Act 1988. For further details you can refer to Sallis FP's Privacy Policy.

Non-Advisory Transactions

At times you may wish to make an investment transaction and do not need assistance from us with any decisions in relation to the product or transaction. In these cases, we can take your instructions and arrange for the transaction to be completed, without providing personal advice. If you wish to proceed without advice from us, we will ask you to confirm your instructions in writing and sign an acknowledgment form. Any assistance we provide to complete your transaction should not be taken as a recommendation or endorsement of the product or transaction.

How do You Pay for Sallis FP Advice and Services?

All advice fees and commissions are required to be paid directly to Sallis FP as the licensee. If the fees, commissions, or benefits are not calculable at the time we provide personal advice, we will describe the manner in which they are calculated at the time the advice is given or as soon as practicable after.

Financial Planning Advice Fees

Fees may be a Fixed Rate Fee, Hourly Rate Fee, or a combination of both depending on the complexity of your personal situation and the time and effort in the work done for you. The fees will be discussed and agreed with you prior to services being provided. If advice is provided the fees will be disclosed in your Statement of Advice (SoA).

Ongoing fee arrangements may be based on a Flat Fee. These will be outlined in FSG Part 2.

Retail Insurance Product Commissions

Sallis FP may be paid initial and ongoing commissions by retail insurance product issuers where you acquire any of the retail insurance products via our services.

Where the commission in the first year is greater than that payable in later years, the maximum upfront (year 1) commission is 66% and the maximum ongoing (years 2+) commission is 22% (inclusive of GST). For example, for an insurance premium of \$1,000, the commission is up to \$660 upfront and up to \$220 each year thereafter.

Where upfront and ongoing commissions are the same, there is no legislated maximum however product providers generally pay up to 33%.

Where the insurance product(s) was purchased prior to 1 January 2018, we may continue to be paid commissions in the same manner as what would have previously been advised to you at the time of obtaining the product(s).

Retail Insurance Commission “Claw-Backs”

An insurance commission claw back occurs when a policy is cancelled within two (2) years of its inception (this is called the responsibility period), commissions that covered the responsibility period are clawed back by the insurance product provider. Where this occurs Sallis FP will invoice you for the difference in revenue received compared to what would have been received over the two (2) year responsibility period.

Other Benefits We May Receive

Sallis FP has purely commercial relationships with several of Australia's leading life risk and wealth management product providers. Sallis FP and your adviser do not accept any financial or non-financial benefits from financial product providers.

Complaints, Privacy & Compensation Arrangements

We always strive to provide quality advice and service and welcome any feedback that allows us to continue to improve our services.

What to Do If You Have a Complaint.

We are committed to resolving your concerns. If you are not fully satisfied with any part of the service or advice for whatever reason, you should take the following steps:

Step 1: Contact your Adviser.

If you have a complaint or are not satisfied with the advice or services provided to you, you should contact your Adviser in the first instance and discuss your concerns with them. Most complaints can be resolved quickly and fairly at this stage.

Step 2: Complaints Manager.

If your complaint has not been resolved to your satisfaction, you can contact our Complaint Resolution Manager by:



PO Box 4250 East Bunbury, WA, 6230



compliance@sallisfinancialplanning.com.au



+61 8 9783 5088

Step 3: Australian Financial Complaints Authority (AFCA)

If you are not satisfied with our handling of your complaint or our decision, you may refer your complaint to the Australian Financial Complaints Authority (AFCA). The AFCA offers a free independent dispute resolution service for consumer and small business complaints.



Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001



info@afca.org.au



1800 931 678 (free call) Email:



www.afca.org.au

Information about your rights can also be obtained from the Australian Securities and Investments Commission on 1300 300 630.

Our Compensation Arrangements

We have professional indemnity insurance cover in place and these arrangements comply with the requirements for compensation under the Corporations Act. Our professional indemnity insurance is subject to terms and exclusions and generally covers claims arising from the actions of our current and former employees or authorised representatives whilst they acted on our behalf.

Issued by Sallis Financial Planning Pty Ltd

Date of Issue 1st July 2021

Financial Services Guide Part 2

Version 2.0



Part Two - Adviser Profile

This adviser profile is Part Two of the Sallis Financial Planning Pty Ltd ("**Sallis FP**") Financial Services Guide (**FSG**) **1st July 2021** and should be read in conjunction with Part One of our FSG dated **1st July 2021**. Together these documents form the complete FSG.

Kevin Sallis is an Authorised Representative of Sallis Financial Planning Pty Ltd (**Sallis FP**).

The individual listed in this FSG is authorised by Sallis FP to provide personal advice.

Our Contact Details:



Level 1, 7 Stirling Street, Bunbury WA 6230



kevin@sallisfinancialplanning.com.au



+61 8 9783 5088



www.sallisfinancialplanning.com.au

Kevin Sallis

Authorised Representative Number 250076

Kevin is an Authorised Representative of Sallis Financial Planning Pty Ltd

Kevin has a wealth of experience in the financial services sector where he has been providing quality advice since 1980.

Kevin is a Self-Managed Super Fund Specialist (SSA) and member of the Self-Managed Super Fund Professionals Association (SMSF Association)

Kevin is a Certified Financial Planner (CFP) and member of the Financial Planners Association (FPA).

Kevin Sallis is authorised to provide advice in the following areas:

- Deposit and payment products
- Government debentures, stocks, and bonds
- Life products
- Managed investment schemes
- Retirement Savings Accounts
- Securities
- Superannuation (including Self-Managed Superannuation Funds).
- Standard Margin Lending & Gearing

How to Make Contact: kevin@sallisfinancialplanning.com.au or +61 8 9783 5088

What Are the Costs?

Your Authorised Representative will provide you with an initial and additional meetings including the preparation, implementation, and ongoing advice services, you will be charged by one or a combination of methods as outlined below. You may elect to be invoiced directly for these fees to be paid to Sallis FP or you may elect to have these fees deducted from your investments.

You will be provided with an estimate of all applicable fees/costs once your needs and requirements have been understood and agreed. The work required may vary from fairly uncomplicated and straight-forward to overly complex and/or protracted. As you would expect, greater complexity involves more time and therefore more cost.

These fee options include:

Initial Appointment

At this initial meeting, we will collect information about you and provide general advice only during this meeting. Costs in providing advice services will be quoted during this meeting. The cost for this meeting will be \$275 (including GST). *However, if referred by a valued client, then this meeting is at our expense.*

Comprehensive Advice Preparation	The fee for the preparation of our advice is calculated based upon a fixed price agreement. This fixed dollar amount will vary based upon the complexity of advice being provided and agreed upon prior to commencement. Our minimum fee for this is \$2,200 (incl. GST) up to a maximum of \$8,800 (incl. GST).
Comprehensive Advice Implementation	The fee for the implementation of our advice is calculated based upon a fixed price agreement. This fixed dollar amount will vary based upon the complexity of advice being provided and agreed upon prior to commencement. Our minimum fee for this is \$660 (incl. GST) up to a maximum of \$5,500 (incl. GST).
Life Insurance Only Advice Preparation	The fee for the analysis and preparation of stand-alone insurance advice is \$1,650 (incl. GST), implementation will be based on the commission rates as per schedule 2 (1 st year only) below.
Schedule 2 Life Insurance (1st year only)	This commission is payable by the insurance company and is a percentage of the insurer's base premium i.e., premium excluding stamp duty, GST, model loadings or any other government charges, taxes, fees, or levies. For insurance approved from 1 Jan 2020 onwards, the insurance commission can vary from 0% up to 66%. <i>Example: if the annual premium were \$1,000 Sallis FP would receive up to \$660 in the first year based on the maximum.</i>
Schedule 2 Life Insurance Commission (Year 2 onwards)	Sallis FP may also receive a renewal commission from the insurance company each year while your policy is in force. This is a percentage of the base annual premium you pay and can vary from 0% up to 33%. <i>Example: if your annual premium is \$1,000 Sallis FP would receive up to \$330 per annum based on the maximum.</i> If you decide not to implement our recommendations, the fee for the preparation of the Statement of Advice will be payable in full.
Ongoing Financial Arrangements	Our ongoing advice fees vary depending on scope and complexity and range from \$2,750 to \$5,500 (incl. GST) unless otherwise agreed. The exact cost of the ongoing review service will depend on the review offering you choose, and this will be disclosed within the Ongoing Service Agreement we provide to you. Should you require any additional services outside of any agreement between you and your adviser, an amount of up to \$330 per hour, may be applied.
Budgeting & Cashflow Analysis	This service is available. Terms and pricing will be agreed upon at commencement of service.
Non-Advisory Fees	Managed investments: A fee of up to \$150 per transaction (excluding any non-rebateable component of fund manager fees) may be applied, plus any applicable ongoing commission paid by the product provider. Other: If we assist you on an execution only basis (i.e., where you have been offered and declined advice), a fee of up to \$2,200 OR \$330 per hour may be applied.
Other Costs	Any additional costs that are unable to be disclosed above, will be disclosed in your Statement of Advice.

Issued by Sallis Financial Planning Pty Ltd
Date of Issue 1st July 2021