



Your Financial Services and Credit Guide

The documents you will receive from us

This Financial Services and Credit Guide, which includes the Representative Profile presented with it, is designed to clarify who we are and what we do, and help you decide whether to use our services.

It also contains information on how you can pay for our services and how we ensure your satisfaction with our advice.

In addition to this Financial Services and Credit Guide, when we provide you financial advice we will also present you with a written Statement of Advice (SOA).

This will describe the strategies, products and services we recommend and outline any fees or commissions we will receive and any associations we have with financial product providers or other parties that have not already been disclosed in this Financial Services and Credit Guide.

If you receive further financial advice from us, we will present you with either another Statement of Advice or keep our own written Record of Advice (ROA). You can request a copy of this by contacting your adviser any time up to seven years from the date of the advice provided.

We will also provide you with a Product Disclosure Statement (PDS) or offer document for all financial products we recommend, where applicable, to help you make informed decisions.

Credit Assistance

In some circumstances, we may provide you with credit assistance; that is, we may suggest that you apply for a particular contract or increase your credit limit in a particular contract.

We must not provide you with credit assistance where the recommended contract is unsuitable for you. Our assessment of suitability will be detailed in your SOA.

To make this assessment, we must make reasonable inquiries about your requirements and objectives for the credit contract or credit limit increase. We must also make reasonable inquiries about your financial situation and take reasonable steps to verify this information.

Giving us instructions

If you want to make changes to your financial plan or provide other instructions, you can contact us using the details in the Representative Profile. Generally, you will need to give us instructions in writing (eg fax, email or letter) or another method as agreed with your adviser.

About us

Garvan Financial Planning, with MLC Financial Planning, is recognised as one of Australia's leading financial advice networks, with over 450 experienced advisers across Australia managing over \$11 billion of investments.

Our advisers work with a range of clients—from individuals starting out their careers and families seeking to build and protect wealth for today and for the future, to business owners, companies and superannuation trustees.

Our network was awarded Core Data's Major Financial Advice Group of the Year by researcher Core Data in 2007 and again in 2008. This award recognises the quality of customers' experiences when seeking financial advice.

Garvan Financial Planning is a principal member of the Financial Planning Association, the professional body representing qualified financial planners in Australia, and therefore adheres to set standards in terms of ethics, conduct and continuing professional development.

Our associations and relationships

Our advisers are authorised representatives of GWM Adviser Services Limited ABN 96 002 071 749 trading as Garvan Financial Planning, Australian Financial Services Licensee Number 230692.

As a member of the National Australia Group of companies, GWM Adviser Services Limited is responsible for the financial advice and services your adviser provides. We support your adviser with essential services and resources to ensure you receive sound financial advice.

A number of companies within the National Australia Group—including MLC Investments Ltd, Navigator Australia Ltd, NULIS Nominees (Australia) Limited, MLC Ltd, NAB OnLine Trading Ltd, Jana Investment Advisers Pty Ltd, Plum Financial Services Ltd and National Australia Bank Ltd—are financial product providers whose products we may recommend.

Our advisers can also recommend appropriate products from a broad range of financial product providers outside of the National Australia Group to help you realise your goals and objectives.

How we manage your personal information

To give you appropriate advice, our advisers will need to ask you about your current financial situation, what you are looking to achieve and other personal information.

Without this information, your adviser may not be able to provide you with advice relevant to your circumstances.

Collecting your personal information

We need to collect your personal information for a variety of purposes, including to provide you with the financial services you have requested and to contact you about other products and services that may be relevant to you.

Protecting your privacy

Protecting your privacy is essential to our business. Your file, containing your profile, personal objectives, financial circumstances and our recommendations, is kept securely by your adviser.

You are entitled to obtain access to the information we hold about you, or any preliminary assessment about the suitability of a credit contract by contacting your adviser. In some circumstances, permitted by law, we may deny you access and in that event we will explain the reason why.

Disclosing your personal information

We may provide your personal information to the following types of service providers:

- other advisers, paraplanners and organisations who work with us to provide the financial services you have requested;
- insurance providers, superannuation trustees and product providers related to the financial services you have requested;
- organisations that help us operate our business, such as those that provide administrative, financial, accounting, insurance, research, legal, strategic advice, auditing, computer or other business services;
- your representatives, service providers, or other organisations, such as your accountant, solicitor, tax agent, stockbroker or bank;
- organisations involved in a business restructure or a transfer of all or part of the assets of our business; and
- government authorities and other organisations when required by law.

Consent to marketing activity

We presume you consent to being contacted by us about suitable products and services via the contact details you have provided. We may continue to contact you for these reasons until you withdraw your consent. You can do this at any time by contacting your adviser.

If you would like to know more about our privacy policy, please contact your adviser. For more information about your privacy, you can visit the Federal Privacy Commissioner's website at www.privacy.gov.au

How you can pay for our services

At Garvan Financial Planning you can pay for the services you receive on a fee for advice basis.

This allows you to know that you are paying for our advice irrespective of any product you use, clarifies the services you are entitled to, and ensures all recommendations are driven by your needs.

We will agree with you the amount you pay based upon:

- the amount you invest;
- an hourly rate;
- a flat dollar fee; or
- a combination of the above.

You can pay in the following ways:

- as a fee for advice that will be deducted from your investments as a one-off payment or in instalments;
- by direct invoice from us for initial and ongoing advice;
- via commission we may receive from a financial product provider when you commence an insurance contract, or loan product; or
- a combination of the above.

If you are not already on a fee for advice package, you can move to this payment at any time.

Other payments we may receive

We will provide you with details of all fees, commissions or other benefits we may receive when we provide advice to you and, where possible, will give actual dollar amounts. If we cannot provide this accurately, we will provide worked-dollar examples.

Even if you don't receive personal financial advice from us, you can still request the details of any fees, commissions or other benefits we receive in relation to any other financial service we provide you.

Benefits we may receive

Sometimes in the process of providing advice, our advisers may receive benefits from product providers.

Conferences

Our advisers may attend conferences subsidised in whole or part by product providers. Eligibility to attend may be based on business revenue targets as well as achieving our internal quality standards and accreditations. Garvan Financial Planning may also receive sponsorship payments from product providers to subsidise our own conferences and professional development events.

The Representative Profile provides details of other benefits your adviser may receive.

Non-monetary benefits

Garvan Financial Planning and your adviser keep a register detailing any non-monetary benefit (greater than \$300 value) that may be received from a product provider. You can view this register by contacting your adviser.

Referrals

If you have been referred to us or we refer you to someone else, we may have arrangements in place to or receive a referral fee, commission, or other benefit. This is generally:

- a fixed fee;
- a proportion of any initial and/or ongoing fees or commissions; or
- a combination of both.

Details of any arrangement will be provided in our advice to you.

Your confidence in our advice

Your satisfaction is very important to us and we have procedures in place to resolve any concerns promptly and fairly.

If you are unhappy with the advice you receive or other aspects of our service, please let your adviser know so we can act on it immediately.

Our complaints procedure

If your adviser has not satisfactorily resolved your complaint, please put your complaint in writing or contact our Advice Dispute Resolution Team on **1800 611 950**.

Please address the envelope 'Notice of Complaint' and send it to:

**Advice Dispute Resolution Team
Garvan Financial Planning
PO Box 1086
North Sydney NSW 2059**

If your complaint isn't resolved within 45 days or to your satisfaction, then you may refer the matter to the Financial Ombudsman Service (FOS), an independent complaints handling body. We are a member of FOS, FOS provides a free, accessible, fair and independent dispute resolution service to consumers.

You can contact FOS on **1300 78 08 08**, at **www.fos.org.au**, by email to **info@fos.org.au** or in writing to:

**The Manager
Financial Ombudsman Service
GPO Box 3
Melbourne VIC 3001**

Garvan Financial Planning holds professional indemnity insurance that satisfies the requirements (Section 912B) of the Corporations Act. This insurance also covers the conduct of advisers who were authorised by us at the time of your complaint, but are no longer representatives of Garvan Financial Planning.

GWM Adviser Services Limited
ABN 96 002 071 749
trading as GARVAN Financial Planning
Australian Financial Services

Licensee No: 230692
Registered Office
105–153 Miller Street
North Sydney NSW 2060

Representative Profile

This document forms part of the Financial Services and Credit Guide and is designed to clarify who we are, what we do, and aims to help you decide whether to use our services.

Who we are

Your advisers are representatives of **GWM Adviser Services Limited** trading as Garvan Financial Planning.

Timothy (Tim) Loomis

Authorised Representative No. 230692

Debra Ingall

Authorised Representative No. 342735

Tim and Debra offer their services on behalf of **GWM Adviser Services Limited** trading as Garvan Financial Planning.

The Financial Services that the above advisers offer are provided by **Loomis Financial Pty Ltd** ABN 37 078 989 689 Authorised Representative No 243059

Loomis Financial Pty Ltd has been providing advice on the Mid North Coast since Tim founded it in 1990.

Tim has an Advanced Diploma in Financial Services (Financial Planning) and is a member of the Financial Planning Association of Australia. He is a Certified Financial Planner (CFP®) with 20 years plus experience in the financial services industry.

Debra Ingall has a Diploma in Financial Services (Financial Planning). Debra has over 12 years experience in the banking and financial services industry.

Garvan Financial Planning has authorised your advisers to provide you with this Financial Services and Credit Guide.

Quality Advice Program

Tim Loomis has been Quality Advice accredited by Garvan Financial Planning under our internal Quality Advice Program.

The Program involves a defined set of standards for measuring quality of advice. In order to receive Quality Advice Accreditation, they were required to meet a number of essential criteria in relation to financial planning principles and have a number of their financial plans assessed against the Quality Advice standards.

Ongoing and regular assessment of the quality of advice provided to their clients is also an important element of the Program.

What we do

We are authorised by Garvan Financial Planning to provide financial advice in relation to:

- Wealth Accumulation
- Income & Asset Protection
- Tax Strategies
- Superannuation
- Retirement & Redundancy Planning
- Estate Planning
- Government Benefits
- Debt Management
- Credit Assistance

and to provide advice and deal in the following financial products:

- Basic Deposit Products
- Non-basic Deposit Products
- Non-cash Payment Facilities
- Derivatives
- Government Debentures, Stocks or Bonds
- Life Products – Investment Life Insurance
- Life Products – Life Risk Insurance
- Managed Investment Schemes, including Investor Directed Portfolio Services (IDPS)
- Superannuation
- Retirement Savings Accounts
- Securities
- Standard Margin Lending Facilities

Your advisers are limited to the product range of an approved panel of risk insurance providers for Life Risk Insurance Product recommendations

Contact us

For more information on anything you have read in this document or if there is anything else we can help you with, please contact us at:

Suite 1/46 Smith Street, Kempsey

Phone: 02 65622295

Fax: 02 65622297

Email: enquiries@loomisfinancial.com.au
www.loomisfinancial.com.au

Representative Profile

How we charge for our services

Initial consultation	Free of charge.
Advice preparation	Statement Of Advice fee (plan preparation fee). This fee will be based on the complexity of the advice required. The fee will be advised to you in writing prior to the preparation of the Statement Of Advice. The fee for the Statement Of Advice can be paid by Credit Card, Direct Debit or Cheque.
Implementation (fee for advice)	<p>This fee is disclosed in your Statement Of Advice</p> <p>If you elect to proceed with the recommendations contained in the Statement of Advice a fee for implementation will apply. The fees will depend on the complexity of the advice provided.</p> <p>You may pay fees by credit card, direct debit, cheque or debit from your investment account.</p>
Ongoing fee for service (Adviser Service Fee)	<p>We charge a fee for ongoing service of your portfolio. Our pricing is based on a percentage of your portfolio. The current ongoing adviser service fee is 1.1%pa. This fee is based on your portfolio balance and our preferred method of payment is via a direct deduction from your portfolio around the middle of each month and this is then paid to us by the product provider, eg if your balance was \$50,000 $\times 1.1\% \div 12 = \\45.84.</p> <p>We will receive ongoing commission (as detailed below) for any life insurance products you have in addition to this fee.</p>
Ad hoc advice	Where you do not wish to participate in an ongoing service fee arrangement but require ongoing advice on an ad hoc basis, an hourly fee of between \$165 and \$330 may apply.
Implementation & ongoing services (commission on investment products – including margin loans)	<p>Where possible we choose to use investment products that do not pay commissions or if commissions are paid we may choose to rebate the commission back to your account.</p> <p>The relevant product issuer could pay initial upfront commission between 0% and 5.5% and ongoing commission between 0% and 0.88% of the value of your investments for as long as you hold the product.</p> <p>We do receive commission for margin loans; the current commission is 0.55%.</p> <p>Commissions are paid to us by the product provider and are not a direct cost to you.</p> <p>If we do receive any commission it will be fully disclosed in a Statement Of advice</p>
Implementation & ongoing services (commission on life insurance products)	<p>Unless you have agreed to a fee for advice arrangement we will receive commission for our initial and ongoing services to you. The relevant insurer will pay initial commission between 0% and 130% and ongoing commission between 0% and 33% of the annual premium for as long as you hold the product.</p> <p>Commissions are paid to us by the product provider and are not a direct cost to you.</p>
Implementation & ongoing services (commission on credit contracts)	<p>Unless you have agreed to a fee for advice arrangement we will receive commission for our initial and ongoing services to you. The relevant credit provider will pay initial commission between 0% and 0.75% and ongoing commission between 0% and 0.5% of the value of your loan for as long as you hold the product.</p> <p>Commissions are paid to us by the product provider and are not a direct cost to you.</p>

Notes:

- All commissions and fees are inclusive of GST.
- Fees could be greater than those disclosed above in complex cases. In these instances, we will inform you of the exact fee payable promptly in writing.
- The above are Loomis Financial's *preferred* method of payment.

Representative Profile

Benefits we may receive

We have detailed below how certain product purchases may benefit our business.

Business Equity Valuation (BEV)

In the event of our death or permanent disablement, or if we were to leave the financial planning industry, Garvan Financial Planning provides a buyer of last resort option called BEV. This helps manage the transition of ownership to ensure you continue to receive advice.

The value of a sale under BEV is based on a multiple of ongoing revenue received by the business on an annual basis. The multiple can range from 2.5 to 4 depending on the proportion of the ongoing revenue that comes from clients who hold MLC group financial products.

Here are some examples to help you understand the potential benefit to us of our clients holding MLC group product:

- If the ongoing revenue of the business was \$100,000 and 50% of our clients held MLC group products, the sale value for the financial planning business would be between \$250,000 and \$350,000;
- If the ongoing revenue of the business was \$100,000 and 85% of our clients held MLC group products, the sale value for the financial planning business would be up to \$400,000;

Importantly, BEV is subject to us meeting certain compliance requirements and standards.