



PKF Wealth

Financial Services Guide

4 May 2023
Version 4

Purpose of the Financial Services Guide

This Financial Services Guide includes the following information:

- The types of services and products that we can provide.
- The process that we undertake to provide the advice.
- It explains our fees and how we charge for our services.
- It outlines our investment philosophy.
- It explains our privacy policy and complaints resolution process.
- How you can contact us.
- Our Authorised Representatives are licensed to provide financial advice.

Quality and integrity are key values of our business. We strive to always offer a service that not only meets but exceeds the quality you should expect from a financial adviser.

This Financial Services Guide ('FSG') is an important document designed to help you make an informed decision about whether you wish to use the financial services that we offer. It contains information about who we are, how we can be contacted, what services are authorised to provide to you, how we (and any other relevant parties) are remunerated, details of how we manage any potential conflicts of interest and details of our dispute resolution procedures along with how you can access them.

We may provide you with personal advice that considers your needs, financial situation and circumstances. If we provide you with personal advice, we will issue you with a Statement of Advice (SOA). The SOA outlines our advice and the basis on which the advice was given, information about us and the fees and charges associated with our advice. If your circumstances have not changed significantly and we provide you with further advice, we'll offer you a record of this advice at no additional cost to you.

If you enter an Ongoing Adviser Service Agreement (OASA) we are required to provide you with an annual Fee Disclosure Statement (FDS) and obtain your authority to renew the agreement, and where your fee is deducted from a financial product, signed consent to deduct those fees.

If we recommend a product we will provide you with the relevant Product disclosure document (PDS). The PDS provides information about the products that are being recommended to you.

In the event you receive general advice from your adviser, you will not receive a Statement of Advice.

We recommend you retain this Guide for your future reference. If any part of this Guide is not clear, please speak to your financial adviser.

PKFWAFSL Pty Ltd has approved the distribution of this Financial Service Guide by its Authorised Representatives.

Not Independent

PKFWAFSL Pty Ltd is not independent, impartial or unbiased in relation to the provision of personal advice because we are an equity holder in two joint ventures (PKF NRL NCL Pty Ltd and PKF NRL SYD Pty Ltd) where we may receive profit distributions.

Our Licensee

This Financial Service Guide has been authorised for distribution by PKFWAFSL Pty Ltd (the authorising licensee). PKFWAFSL Pty Ltd as the authorising licensee is responsible for the financial services provided to you.

PKFWAFSL PTY LTD

ABN: 65 643 632 991

- Australian Financial Service Licence: 525655 (AFSL)
- 755 Hunter Street NEWCASTLE WEST NSW 2302
- Email: wealthinfo@pkf.com.au
- Phone: 02 4928 7000
- Website: www.pkf.com.au

PKF WEALTH SYDNEY PTY LTD

ABN: 31 627 830 559

- Corporate Authorised Representative of PKFWAFSL
- ASIC Number: 1267958
- Level 8, 1 O'Connell Street SYDNEY NSW 2000
- GPO Box 5446 SYDNEY NSW 2001
- 02 8346 6000

PKF WEALTH NEWCASTLE PTY LIMITED

ABN: 11 140 496 377

- Corporate Authorised Representative of PKFWAFSL
- ASIC Number: 345827
- 755 Hunter Street NEWCASTLE WEST NSW 2302
- PO Box 2131 DANGAR NSW 2309
- 02 4928 7000

What services we are authorised to provide

- Deposit products.
- Government debentures, stocks, or bonds.
- Life investment and Life risk products.
- Managed Investment Schemes, including Investor Directed Portfolio Services (IDPS).
- Securities (shares).
- Superannuation products.
- Retirement Savings Accounts.

PKFWAFSL Pty Ltd is authorised to provide financial advice to both retail and wholesale clients.



EDUCATION
AND TRAINING



GOALS



WEALTH



FAMILY
COUNCIL



PKF Wealth

Client



RISK AND
COMPLIANCE



ESTATE



DEBT



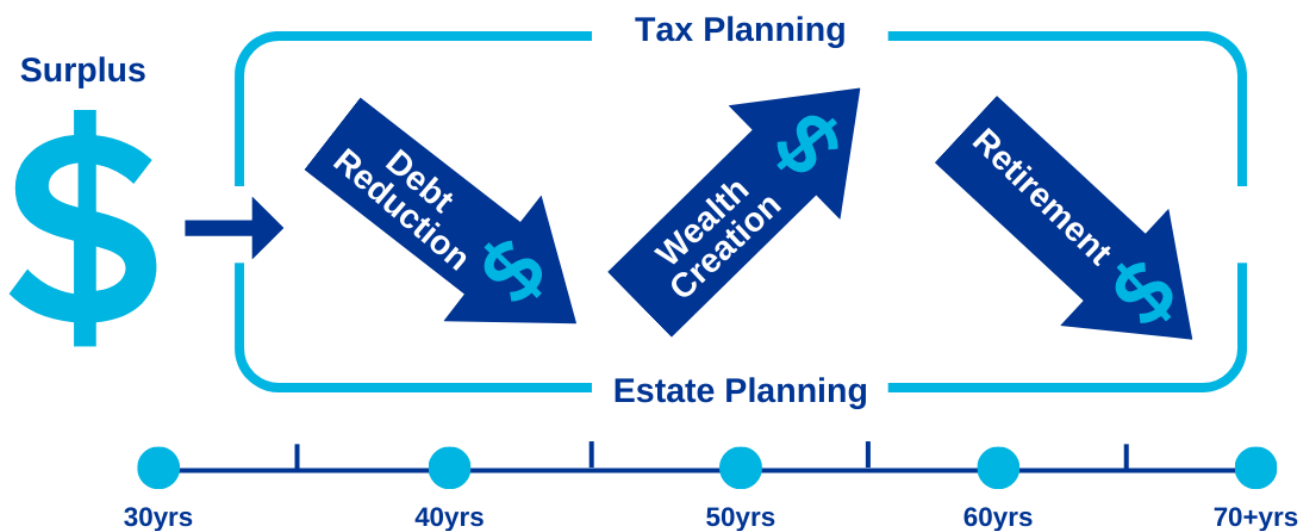
BUSINESS

The Advice Process



- We're here to help.
- We listen & get to know you.
- What's important to you, your goals & objectives.
- Initial data gathering.
- We show you how we can secure your financial future.
- We consider your entire current position & circumstances.
- Research of your existing financial lifestyle & risk position.
- Modelling your existing position against your goals.
- We develop strategies to assist you creating & protecting wealth.
- We show you how we can make a difference to your financial future.
- We explain how our strategies set you on the right track.
- We put you at ease by making the complex seem simple.
- We show you how it will work & what it will cost.
- Completion of applications & all paperwork.
- Underwriting & establishment processes.
- We keep you updated along the way.
- Congratulations! You are on track to achieve your Future of Choice.
- We check in with you to keep you on track.
- What's changed since your plan?
- We proactively review your affairs & make new recommendations that suit your needs.
- Regular communication
- We're here to help!

The Three Phases



Investment Philosophy

At PKF Wealth, we are cautious investors who fear the loss of capital. Investable capital is hard to accumulate and must be treated with great respect. In advising clients, it is critical to help them identify their goals and suitable strategies to help them achieve these goals. This leads us to focus on assessing how much investment risk a client is willing to accept in pursuit of these goals. We understand the importance of diversification within portfolios as a proven way of managing investment risk, protecting capital, and achieving more consistent investment returns.

We recognise that the main driver of investor returns is asset allocation, that is the portion of portfolios that are invested in the various asset classes (Growth assets - international and Australian shares, property and infrastructure and Defensive assets – government and corporate bonds, cash, and term deposits).

More conservative portfolios will have lower allocations to growth assets and higher allocations to defensive assets, while more aggressive portfolios will have a higher allocation to growth assets and less invested in defensive assets.

Academic studies have shown that asset allocation deliver on average 90% of portfolio returns, over the long term, making asset allocation even more important to long term returns than security selection. On this basis, the PKF Wealth Investment Committee puts great focus on establishing strategic asset allocations across our client's portfolios and ensuring they reflect the risk tolerance of investors and are appropriate for the current economic environment.

Investment Committee

The PKF Wealth Investment Committee includes PKF Wealth financial advisers as well as external experts in asset and investment consulting.

The committee meets regularly and is subject to strict governance in its function of maintaining continuing oversight in all investment related matters (including our Approved Product List) as they relate to client portfolios.



Fees

As part of providing detailed financial planning, there are costs to you at various stages of the process. Before making any recommendations, these will be discussed and agreed upon with you.

Fees for providing you with our service are received by PKFWAFSL Pty Ltd.

PKFWAFSL Pty Ltd retains approximately 10% of all fees and passes 90% to its Corporate Authorised Representatives (PKF Wealth Newcastle Pty Ltd and PKF Wealth Sydney Pty Ltd).

Advice fees are inclusive of GST and payable by you at the following stages:

1. Advice

For having a personalised financial plan (Statement of Advice) prepared, a one-off plan preparation fee (starting from \$2,200) is payable. The actual fee will depend on the complexity of your situation and the time it takes to prepare personal financial advice for you.

2. Implementation

A one-off implementation fee to implement the recommendations in your financial plan. This is payable when you decide to proceed with the implementation of any one or more recommendations that I provide to you. The actual fee will depend on the complexity of your situation and will reflect the amount of work involved with implementing your strategy. This fee will be fully disclosed to you in your Statement of Advice (SoA) prior to implementation.

As a guide implementation fees are charged according to the following criteria:

<u>Funds to be invested</u>	<u>Range</u>
\$500,000 - \$1,000,000	\$5,500 - \$8,800
Over \$1,000,000	\$7,700 >

3. Ongoing Advice Service and Reviews

If you choose to have me conduct a review of your financial plan and monitor your investments and circumstances on an ongoing basis across the year (to ensure that your financial strategies and financial products remain appropriate to you), you may be charged an ongoing advice service fee.

This fee will be fully disclosed to you in your Statement of Advice (SoA) and annually in a "Fee disclosure statement".

Typically, ongoing fees sit in the following range:

<u>Funds to be invested</u>	<u>Range</u>
\$500,000 - \$1,000,000	\$5,500 - \$14,400
\$1,000,000 - \$3,000,000	\$11,000 - \$27,500
Over \$3,000,000	\$22,000 >

Other Disclosures

Our advisers receive a salary as employees of either PKF Wealth Newcastle Pty Limited or PKF Wealth Sydney Pty Ltd. If your adviser is also a shareholder they are entitled to a profit share of PKF Wealth.

In addition, David Henriksen is entitled to a profit share as a shareholder of PKF (NS) Super Pty Ltd.

Where required, we may refer you to external specialists or professionals to seek advice and/or address matters that are outside the scope of authorisations or services as listed further above. We do not accept payments for those referrals.

PKF operates in Australia as a group of separate member firms, all of which are members of PKF Australia.

Each member firm of PKF Australia is a separate legal entity and profits are not shared between member firms.

PKF Wealth Newcastle & Sydney are member firms of the PKF International Limited family of legally separate firms and do not accept any responsibility of liability for the actions or inactions of any individual member or correspondent firm or firms.

Joint venture arrangements

If we identify that you have a need for personal insurance, we can arrange for those services to be provided through PKF NRL NCL Pty Ltd ('PKF NCL') or PKF NLR SYD Pty Ltd ('PKF SYD').

- PKF NCL is a joint venture arrangement between PKF Wealth Newcastle Pty Ltd and Newlane Risk Pty Ltd with each entity owning 50%.
- PKF SYD is also a joint venture arrangement between PKF Wealth Sydney Pty Ltd and Newlane Risk Pty Ltd with each entity owning 50%.

Both PKF NCL and PLF SYD are Corporate Authorised Representatives of Thornton + Lee Pty Ltd AFSL 490 448 ABN 14 612 075966.

Whilst we may refer you to related entities such as PKF NCL or PKF SYD, you should understand that these other services are not provided under the PKFWAFSL AFSL and PKFWAFSL does not train, support or supervise the provision of these other services and has no responsibility in relation to these services.

If your adviser is a director and shareholder of PKF Wealth Newcastle or PKF Wealth Sydney they may receive capital and profit related benefits.

Association with product issuers

Your adviser may recommend the 'PKF Wealth Active Managed Portfolio'. This product is issued by Ironbark Asset Management and PKF Wealth is the investment manager for the product.

Neither PKF Wealth nor any adviser receive any financial gain because this product is recommended to you.

Referral Agreements

PKF receives referrals from the following accountancy firms. We pay the accountancy firms 10% of all fees charged. The accountancy firm own 50% of the capital value of all clients that it refers.

- A J W Miles & Son
- Active Accounting

Any referral fees that we will pay on your behalf will be disclosed within your Statement of Advice.

Privacy

Your adviser maintains a record of your personal profile, which includes details of your objectives, financial situation and needs. They also maintain records of any recommendations made to you. If you wish to examine your file,

we ask that you make a request in writing and allow up to fourteen (14) working days for the information to be forwarded. There may be a charge for this. PKF Wealth is 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 is available on our website www.pkf.com.au.

Complaints

If you have a complaint, you can contact us and discuss your complaint. Our complaint management policy can be found on our website www.pkf.com.au.

Please contact the Complaints Manager on wealthinfo@pkf.com.au. We will try and resolve your complaint quickly, fairly and within prescribed timeframes.

If the complaint cannot be resolved to your satisfaction within 30 days, you have the right to refer the matter to the Australian Financial Complaints Authority (AFCA). AFCA provides a fair and independent financial services complaint resolution that is free to consumers.

AUSTRALIAN FINANCIAL COMPLAINTS AUTHORITY

www.afca.org.au

info@afca.org.au

1800 931 678 (free call)

In writing to Australian Financial Complaints Authority GPO Box 3, Melbourne VIC 3001

Compensation arrangements

We have arrangements in place to maintain adequate professional indemnity insurance as required by s912B of the Corporations Act. This insurance provides cover for claims made against us and our representatives, including claims in relation to the conduct of representatives who no longer work for us but who did so at the time of the relevant conduct.



**Financial Adviser
Shareholder**

Andrew Russell arussell@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 1269083

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- CFP® Practitioner
- Diploma of Financial Planning (DFP)
- Master of Professional Accounting (MPA)
- SMSF accreditation
- Financial Planning Association (FPA)
- Master of Business Administration (MBA)

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Investment Life Insurance Products
- Life Risk Insurance Products
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Executive Director
Shareholder**

Chris Davis cdavis@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 321627

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Diploma of Financial Planning
- Bachelor of Commerce
- Financial Planning Association (FPA)
- SMSF accreditation

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Investment Life Insurance Products
- Life Risk Insurance Products
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Senior Financial Adviser
Director
Shareholder**

Craig Sawyer csawyer@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 239484

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- CFP® Practitioner
- Diploma of Financial Planning
- SMSF Specialist Adviser (SSA)

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Senior Financial Adviser
Shareholder**

Damien Passmore dpassmore@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 305752

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Chartered Accountant
- Graduate Certificate of Financial Planning
- Bachelor of Commerce
- SMSF Specialist Adviser (SSA)

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Senior Financial Adviser
Shareholder**

David Henriksen dhenriksen@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 1239053

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Chartered Accountant
- Diploma of Financial Planning
- Bachelor of Business
- SMSF Specialist Adviser (SSA)

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Investment Life Insurance Products
- Life Risk Insurance Products
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Financial Adviser
Shareholder**

Jarryd Brennan jbrennan@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 1290445

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Chartered Accountant
- Graduate Diploma of Financial Planning
- Bachelor of Commerce
- SMSF Accredited Adviser

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Investment Life Insurance Products
- Life Risk Insurance Products
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Senior Financial Adviser
Shareholder**

Luke Kelly lkelly@pkf.com.au

PKF Wealth Sydney Pty Ltd
ABN: 31 627 830 559
Authorised Representative
ASIC no. 416693

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Adv. Diploma of Financial Planning
- Bachelor of Commerce
- Association of Financial Advisers
- Fellow Chartered Financial Practitioner
- SMSF accreditation
- Accredited Aged Care Professional

AUTHORISATIONS

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Investment Life Insurance Products
- Life Risk Insurance Products
- Managed Investment Schemes, including IDPS
- Retirement Savings Account Products
- Securities
- Superannuation



**Senior Financial Adviser
Director
Shareholder**

Mark Folpp mfolpp@pkf.com.au

PKF Wealth Newcastle Pty Limited
ABN: 11 140 496 377
Authorised Representative
ASIC no. 446183

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- Adv. Diploma of Financial Planning
- Bachelor of Commerce
- SMSF accreditation
- Financial Planning Association (FPA)

AUTHORISATIONS

- Deposit and Payment Products
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- Life Risk Insurance Products
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