

# Financial Services Guide – Part 1

AdviceIQ Partners Pty Ltd has authorised this Guide and is responsible for the advice and services provided by its Partner Firms and Advisers (Authorised Representatives).

This Financial Services Guide (FSG) is in two (2) parts. Part 1 of the FSG provides information about AdviceIQ Partners. Part 2 of this FSG provides information about your Adviser and their Practice.

## A Guide To Our Relationship With You (Part 1 of 2)

This Financial Services Guide (FSG) has been issued to provide you with important information to consider before you proceed with any of our services. This Guide provides information about:

- Who we are
- The services offered to you
- How Authorised Representatives are remunerated
- Any other benefits we may receive
- The relationships we have with any financial product providers
- Any potential conflicts of interest we may have
- Our internal and external dispute resolution procedures
- Our privacy policy

Should you decide to take up any of our services you will be provided with two (2) documents in addition to this FSG. Document one is a 'Statement of Advice' which will provide written confirmation of any advice you receive (this can be provided in one or more documents). Secondly, a 'Product Disclosure Statement' (PDS), which will provide information on a recommended product (including features and costs) if we recommend you purchase a particular financial product.

## Statement of Advice (SOA)

When we provide you with personal advice we are required to provide you with a SOA. This document provides written confirmation of any advice you receive, its basis and scope, any fees or commissions and any benefits or associations we may have relevant to the advice provided.

On an ongoing basis, if you are provided with further advice either a SOA will be provided or if there are no significant changes in your personal circumstances or the basis of the advice has not significantly changed since your last SOA was provided, your Adviser will record this advice in a document called a Record of Advice (ROA). You have the right to request a copy of your ROA at any time.

## Product Disclosure Statement (PDS)

If we recommend a particular financial product a PDS or Prospectus will be issued. These documents contain important information about a product and are designed to help you make informed decisions in relation to the product recommended.

## About AdvicelQ Partners

To provide financial advice, advisers must be authorised by an Australian Financial Services licensee. AdvicelQ Partners is the holder of an Australian Financial Services Licence number 332957 issued by the Australian Securities and Investments Commission (ASIC).

AdvicelQ Partners is 100% owned by its Partner Firms.

AdvicelQ Partners is authorised under the Corporations Act to advise and deal in the following types of Financial Products:

- Deposit and Payment Products
- Government debentures, stocks and bonds
- Managed Investments including Investor Directed Portfolio Services
- Superannuation
- Securities
- Retirement Savings Account Products
- Investment Life Insurance Products
- Life Risk Insurance Products
- Margin Lending Facilities

AdvicelQ Partners will not hold funds or securities in its own name for the account of clients. All funds and securities are deposited with nominated banks or nominees in the client's name in accordance with their instructions.

## What Are Our Fees and Charges?

Prior to providing you any services we will agree with you how we will be remunerated.

We have set out below the basis of the potential fees, any benefits or payments we may receive from product providers and the costs you may incur for using our services.

Your fees may comprise one or more of the following components:

- Fees or brokerage for our initial advice, its implementation, ongoing monitoring and review.
- The cost of the purchase or sale of direct investments such as units in listed property trusts or shares in listed companies will be passed on to you. In general, fees can range from 0.1% to 1.1% (inclusive of GST) of the value of the trade and are payable to the relevant stockbroker.
- If you purchase or retain a life insurance policy, we may receive brokerage payments from the Insurer who issues the policy. Insurers currently offer brokerage payments of up to 66% (GST inclusive) of the first year's premium and up to 22% for subsequent years over the life of the policy.
- Some of our Advisers are paid a salary and may also be entitled to a bonus. The salary (and bonus) may be based on their performance and/or the remuneration generated by them and the Partner Firm.
- Some of our Advisers do not get paid a salary. They may be paid a percentage of the total remuneration generated by them and the Partner Firm, but is not connected to any product.

- As licensee, AdviceIQ Partners is entitled to all fees, brokerage, commissions and other remuneration. It retains some and pays the balance to Partner Firms.
- Full details of all fees, brokerage, commissions or other benefits that we or any other related party receive as a result of our recommendations to you will be provided in the Statement of Advice.
- No fees are payable unless you have agreed and instructed us to proceed.

Part 2 of this FSG provides a specific breakdown of the applicable fees charged by your Adviser (our Partner Firm).

### **Needs-Based Advice**

Partner Firms of AdviceIQ Partners offer objective, needs-based advice taking into account your current and future circumstances and goals. Your plan will focus on applying appropriate strategies and solutions. Our Advisers will only recommend products that are on the AdviceIQ Partners Approved Products List.

### **Associations and Interests**

100% of AdviceIQ Partners is owned by its Partner Firms.

PortfolioIQ Unit Trust is the distributor of the adviceLink Portfolio Wrap Service range of administration platforms. Some entities associated with AdviceIQ Advisers may hold an interest in PortfolioIQ Unit Trust.

PortfolioIQ may receive fees from one of these platforms, BT Portfolio Services Limited and some or all of these fees are remitted to AdviceIQ Partners and some Partner Firms.

Authorised Representatives of AdviceIQ Partners are free to recommend all products on the extensive Approved Product List of AdviceIQ Partners. There is no requirement or obligation for an Adviser to place business with any particular product issuer.

### **Other Relationships and Product Providers**

AdviceIQ Partners also hold agreements with a number of providers of certain products whereby AdviceIQ Partners may receive a share of fees charged by those providers.

Details of the fees and relationships of these other companies can be found either in the relevant Product Disclosure Statement for the product recommended and/or the Statement of Advice you receive from your Adviser.

### **Do We Receive Any Other Benefits?**

In order to ensure that our Advisers and staff participate in continuing education programs, we pay for and may enter into agreements with product providers to provide professional development and training. Product providers typically provide benefits such as training sessions and technical assistance as well as funding towards the cost of venues and catering.

Where the amount of any material benefit received by a related company, our Advisers or staff exceeds \$300 in value over 12 months, the benefit will be noted in a register which is available for public view. A copy of this register can be made available to you on request.

You have the right to request for further information in relation to the remuneration, the range of amounts or rates of remuneration, and any soft dollar benefits received by the licensee and/or representative.

### **Will Anyone Benefit From You Being Referred To Us?**

It is possible that we may pay a related entity or a person who refers you, a fee or a commission in respect of that referral. In such an event we will inform you who will receive that fee or commission and the quantum of the fee.

### **What If I Have A Complaint?**

It is important to inform us about any complaint or concern you may have with your Adviser. If you are not satisfied that your Adviser has resolved your complaint we ask that you write to our Complaints Officer:

Complaints Officer  
AdviceIQ Partners Pty Limited  
GPO Box 1680  
BRISBANE QLD 4001  
Email: [complaintsofficer@adviceiq.com.au](mailto:complaintsofficer@adviceiq.com.au)

When dealing with a complaint that you have submitted to us in writing:

- We will provide written acknowledgement of our receipt of your complaint in the first instance; and
- We will prepare a response within 30 days in consultation with your Adviser to ensure all matters raised are thoroughly investigated and responded to appropriately.

If you are not satisfied with our complaint resolution procedures, you have the right to take your complaint to an independent complaints resolution body (we are a member of this service):

Australian Financial Complaints Authority (AFCA)  
GPO Box 3  
MELBOURNE VIC 3001

P 1800 931 678  
F (03) 9613 6399  
E [info@afca.org.au](mailto:info@afca.org.au)  
W [www.afca.org.au](http://www.afca.org.au)

You can also lodge your complaint with ASIC by calling 1300 300 630.

**Important Note:**

AdviceIQ Partners confirms that it has arrangements in place to ensure it continues to maintain Professional Indemnity insurance in accordance with s.912B of the Corporations Act 2001 (as amended).

In particular, our Professional Indemnity insurance, subject to its terms and conditions, provides indemnity up to the Sum Insured for AdviceIQ Partners, our staff and our Authorised Representatives (Advisers) in respect of our authorisations and obligations under our Australian Financial Services Licence.

This insurance will also continue to provide such coverage for any staff and authorised representative who has ceased with AdviceIQ Partners.

**What About My Privacy?**

In order to provide quality advice and services we are required to obtain certain information about you. Our privacy policy procedures ensure that your personal information is maintained in a confidential and secure environment.

We will maintain records of our dealings with you which will include your personal details, objectives and financial situation. To fulfill the purposes of collecting personal information, we may make such information available to:

- Any member or affiliate of AdviceIQ Partners;
- Any entity carrying out functions on behalf of AdviceIQ Partners; and
- Any other entity we engage to assist in the provision of services requested by you.

You should note that the personal information we collect about you may be disclosed to third parties if that disclosure is required or authorised by Law.

AdviceIQ Partners is also subject to certain legislative and regulatory requirements which necessitate us obtaining and holding certain personal information.

A copy of our privacy policy will be provided upon your request.

**Important Note:**

As a financial service provider, we also have an obligation under the Anti Money Laundering and Counter Terrorism Finance Act to verify your identity and the source of any funds. This means that we will ask you to provide identification documents (e.g. Passport and Driver's Licence) on becoming a client.

**Contact Details:**

The Privacy Officer  
AdviceIQ Partners Pty Limited  
Level 7, 175 Eagle Street  
BRISBANE QLD 4000

Email: [contact@adviceiq.com.au](mailto:contact@adviceiq.com.au)