

Financial Services Guide

01 July 2009

A Guide to our relationship with you and others

Distribution of this FSG by your adviser, who is a Lifespan Authorised Representative, is authorised by the licensee, Lifespan Financial Planning Pty Ltd (Lifespan).

This **Financial Services Guide ("FSG")** dated 1 July 2009 outlines your rights as a client and our obligations and responsibilities as the licensee and your adviser.

You have the right to ask us about our charges, the type of advice we will provide to you, and what you can do if you have a complaint about our services. This FSG is intended to inform you of certain basic matters relating to our relationship, prior to us providing you with a financial service.

Who provides the financial services offered in the guide?

The financial services are provided by Lifespan and your adviser. Lifespan's Australian Financial Service Licence and contact details are stated on page 4.

The key matters covered by the FSG include the following:

- who Lifespan and your adviser are;
- how we can be contacted;
- how Lifespan and your adviser are paid;
- what services we are authorised to provide to you;
- details of any potential conflicts of interest ;
- details of our dispute resolution procedures and how you can access them

This FSG comprises and must be read in conjunction with:

- your **Adviser's Profile Insert** that includes details of your adviser's remuneration;
- an **Acknowledgment of Receipt of Key Documents** form for you to sign.

Statements of Advice and Product Disclosure Statements

You should also be aware that you must receive a *Statement of Advice* (SOA) and Product Disclosure Statements when personal advice involving a financial product is provided to you, i.e. advice that takes into consideration your personal objectives, financial situation and needs. The *Statement of Advice* will contain the advice, the basis on which it is given which may have influenced the advice. In the event we make a recommendation to acquire a particular financial product (other than securities), we must also provide you with a Product Disclosure Statement containing information about the particular product that will enable you to make an informed decision.

Who is responsible for the financial services provided to me?

Your adviser acts on behalf of Lifespan who is responsible for the advice given to you. However, your adviser may operate separate businesses which do not involve Lifespan in any way, such as: accounting; auditing; tax return preparation; self managed super fund compliance and administration; property sales and referrals; and other activities. Therefore Lifespan is not responsible for advice and work associated with those areas. If you are uncertain you should ask either your adviser or Lifespan who is responsible for the advice.

Who is Lifespan?

Lifespan is a holder of an Australian Financial Services Licence which enables it to act as a financial services provider under the Corporations Act. Lifespan was established in August 1994 and is privately owned by the family interests of the Managing Director, John Ardino who has over 20 years experience in financial planning. Lifespan is a Principal Member of the Financial Planning Association of Australia Ltd, and abides by their Code of Ethics and Rules of Professional Conduct. Lifespan provides a wide range of services to a large network of representatives across Australia to enable them to provide sound advice.

These services include: compliance; supervision; investment research and advice; ongoing professional development and training; an adviser help desk across all financial planning issues and general technical support and advice.

Does Lifespan have any relationships or associations with product issuers?

Lifespan and Omniport Ltd have the same shareholders. Omniport Ltd is an unlisted public company, which issues the Omniport Wrap Service.

Omniport Ltd is also a product sponsor of the Omniport Superannuation and Pension Service, which is issued by Avanteos Investments Ltd, the Approved Trustee of Omniport. If appropriate for your needs and objectives, your adviser may recommend the Omniport products to you.

The transactional, administrative and custodial systems underlying Omniport are provided by Avanteos Investments Ltd, a company fully owned by the Commonwealth Bank. Lifespan has no ownership connections with any other financial product issuers.

Omniport pays Lifespan 0.10% pa volume based commission from its administration fees. Up to 60% of this commission is shared with advisers based on their contribution to Lifespan's gross profit.

What financial services are available to me?

Financial planning basically involves determining your current situation; establishing your realistic and reasonable goals and needs including your risk profile; and exploring the costs and benefits, potential risks and returns, advantages and disadvantages of the various options reasonably available to you to reach those goals within the limits of relevant laws and available solutions. A course of action is recommended, selected and implemented. The results are periodically reviewed in the light of changes in investment markets, legislation and your own circumstances, needs and goals.

Unless their authorisation is restricted (see the Adviser Profile) Lifespan advisers can generally provide you with sound advice relating to a wide range of important areas such as wealth creation, retirement, redundancy, superannuation, risk insurance, estate planning, centrelink payments, cashflow management, budgeting and debt repayments, structuring of investment portfolios, borrowing to invest, complex company and trust structures, and so on. Lifespan's research and technical support services enables advisers to provide value added advice on a broad spectrum of financial problems which takes into account relevant regulations pertaining to your situation and goals.

Lifespan is licensed to deal in and provide financial advice on the following range of financial products: Deposit and payment products, managed investment schemes including Investor Directed Portfolio Services and Managed Discretionary Accounts, shares, debentures, stocks and bonds issued by a government, Retirement Savings Accounts, superannuation, and life insurance investment and risk products.

Lifespan advisers act on your instructions following your acceptance of their advice in the *Statement of Advice*. They should not act independently of your specific instructions. Any special instructions you provide should be communicated to your adviser in writing. These instructions should be forwarded in an email, fax or posted letter to your adviser.

Lifespan provides tailored, general and ongoing advice

Lifespan usually provides advice tailored to your individual circumstances and we generally have the capacity of implementing the advice we give, except where this may require the use of other professionals (accountants and lawyers). You may choose to enter into an agreement with your adviser to provide you with both initial advice and ongoing advice. If appropriate, we may also provide general advice only, where you are ultimately responsible for ensuring that this limited advice is suitable to your particular needs, personal circumstances and financial situation. In this case, you should also obtain any related product disclosure statements to assist in this purpose.

Should I ever make out cheques for investment monies to a Lifespan Representative's account?

Lifespan does not allow representatives to receive your investment funds into their own accounts or into any Lifespan trust account. You should at all times only write out cheques for financial products to those approved financial institutions recommended by your adviser (as specified in the Product Disclosure Statement or similar document), and never to any entity or person other than those institutions.

You should also not sign any blank forms; appoint your adviser as your attorney or authorised signatory without the approval of Lifespan; or appoint any other person as your attorney or authorised signatory unless you have received legal advice.

What information should I provide to receive personalised advice?

You will need to provide us with personal details of assets, liabilities, income and expenses, personal objectives and details of your current financial situation. This can best be accomplished by completing a Lifespan Client Data Form. The amount and type of information we will require from you depends on what financial services you require.

If you choose not to supply the required information, the advice you receive may not be appropriate to your needs, objectives and financial situation. You should read the warnings contained in the Statement of Advice carefully before making any decision relating to this limited advice and obtain any related product disclosure statements to assist you.

How will I pay for the services provided?

Your adviser's specific method of remuneration and fees, including referral fees are detailed in the Adviser Profile. The exact details will be disclosed to you in an invoice or in the Statement of Advice.

Where the Adviser charges you a fee the cheque will need to be payable to "Lifespan Financial Planning Pty Ltd". If the adviser's remuneration includes commission paid by the product provider, such commission payment will be made to Lifespan. Lifespan pays 75% or more of all commissions and fees to your Adviser depending upon their total revenue.

How are any commissions, fees or other benefits calculated for providing the financial services?

All commissions are payments made by the product provider to Lifespan and are calculated as a percentage of the amount of the initial or current investment or insurance premium. Commissions are of three types: (a) upfront or initial; (b) trail or ongoing or in the case of risk insurance products renewal commissions; (c) and volume based or additional commissions, sometimes called rebates, revenue shares, overrides or marketing allowances.

The precise amount of all these commissions and any other fees charged is provided in your Statement of Advice.

The following percentages and dollar amounts do not include GST. The typical range of commission rates for investments and insurance products is as follows. Upfront commissions can vary between nil and 5% on investment products and up to 120% of the premium paid on insurance products. Upfront commissions on agribusiness products can be up to 10% with usually no trailing commission. Example: \$100,000 invested in a wrap service may involve a commission payment of say 3% or \$3,000 which would be deducted from your investment account and paid to Lifespan leaving a net investment of \$97,000.

Trails usually range from 0% to 0.6% per annum. Where trails are not payable, your adviser may agree with you to charge percentage based service fees which are collected by platforms and other product providers and these can be up to 2% pa but normally in the range of 0.5% to 1.5% pa depending on the size of the portfolio. Example: A portfolio of \$300,000 may be subject to an ongoing portfolio review fee of 1% per annum paid quarterly. This would amount to \$3,000 per annum. Alternatively you may have an investment of \$200,000 on which a trailing commission of 0.6% is payable to Lifespan. This would amount to \$1,200 per annum.

Volume based commissions are described in another section below but the same calculations and examples apply as for trail commissions since that is essentially what they are.

Fees can be based on either:

- a percentage of funds invested or funds under advice, or
- hourly rates multiplied by the hours worked, or
- an agreed dollar cost for the value of the specific service being performed, or
- a combination of these.

The three stages of financial planning are Initial Advice, Implementation and Ongoing Reviews. There is usually a separate fee for each of the three stages. Your adviser's remuneration for each advice stage will be found in their Adviser Profile.

Fund Manager Sponsorship and Other Benefits

Other forms of remuneration refer to what is commonly called 'soft dollar benefits' and is defined as benefits other than standard commission payments or a direct client fee. Soft dollar benefits include monetary payments as well as non-monetary payments. These soft dollar payments may be paid by product providers or the licensee to authorised representatives or may be paid by product providers to the licensee. Lifespan and its authorised representatives may receive the following direct dollar and business benefits:

- sponsorship of the Lifespan Annual Conference and professional development training seminars.

Lifespan seeks and sometimes obtains sponsorship only from fund managers who have been previously approved, following our research conducted into the fund manager. The amount of sponsorship varies from year to year and is provided for costs associated with venues, catering, accommodation, travel and speakers. The specific sponsorship amounts are entered into our Alternative Remuneration Register which can be provided to you on request within 7 days.

Lifespan and our advisers also receive non financial sponsorship relating to technical and professional educational services, receipt of economic research, business development management support, client seminars and presentations.

Lifespan representatives and staff may also receive entertainment benefits, for example, tickets to sporting events and theatrical performances. Lifespan may provide free or discounted conference attendance and financial subsidies towards travel to conferences and seminars to representatives based on their contribution to Lifespan's profit and/or other criteria.

Alternative Remuneration Registers

The Investment and Financial Services Association (IFSA) and the Financial Planning Association (FPA) have jointly developed an Industry Code of Practice requiring that Lifespan, your adviser and Omniport each maintain a Register detailing alternative forms of remuneration paid and received. You may ask your adviser or Lifespan to see any of the above registers and it will be provided within 7 days.

Avoidance of Preferential Remuneration

Lifespan abides by the FPA's policy of licensees avoiding preferential remuneration wherein advisers would be rewarded more for recommending in house products or favoured products relative to other external products. Lifespan rewards its advisers based on their contribution to Lifespan's total gross profit rather than usage or preference for specific products, in particular our Omniport Wrap Service.

Payment of Additional Commissions

Lifespan has negotiated or will negotiate volume based and other additional commissions with several fund managers and platform providers including Omniport, and also with risk insurance providers. These commissions are additional to standard rates of commission and sometimes referred to as rebates or platform margins or other names. Additional commissions on various wholesale and retail managed funds and platforms range from 0.05% pa of funds under advice (FUA) to potentially 0.30% pa of FUA. These percentages may vary from year to year. Additional volume based risk insurance commissions may range from 10% to 40 % of the premiums paid. A share of this volume based commission currently ranging from nil to 60% may be payable to your adviser on some of these commissions.

This share may vary from year to year and is dependent upon Lifespan's gross profit from your adviser's activities and other criteria. All relevant details of Lifespan's additional commissions on any financial products and the share your adviser receives will be fully disclosed in your Statement of Advice.

Please note that the ranges of all commission percentages referred to in this document may vary up or down at any time. The actual amounts relevant to you are provided in your SOA.

What should I know about any risks of the investments or investment strategies you recommend to me?

Lifespan advisers may only recommend to you investment products that are researched, analysed and approved by Lifespan. Your adviser should explain any significant risks of investments and financial planning strategies. If the adviser does not do so, you should contact us to explain those risks to you.

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 personal 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. If you wish to examine your file please ask us. We will make arrangements for you to do so.

Request to Provide a Record of Advice

If your adviser provides further advice to you, but not in writing, and that further advice is related to the advice provided in a previous Statement of Advice, that further advice will be recorded in a Record of Advice (ROA). You may request an ROA from your adviser or Lifespan up to seven years after the further advice was provided. An ROA can be obtained by contacting your Lifespan adviser directly by phone or email, or by contacting Lifespan on (02) 9252 2000 or by email at no additional cost.

Who do I complain to if I have a problem with your services?

If you have a complaint about the service provided to you, you should take the following steps:

1. contact your adviser and tell your adviser about your complaint;
2. if your complaint is not satisfactorily resolved within 3 business days, please contact The Compliance Manager, by telephone on (02) 9252 2000 or, in writing, at Level 1, 20 Loftus Street, Sydney NSW 2000. We will try to resolve your complaint quickly and fairly;
3. if you still do not receive a satisfactory outcome, you have the right to complain to the Financial Ombudsman Service at GPO Box 3, Melbourne, VIC 3001 or
4. on the local call number -1300 780 808. Lifespan is a member of this disputes resolution service.
5. alternatively, you may contact the Australian Securities & Investments Commission (ASIC) on their free call Info Line on 1300 300 630 which you may use to make a complaint and obtain information about your rights.

Compensation Arrangements

Lifespan holds Professional Indemnity Insurance that complies with the compensation arrangements under section 912B of the Corporations Act. The Professional Indemnity Insurance policy we hold covers the financial services provided by Lifespan's past and present representatives. This insurance is not intended to cover product failure or general investment losses. Lifespan's policy covers loss or damage suffered by retail clients due to breaches of all obligations under Chapter 7 of the Corporations Act by the licensee and its representatives. This includes negligent, fraudulent or dishonest conduct.

Lifespan Privacy Statement 2005

THE PRIVACY OF YOUR PERSONAL INFORMATION IS IMPORTANT TO US.

Your adviser will ask you many questions. Why is so much information required?

We collect your personal information to enable us to provide you with the products and services that are appropriate to your needs. Under the Corporations Act we are required to collect sufficient information to identify a person's needs, objectives and financial circumstances so that we can provide appropriate financial advice.

We will gather the information by asking you numerous questions about yourself and possibly your family. We will record this information. We endeavour to retain accurate, complete and up to date personal information about you so we will ask you to review the information from time to time. If the information you provide to us is incomplete or inaccurate this will impact on our analysis of your requirements and may result in advice that is not appropriate to your needs and circumstances. If this does occur you will need to make your own assessment concerning the appropriateness of our advice.

Access

You may (subject to permitted exceptions) access your information by contacting us. We may charge a fee for providing access.

We may provide personal information to:

- your adviser and external product providers;
- Organisations (who are bound by strict confidentiality) to whom we outsource certain functions such as our auditors and paraplanners. In these circumstances, information will only be used for our purposes;
- Other professionals such as solicitors, accountants and stockbrokers when a referral is required;
- Third parties when required to do so by law e.g. legislation or Court Order.

Our Privacy Policy

*We have adopted the National Privacy Principles as set out in the Privacy Act 1988 Schedule 3.
Our privacy policy is on our website or available on request.*

Contact Us

If you have any further enquiries please contact:

The Compliance Officer
Lifespan Financial Planning Pty Ltd
Level 1
20 Loftus Street
Sydney NSW 2000

Postal Address:
PO BOX R686
Royal Exchange
Sydney NSW 1225

Telephone: (02) 9252 2000
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Lifespan Financial Planning Pty Ltd (ABN 23 065 921 735)
Australian Financial Services Licence No: 229892
www.lifespanfp.com.au

Additional Privacy Information

Further information on privacy in Australia may be obtained by visiting the website of the office of the Federal Privacy Commissioner at: www.privacy.gov.au.