

# Client WEALTH

## FINANCIAL SERVICES GUIDE

**Thank you** for the opportunity to provide you with some information on Adam Barassi and Client Wealth financial Services Pty Ltd. This document will provide important information about:

- the services we offer you
- how we and our associates are paid
- potential conflicts of interest
- our internal and external dispute resolution procedures and how you can access them

### Who Are We

Client Wealth Financial Services Pty Ltd (ABN 49 126 463 223) (Client Wealth) holds an Australian Financial Services License (AFSL) No 316375.

Adam Barassi is an authorised Representative of Client Wealth No 238841.

Adam is a Certified Financial Planner, holds a bachelor of Business and a Diploma of Financial Planning. He has been working in the finance industry since 1992 and working in the financial planning industry since 1996.

### About the Organisation

Client Wealth was incorporated in August 2007 by a group of very experienced advisers who were intent on being able to offer the best advice to clients. It offers a range of financial planning services. If you have any questions after reading this brochure, please contact your financial adviser (who is an Authorised Representative of Client Wealth) or the Principal Office of Client Wealth, Unit 2, 37A Railway Parade North, Glen Waverley VIC 3150.

**Client Wealth is responsible for the advice I give on financial planning matters.** The company is also responsible for my professional conduct, training on investment and financial planning related legislative issues and provides me with investment research.

The company uses an Investment Risk Profiling and Review system which is designed to simplify your investment decisions and help you understand and balance investment risk and your need for investment performance.

### About My Services

I am authorised to give advice on the following financial services:

• Financial Planning	• Managed Investments
• Superannuation	• Retirement Savings Accounts
• Insurance Investment Products	• Listed Securities (including shares)
• Deposit and Payment Products	• Tax Effective Investments

I am not authorised to provide advice on insurance policies (unless they are provided by a retail superannuation fund), margin lending, home equity lending nor to operate discretionary portfolio accounts for retail clients. In addition, neither Client Wealth nor I are lawyers or real estate experts. As such, we do not provide legal or direct property advice. While our advice may touch on these areas, you should seek professional advice from experts in these fields. Although I am also an accountant, any advice or services provided by me in that capacity are provided by Barassi and Co, Chartered Accountants, who are not affiliated with Client Wealth.

We can advise on matters relating to retirement planning, estate planning, investment risk management, wealth creation and maximising Centrelink benefits.

Depending on your requirements, my advice may be either personalised specifically to your needs and circumstances (personal advice), or restricted to certain areas only, at your request.

### **How We Operate**

We are obliged to have a reasonable basis for recommendations made to you. This means that we give consideration to the information available about your personal investment objectives, financial situation and particular needs before recommending any investment to you. You will therefore be requested to provide, and when necessary, update this information in writing. This information will be kept strictly confidential. A copy of Client Wealth's Privacy Policy will be provided to you.

To have a reasonable basis for making any recommendations we need complete information about your individual investment objectives, financial situation and needs before we are able to recommend any investments to you. You have the right not to divulge this information to us, if you do not wish to do so. In that case, we are required to warn you about the possible consequences of our not having your full personal information. You should read the warnings carefully.

An investment review service is available as an ongoing care and maintenance service for your investment portfolio. We encourage you to utilise this service as a structured mechanism through which you will ensure that your investment structure and selection remains appropriate. Fees for this service vary depending upon the frequency performed and complexity of your needs. We are happy to discuss this with you at the appropriate time in the financial planning process. If you wish to use this service you must let us know.

We will develop a financial planning strategy and recommend investments to you that meet your needs and your personal investment risk profile. We will explain the risks. If the strategy, investments or the risk are not explained to your satisfaction, it is your responsibility to ask for more information.

Managing the risk of loss is an important part of the services we provide. This may relate to protecting assets, providing security in case of death or disability, protecting your estate, protecting against litigation or protecting against investment loss.

It is important to understand that that there will always be risks when it comes to investing your money. In general terms, the higher the potential return, the higher the risk. Whilst this may not always be the case, it is generally the case that lower risk investments like bank accounts also provide the lowest returns.

None of us can control the share market, government regulations, the economy, changes in legislation relating to taxation and Centrelink matters or the possible changes to your own circumstances that may affect your financial situation. However, we can help you to control these risks by putting processes in place to manage the relevant risks where possible. We aim to help you understand the relevant issues and make informed decisions.

All advice will be provided via a Statement of Advice or a record of Advice. Any instruction from you must be in writing or by email. If you provide me with verbal instructions, these will not be actioned until confirmed in writing or by email. Alternately we might write to you confirming receipt of your instruction. Please check these carefully, it is your responsibility to immediately bring to our attention any misunderstanding about instructions.

If we provide you with further advice with respect to financial products, you may ask verbally or in writing a record of the advice given (if you have not previously been provided with such a record).

If we recommend a product to you we will provide you with a Product Disclosure Statement.

### **How We Are Paid**

We need to be paid to cover the costs of collecting information, undertaking research, strategy development and preparing your Statement of Advice. In order to stay in business we need to cover office costs, continuing training requirements as well as making a reasonable profit. All fees and commissions generated by our activities are firstly paid to Client Wealth. From these funds, Client Wealth retains a percentage and the balance is passed on to me.

The percentage paid to Client Wealth is calculated on a sliding scale with a higher retention for a higher level of overall fees generated. For instance, the more fees and commissions I generate, the lower fees Client Wealth is paid. Full details relevant to your advice will be provided in the advice document once the advice is formulated.

### **Fees:**

Fee for service	\$138 - \$275 per hour including GST
	Up to 1.1% based on funds under advice

These fees will depend on the work undertaken and will be discussed with you before commencing work. In most cases we will aim to collect fees from your accounts to simplify matter, however, this is not always possible. If we send you an invoice, please make any payments out to Client Wealth. These fees are generally payable after the service has been provided. Ongoing service fees, which are payable in advance, will be discussed in full.

### **Commission:**

We will receive an upfront commission from the product issuer where you decide to buy a product we recommend to you. Upfront commission ranges between 0% and 5.5% (investment) and 0 based on the amount you invest paid by product providers or other parties with which Client Wealth has a relationship. This commission is not charged separately to you. It is paid to us by the product providers and is one- off payment.

In addition to the upfront commission payment, we may also receive ongoing (or trail) commissions which are usually payable for the length of time the product remains in force. They are payable for the length of time the product remains in force. They are paid by the product provider out of the revenue the product provider earns. The level of trail commission can range between 0%-2% (including GST) based on product type or the fee structure agreed with your adviser. This fee should be discussed with your adviser in relation to your individual circumstances.

### **Investment Example:**

Assume you placed \$100,000 in a managed fund and maintained that investment. If Client Wealth received an up-front commission of 2.5% and an Adviser Service Fee of 1.10%, then in the first year Client Wealth would receive:

Up front commission:	\$2,500
Ongoing advice fee:	\$1,100
<b>Total:</b>	<b>\$3,600</b>

Up-front and ongoing commissions are disclosed in both our recommendations to you within the SOA or ROA and in the additional product material.

If you have been referred to me by your accountant or other professional, they will share 30% of the fees, brokerage or commission that we receive. This will also be detailed in the advice document.

From time to time investment product or platform providers may provide training, technical advice or assistance for professional development or other support. We are very careful to ensure that any such

benefits are carefully weighted to ensure that these benefits are not allowed to compromise the advice we provide.

Where such support has the potential to influence our advice, we will advise you in the advice document. Records of all benefits received where the cost is over \$300 are maintained in a Register of Alternative Remuneration which is available for inspection with 7 Days notice. If you have any queries regarding how we treat indirect benefits please feel free to ask about them.

### **Code of Ethics and Complaints Resolution System**

As a principal member of the Financial Planning Association of Australia (FPA), Client Wealth and its Authorised Representatives are bound by the FPA's Code of Ethics and Professional Practice.

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

1. Contact me and tell me of your complaint.
2. If the complaint is not satisfactorily resolved within 3 days, please contact Client Wealth's Complaints Officer on (03) 9823 1300 or put your complaint in writing and send it to the Complaints Officer at Suite 902, 9-11 Claremont Street, South Yarra VIC 3141. The Complaints Officer will try to resolve your complaint quickly and fairly.
3. If the outcome is not to your satisfaction, you have the right to complain to the Financial Ombudsman Service scheme by writing to GPO Box 3, Melbourne, Vic, 3001 or by telephoning 1300 780 808. Client Wealth is a member of the scheme.
4. The Australian Securities & Investments Commission has an infoline on 1300 300 630 which you may use to make a complaint and obtain information about your rights.

### **Insurance**

Client Wealth has in force a professional indemnity insurance policy that complies with s912B of the Corporations Act (2001). Client Wealth and Authorised Representatives are covered for their activities during the period of their authorisation. If an authorised representative leaves Client Wealth, they are covered for advice given during the period of their authorisation.

This information is freely provided as part of Client Wealth's ongoing commitment to keep you informed about all aspects of your investments and your rights. We look forward to assisting you with your financial planning and management needs.

Our contact details are:

Address:	151 Wellington Parade South East Melbourne VIC 3002
Phone:	03 9650 7333
Fax:	03 9650 7230
Email:	barinfo@barassiandco.com.au

**I/we acknowledge having received a copy of this Financial Services Guide.**

.....  
**Client's Signature**  
**Date / / 2009**

.....  
**Client's Signature**  
**Date / / 2009**