



Strategies For Life

Accredited by
AMP Financial Planning



Financial Services and Credit Guide

S4L Pty Ltd

This Financial Services and Credit Guide (FSCG) contains information that will help you decide whether to use the financial services I offer. It sets out:

- who I am and how I can be contacted
- the advice and services I can provide
- information about my licensee AMP Financial Planning Limited (AMP Financial Planning)
- my fees and how I, and AMP Financial Planning, are paid in connection with those services
- how I manage your private information
- how you can complain about a matter relating to me or AMP Financial Planning

Documents you may receive

I will provide you with a number of documents as you progress through our financial planning process to capture each stage of your advice journey. I may provide these documents to you electronically to your nominated email address, unless otherwise agreed.

When I provide personal advice, it will normally be documented and provided to you in a Statement of Advice (SoA), known as a financial plan. The financial plan contains a summary of your goals and the strategies and any financial products I may recommend to achieve your goals. It also provides you with detailed information about product costs and the fees and other benefits I and others, will receive as a result of the advice I have provided.

If I provide further personal advice, a financial plan may not be required. I will keep a record of any further personal advice I provide you for seven years. You may request a copy of such records by contacting our office during that period.

When I provide credit advice, I will conduct a preliminary assessment to determine the suitability of a particular product. This is normally documented and provided to you in a Record of debt advice or a Credit Proposal. I will retain a record of the debt advice or Credit Proposal which you may request by contacting our office within seven years of the assessment. We will only provide recommendations to apply for a particular credit contract with a certain lender or increase the credit limit of a particular credit contract where the contract meets your needs and objectives and is not unsuitable to your circumstances.

If I recommend or arrange a financial product for you, I will provide a product disclosure statement (PDS) or investor directed portfolio service (IDPS) guide where relevant. These documents contain the key features of the recommended product, such as its benefits and risks as well as the costs you will pay the product provider to professionally manage that product.

You should read any warnings contained in your advice document, the PDS or IDPS guide carefully before making any decision relating to a financial strategy or product.

About my practice

Name	S4L Pty Ltd trading as Strategies for Life
Australian Business Number	60 105 800 593
Australian Company Number	105 800 593
Company Authorised Representative Number	318798
Company Credit Representative Number	462464

About Joseph Hart

Authorised representative number	318799
Credit representative number	375040

Qualifications

Diploma in Financial Services (Financial Planning)
Advanced Diploma in Financial Services (Financial Planning)
Certificate IV in Finance & Mortgage Broking

Professional memberships

Credit Adviser with the Mortgage & Finance Association of Australia
Financial Planning Association of Australia

Office contact details

Address	Suite 60, Level 11, 88 Pitt Street, Sydney, NSW 2000
Phone	02 9233 5505
Fax	02 8572 5284
Email	jhart@S4L.com.au

My advice and services

I can provide you with personal and general advice about specific services and financial products listed below. I can also arrange for financial products to be issued without advice from me.

The following table sets out the areas of advice I can help you with as well as the products and services I can arrange.

I can provide advice on	I can arrange the following products and services
<ul style="list-style-type: none">— Investments strategies (strategic asset allocation)— Budget and cash flow management— Debt management (including borrowing for personal purposes)— Salary packaging— Superannuation strategies and retirement planning— Personal insurance— Estate planning— Centrelink and other government benefits— Ongoing advice and services, including regular portfolio reviews	<ul style="list-style-type: none">— Superannuation, including retirement savings accounts— Self-managed superannuation funds (SMSF)— Borrowing within your SMSF— Managed investments— Separately managed accounts— Deposit and payment products (for example term deposits, cash management accounts and non-cash payment products)— Retirement income streams, including pensions and annuities— Personal and group Insurance (life cover, disability, income protection and trauma)— Loans including mortgages and personal loans, reverse mortgages and deposit bonds— Life investment products including whole of life, endowment and bonds— Arranging for listed securities, shares and debentures to be bought and sold via a platform and broker.— Exchange traded funds— Where an administration platform is recommended, I am also authorised to provide a Limited Managed Discretionary Account service— Limited selection of investment guarantees

AMP Financial Planning maintains an approved products and services list from a diversified selection of approved Australian and International fund providers, including companies related to AMP Financial Planning. These have been researched by external research houses as well as my in-house research team.

AMP Financial Planning periodically reviews these products to ensure that they remain competitive with similar products that address similar client needs and objectives. Generally, I recommend products that are on the approved products and services list. However, if appropriate for your needs, I may, subject to AMP Financial Planning's approval, recommend other products.

A copy of the approved products and services list can be supplied to you upon request.

If I recommend a new platform or portfolio administration service, I use those approved by AMP Financial Planning. These services may include those issued by companies related to AMP Financial Planning.

I am also an Accredited Mortgage Consultant and as a credit representative of AMP Financial Planning I am authorised to provide credit assistance in relation to loan products.

Subject to meeting lender credit criteria, I can advise on loans relating to:

- residential mortgages and home loans
- personal loans
- car leases
- rural loans
- commercial loans
- reverse mortgages
- deposit bonds

The full list of approved lenders is available on request but is not an exhaustive list of lenders who offer credit of the nature you may seek.

As at September 2018, the lenders whose products are most commonly recommended by Accredited Mortgage Consultants authorised by AMP Financial Planning are ANZ, AFG Home Loans, Commonwealth Bank, NAB, Macquarie Bank and ING.

Tax implications of our advice

Under the Tax Agent Services Act 2009, trading as S4L Pty Ltd is authorised by the Tax Practitioners Board to provide tax (financial) advice services on matters that are directly related to the nature of the financial planning advice provided to you. We will not consider any other tax matters in our advice to you. Where tax implications are discussed they are incidental to our recommendations and only included as an illustration to help you decide whether to implement our advice.

Transaction services

I can arrange to complete transactions for you on limited types of financial products where I can take your instructions and arrange for the transaction to be completed, without providing personal advice. If you wish to proceed without my advice, I will ask you to confirm your instructions, which will be documented in writing. I will keep a record of this documentation for seven years. You may request a copy of such records by contacting my office during that period.

Your relationship with me and using my services

You can contact me directly with any instructions relating to your financial products. This includes giving me instructions by telephone, mail or email. I can only accept your instructions via email once you have signed an authority form.

I will work with you to agree what advice and services I will provide and when and how often I will provide them.

Where you agree to ongoing advice and services, the details will be documented and provided to you in a service agreement. This includes the frequency of contact between me, service standards that may apply, any ongoing fee arrangements and how the service can be terminated.

If at any time you wish to terminate your relationship with me, please contact me using the details shown in this Guide.

Changing service providers

To ensure that you are provided at all times with ongoing servicing to meet your financial needs, I may transfer my rights and obligations under this servicing arrangement to another adviser or financial planning practice within the AMP network or to another AMP licensee (the new service provider). If I do this, the new service provider will provide the ongoing servicing to you and will be entitled to the agreed ongoing fees. The new adviser will then take over the rights and obligations on the same terms and conditions set out in this servicing arrangement and I will be released from those rights and obligations. I will write to you in advance of a transfer occurring, to introduce your new service provider. You may notify your new service provider at any time if you want to vary or end your servicing arrangements.

Providing information to me

It is important that I understand your circumstances and goals, so that I can provide you with appropriate advice and services. You have the right not to provide me with any personal information.

Should you choose to withhold information, or if information you provide is incomplete or inaccurate the advice or services I provide you may not be appropriate for you.

It is also important that you keep me up to date by informing me of any changes to your circumstances so I am able to determine if our advice continues to be appropriate.

My fees

My preferred method of payment is by an agreed fee. The actual fee charged to you will depend on the nature of the advice or service I provide. I will discuss and agree the actual fees with you before I proceed. The following section outlines the types of fees that may apply.

The fees charged for our advice and services may be based on a combination of:

- A set dollar amount; or
- A percentage based fee.

My agreed advice and service fees may include charges for:

- Initial advice; and
- Ongoing advice.

Please note that for services in relation to insurance, banking deposit products, some loan products and older investment products, commissions may be paid by the product provider as follows:

- Initial commission - a percentage of the value of your investment contributions, loan balance or insurance premiums; and
- Ongoing commission - a percentage of the value of your investment balance, outstanding loan amount or premiums, usually calculated at the end of each month in which you hold the investment or loan, or on renewal of insurance products.

Payment methods

I offer you the following payment options for payment of my advice fees:

- BPAY, direct debit (savings), credit card or cheque; and
- Deduction from your investment.

All fees and commissions will be paid directly to AMP Financial Planning as the licensee. They retain a percentage (as a licensee fee) to cover their costs and the balance is passed on to me. The percentage is determined annually, based on a number of factors, including my business revenue for the prior year.

For more information on my service fees, please see my **Schedule of fees** attached or available on request.

Other costs

Where other costs are incurred in the process of providing my advice and services to you, you will be liable for these costs. However, I will agree all additional costs with you prior to incurring them.

How I am paid

I am a sole trader and receive all fees and commissions paid to my practice.

Other benefits I may receive

The following is a list of benefits I may receive other than those explained above. These are not additional costs to you. These benefits may be monetary or things like training, events or incentives I am eligible for.

In addition to the payments I may receive for my advice and services, I may receive other support services from the licensee. I may also be eligible to receive financial and training assistance, prizes and awards or events in recognition of financial planning excellence and innovation including if I qualify under the licensee's excellence program, and business performance or business costs. These benefits are paid either at the licensee's discretion or depending on meeting certain qualifying criteria including the quality of my services, business goals and ranking against other practices in AMP Financial Planning. The amounts are set by the licensee from time to time (usually on an annual

basis). I may also participate in business lunches or receive corporate promotional merchandise tickets to sporting or cultural events and other similar items.

Development, management and advice (DMA) recognition

I may be eligible for Development management and advice (DMA) recognition or equivalent payments based on my performance relative to other AMP Financial Planning practices in prior years.

The DMA payment is based on a percentage of my practice revenue. My DMA percentage will be set annually and may range from 0% to 10% depending on my ranking. The relevant percentage is then applied to my practice revenue and the resulting payments are received across the year (the 'payment period').

For example, if there are 12 monthly payment periods in a year, and if my DMA rate is set at 3% and my revenue for the payment period was \$25,000 (assuming, for the purpose of this example, the revenue is the same for each payment period). I would receive $\$25,000 \times 0.03 = \750 each month.

How my performance is ranked

Ranking of practices is determined by a points system which is a broad measure of the growth and professionalism of my practice as compared to other practices in the AMP Financial Planning network. The points system is based on a combination of factors within a balanced scorecard such as the quality of my services, compliance, my business goals and my engagement with my clients through a measure called Advice Growth Index (AGI). AGI measures the value of my fee for service revenue and the change in our clients' product holdings over the measurement period.

Business growth advice payments

All practices within the AMP Financial Planning network are eligible for Business Growth Advice (BGA) payments. The payments are based on my practice revenue.

BGA payments are set at 1% of my practice revenue. Payments are received twice each month. For example, if my practice revenue was \$8,500 in a payment period, I would receive $\$8,500 \times 0.01 = \85 . Assuming an average revenue of \$8,500 per payment period, the total BGA payment received in a year would be $\$85 \times 24 = \$2,040$.

Business buy-back option

If I leave the financial services industry or can no longer appropriately service a selection of my clients, AMP Financial Planning will either look after my clients or appoint one of its authorised representatives to do so.

If this happens, AMP Financial Planning makes available a facility for practices to transfer the servicing rights of their clients. The valuation will vary depending on certain factors including the annual recurring revenue of my practice and the level of my service standards.

Personal and professional development

AMP Financial Planning provides personal and professional development opportunities in the form of education and professional development programs, offered annually to qualifying practices.

Summit

The Summit is a national convention available to advisers from all AMP Financial Planning practices. AMP Financial Planning subsidises the expenses of those who attend the convention up to a maximum value of \$1,200 per annum per practice.

Education and professional development programs

AMP Financial Planning may subsidise the cost of my participation in approved education and professional development programs if I meet specific qualification criteria. The qualifying criteria is based on a combination of factors including the quality of my services, my business goals and my ranking against other practices in AMP Financial Planning. The maximum amount of this subsidy is \$12,000 per annum per practice. Advisers can allocate a percentage of their grant towards travel and accommodation to attend an approved course.

AMP Financial Planning will also provide a grant to us if we meet specific qualification criteria by reimbursing the practice up to 20% of the licensee fees payable by the practice to the

licensee in 2017 to meet the training and education requirements for financial advisers as required by Financial Adviser Standards and Ethics Authority.

Amicus program

In addition to the above, certain practices that meet additional qualification criteria will be eligible to participate in the Amicus program, an additional personal and professional development program organised by AMP Financial Planning. If a practice qualifies for the Amicus program, AMP Financial Planning will subsidise the cost of their participation up to a maximum value of \$15,000 per annum per practice.

Para-planning costs subsidy

I may be eligible for a subsidy from AMP in relation to paraplanning costs, depending on the number of paraplanning requests that I make in a particular month. If my practice submits a minimum of 5 paraplanning requests per eligible authorised representative in my practice, I receive a discount of up to 25% in relation to these costs. For example, if the total cost of 5 SOAs is \$1,000 I will receive a discount of up to \$250 ($25\% \times \$1,000 = \250) and pay a discounted fee of minimum \$750.

Placement fees

From time to time AMP Financial Planning will receive fees from brokers or product issuers (including AMP group companies) for arranging client participation in Initial Public Offerings (IPOs) of financial products. The fee, which is generally a percentage of the fee paid to the broker, varies from offer to offer and by the level of participation by AMP Financial Planning. I may share in this fee based on the level of participation by my clients.

Relationships and associations

It is important that you are aware of the relationships that AMP Financial Planning has with providers of financial services and products as they could be seen to influence the advice you receive.

About my licensee

AMP Financial Planning Pty Limited

ABN 89 051 208 327

Australian Financial Services Licensee and Australian Credit Licensee

Licence No: 232706

AMP Financial Planning has:

- Approved the distribution of this guide
- Authorised me to provide advice and other services as described in this guide
- Authorised me to provide credit assistance services to you

AMP Financial Planning's registered office is located at 33 Alfred Street, Sydney, NSW 2000.

About the AMP Group

AMP Financial Planning is a member of the AMP group of companies. I can provide advice on products from a wide range of financial product providers, some of which are related or associated with AMP Financial Planning, namely:

- | | |
|--|---|
| — National Mutual Funds Management Limited | — AMP Capital Funds Management Limited |
| — NMMT Limited | — AMP Capital Investors Limited |
| — N.M. Superannuation Pty Limited | — AMP Superannuation Limited |
| — Multiport Pty Limited | — AMP Life Limited |
| — ipac asset management limited | — Cavendish Superannuation Pty Ltd |
| — AMP Bank Limited | — Australian Securities Administration Limited (ASAL) |
| — SMSF Administration Solutions Pty Ltd | — SuperConcepts Pty Ltd |

If I recommend a product issued by the AMP Group or a third party product issuer, they will benefit from my recommendation by receiving product, administration and investment fees, as well as fees paid by fund managers to distribute their product. These fees are all disclosed in the relevant PDS or IDPS guide.

Authorised representatives and/or staff employed in our business may hold shares in AMP Limited, whose share price may be favourably affected by the sale of products issued by AMP Group companies.

AMP Financial Planning's relationships with other companies

AMP Services Limited (ASL) provides administration services and distribution infrastructure services to several issuers of financial products and loan products under agreements entered into prior to 1 July 2013.

In return for those services, ASL receives remuneration as set out below:

- For investment products and loan products – up to 0.33%* p.a. of funds under administration, the balance of any relevant cash account or the total loan value outstanding.

*includes GST

By way of example:

- If total funds under administration for a particular investment product is \$10 million, ASL would receive \$33,000.

From time to time, ASL may facilitate access to AMP Financial Planning and its authorised representatives for issuers to train or educate AMP Financial Planning and its authorised representatives on their products.

Arrangements with platform providers

This section of the FSCG sets out our relationships with platform providers and how these may influence the advice we give you.

Overview

Where you invest through platform products and services (such as investor directed portfolio services or IDPS), we may receive remuneration from those platform providers. Fees, commission payments and other benefits may be calculated as a percentage of your financial interest in a product or service or on the total amount of business advised. The amount and calculation of those fees are shown in the relevant disclosure document. Some fees and commission payments we receive may relate to arrangements existing before 1 July 2013.

Specific arrangements

We have arrangements with third parties for administration and support services in relation to the products below.

WealthView eWRAP and PortfolioCare platform

WealthView and PortfolioCare products and services are issued by companies in the AMP Group. Other companies in the AMP Group also provide services in respect of WealthView and PortfolioCare. Administration services are performed by Asgard Capital management Limited (Asgard).

If you access a product in the WealthView or PortfolioCare range, then administration fees and, where applicable, trustee fees, are deducted from your account. These fees, as set out in the product disclosure statement or IDPS Guide, are paid to AMP Financial Planning after deduction of expenses for administration services and other services provided as mentioned above.

Further details about the fees and costs of investing in WealthView or PortfolioCare are detailed in the relevant product disclosure statement or IDPS Guide. For closed products, please review the product disclosure statement you received when first investing in your product together with any correspondence from the issuer outlining changes to those fees and costs. Note that WealthView eWRAP and PortfolioCare Elements (super/pension, investment) closed to new members and investors in 2016.

Our referral arrangements

For more information about our referral relationships, please refer to the **Supplementary FSCG**.

Confidence in the quality of our advice

If at any time you feel like you are not satisfied with our services, the following will help you understand your options and find a resolution.

- Contact your adviser or accredited mortgage consultant and tell them about your complaint.
- If your complaint is not satisfactorily resolved within three business days, please contact AMP Advice Complaints:
 - Phone 1800 812 388
 - Email advicecomplaints@amp.com.au
 - In Writing:
Attention: National Manager, Advice Complaints
33 Alfred Street
Sydney NSW 2000
- They will try to resolve your complaint quickly and fairly.

If your complaint has not been resolved satisfactorily, you may escalate your complaint to one of the following External Dispute Resolution Schemes listed in the following below.

Any issues relating to financial advice, investments, superannuation, insurance matters, or credit matters	Australian Financial Complaints Authority (AFCA) GPO Box 3 Melbourne VIC 3001 1800 931 678 www.afca.org.au info@afca.org.au
Any issue relating to your personal information	The Privacy Commissioner GPO Box 5218 Sydney NSW 2001 1300 363 992 privacy@privacy.gov.au

You may also contact the **Australian Securities & Investments Commission (ASIC)** on 1300 300 630 (free call info line) to make a complaint and obtain information about your rights.

Professional indemnity insurance

We maintain professional indemnity insurance to cover our advice and the recommendations provided by your adviser. AMP Financial Planning is also covered by professional indemnity insurance and this satisfies the requirements imposed by the Corporations Act 2001 and National Consumer Credit Protection Act. The insurance covers claims arising from the actions of former employees or representatives of AMP Financial Planning, even where subsequent to these actions they have ceased to be employed by or act for AMP Financial Planning.

Your privacy

We are committed to protecting your privacy. Below we outline how we maintain the privacy of the information we collect about you.

Privacy Collection Statement

As part of the financial planning process, we need to collect information about you. Where possible we will obtain that information directly from you, but if authorised by you we may also obtain it from other sources such as your employer or accountant. If that information is incomplete or inaccurate, this could affect our ability to fully or properly analyse your needs, objectives and financial situation, so our recommendations may not be completely appropriate or suitable for you.

We are also required under the Anti-Money-Laundering and Counter-Terrorism Financing Act (AML/CTF) 2006 to implement client identification processes. We will need you to present identification documents such as passports and driver's licences in order to meet our obligations.

We keep your personal information confidential, and only use it in accordance with our Privacy Policy. Some of the ways we may use this information are set out below:

- Your adviser and AMP Financial Planning may have access to this information when providing financial advice or services to you;
- Your adviser may, in the future, disclose information to other financial advisers, brokers and those who are authorised by AMP Financial Planning to review customers' needs and circumstances from time to time, including other companies within the AMP group (the Group);
- Your information may be disclosed to external service suppliers both here and overseas who supply administrative, financial or other services to assist your adviser and the Group in providing financial advice and services to you. A list of countries where these service providers are located can be found in the Group Privacy Policy;
- Your information may be used to provide ongoing information about opportunities that may be useful or relevant to your financial needs through direct marketing (subject to your ability to opt-out as set out in the Group Privacy Policy);
- Your information may be disclosed as required or authorised by law and to anyone authorised by you.

Your adviser and AMP Financial Planning will continue to take reasonable steps to protect your information from misuse, loss, unauthorised access, modification or improper disclosure. You can request access to the information your adviser or AMP Financial Planning holds about you at any time to correct or update it as set out in the Group Privacy Policy. The Group Privacy Policy also contains information about how to make a complaint about a breach of the Australian Privacy Principles.

For a copy of the Group's Privacy Policy visit <http://www.amp.com.au/privacy> or you can contact us.

Australian Finance Group (AFG)

AFG is an aggregator and it acts as a gateway or interface between mortgage brokers and lenders by providing an IT platform through which brokers submit loan applications and deal with lenders as well as providing some other ancillary services.

Lenders may offer incentives that are paid directly to the Accredited Mortgage Consultant. These may include indirect benefits for example business lunches, tickets to sporting or cultural events, corporate promotional merchandise and other minor benefits.

Accredited Mortgage Consultants may be invited to attend the AFG National Conference. This is an annual event which offers Accredited Mortgage Consultants the opportunity for professional development and to hear industry updates and educational presentations by AFG and lender sponsors. AFG subsidises some costs of attendance, which may include meals and accommodation. The value will depend upon a range of factors, including the nature of the courses and events planned.

Any benefits that we may receive that are related to a loan recommended to you which is regulated by the National Consumer Credit Protection Act, will be disclosed in our advice to you prior to application.

Schedule of fees

These prices should be used as a guide only. We will discuss your individual needs and agree our fees with you. The actual agreed fees will depend on factors such as the complexity of your circumstances and goals and the scope of the advice.

Initial service fees

See tooltip for example

These are fees paid when you have agreed to receive my advice:

Initial service	Fee amount
Superannuation Consolidation	Starting from \$880.00
Budgeting Advice	Starting from \$1,650.00
Insurance Needs Analysis	Starting from \$990.00
Retirement Planning	Starting from \$2,200.00
Complex Mortgage Applications	Starting from \$1,100.00

Ongoing service fees

See tooltip for example

I provide ongoing services to help you stay on track to meet your goals. The cost of these services are as follows:

Ongoing service	Fee amount
Platinum Service Package	Between 0.77% and 1.10% For example, if your account balance was \$100,000, your fee would be between \$770.00 and \$1,100.00

Commissions

I do not receive commissions on investments through new superannuation, managed funds or retirement products. However, some products, particularly older products, may attract commissions.

Any commission amounts will be disclosed to you when providing my advice. The following table is a guide of commissions I may receive.

Product type	Initial commission	Ongoing commission	Example
Loans	Up to 1.10% of the initial loan balance. AFG retains between 0-3% and passes the remaining 97-100%* on to AMP Financial Planning. AMP Financial Planning then retains 15% and I will receive the remaining 85%.	Up to 0.55% of the outstanding loan balance each year. AFG retains between 0-3% and passes the remaining 97-100%* on to AMP Financial Planning. AMP Financial Planning then retains 15% and I will receive the remaining 85%.	If your loan balance was \$100,000, initial commission would be up to \$1,100. AFG would retain up to \$33 and AMP Financial Planning receives \$1,067. AMP Financial Planning then passes ($\$1,067 \times 85\% = \906.95) on to me. On an annual basis, the commission on a \$100,000 loan balance would be up to \$550, of which AFG retains up to

			\$16.50 and AMP Financial Planning receives \$533.50. AMP Financial Planning then passes (\$533.50 x 85% = \$453.47) to me.
Deposit bonds	Up to 22% of the deposit bond fee. AFG retains between 0-3% and passes the remaining 97-100%* on to AMP Financial Planning. AMP Financial Planning then retains 15% and I will receive the remaining 85%.	N/A	For example, if your deposit bond fee is \$400, the commission would be up to \$88. AFG would retain up to \$2.64 and AMP Financial Planning receives \$85.36. AMP Financial Planning then passes (\$85.36 x 85% = \$72.55) to me.
Insurance (including those held within superannuation)	From 1 January 2018, commission on new policies will be limited to 88% of the first year's premium*.	Up to 33% of the premium each following year.	In 2018, if your insurance premium was \$1,000, we would receive an initial commission of up to \$880. We would receive an ongoing commission of up to \$330.00 pa.

All fees and charges include GST.

*The above ranges apply to loans settled prior to 1 February 2019. AFG will retain 1.5% of the initial and ongoing commissions on loans lodged and settled from 1 February 2019. The remainder of all commissions will be passed on by AFG to AMP Financial Planning. AMP Financial Planning retains the licensee fee to cover their costs and the balance is passed on to us.

If an agreed advice fee is charged then I may rebate all or some of the commission.

Supplementary Financial Services and Credit Guide

Issue date: Tuesday, November 27, 2018

This Supplementary Financial Services Guide (SFSG) supplements our Financial Services and Credit Guide (FSCG), version number 6.0. This SFSG needs to be read together with that (FSCG).

The distribution of this SFSG is authorised by AMP Financial Planning Pty Limited (Australian Financial Services Licensee and Australian Credit Licensee number 232706).

Our referral arrangements

Where you have been referred to us by someone else we may pay them a fee, commission or some other benefit in relation to that referral. Our current referral arrangements are detailed below:

Provider	Payment arrangement
Vaughan & Monaghan Insurance and Financial Services Pty Ltd	35% of initial and ongoing commission received from AMPFP. For example, if initial commission is \$1,000 then we would pay \$350.
CBD Financial Services	35% of initial and ongoing commission received from AMPFP. For example, if initial commission is \$1,000 then we would pay \$350.

Client acknowledgements: Terms and conditions

The purpose of this document

The information below is to be read in conjunction with the *Client Acknowledgment Form*. The contents of this document should be read and understood prior to signing the CAF.

Acknowledgements	Further information
Financial Services Guide (FSG)/ Financial Services and Credit Guide (FSCG) and Product Disclosure Statement (PDS)	<p>If you agree, we will give these documents (and any future updates or versions) to you electronically, by sending you a hyperlink or showing you where they can be accessed on the internet.</p> <p>We will explain our FSG/FSCG to you, and give you the opportunity to ask us any questions including the services, how we are paid and what could influence our advice. Our <i>Client acknowledgment form</i> will then ask you to confirm that we have done this.</p>
AMP Privacy Policy	<p>As part of the financial planning process, we need to collect information about you. We keep your personal information confidential, and only use it in accordance with AMP's Privacy Policy.</p> <p>Our FSG/FSCG, a copy of which has been provided to you, sets out in more detail how we collect your personal information and the ways in which that information may be used or disclosed by us. It also provides details of how you can contact us either to access and update or correct your personal information or to make a complaint about a breach of the Australian Privacy Principles.</p>
Incomplete or inaccurate information	<p>Our advice to you is based on the information you tell us about yourself. If that information is incomplete or inaccurate, this could affect our ability to fully or properly analyse your needs, objectives and financial situation, so our recommendations may not be completely appropriate or suitable for you. We will ask you to confirm that, to the best of your knowledge, the information you have given us is accurate and complete.</p>
Agreement to be recorded	<p>If you have agreed for any future conversations between us to be recorded, you should note that:</p> <ul style="list-style-type: none"> ▪ The purpose of the recording is to act as a record of your conversation with the planner; and ▪ The recording will be retained securely in your client file. <p>Your recorded conversations may be made available for review by third parties such as other employees of our practice, employees of the financial planning Licensee, the regulator or a court of law. You can withdraw your consent to be recorded at any time by providing written instructions (electronic or handwritten) to us.</p>
Agreement to disclose information to third parties	<p>If you agree that your information may be disclosed to a third party, your information will only be disclosed to those third parties who have referral arrangements with me as disclosed in the FSG/FSCG and/or Credit Guide. This information will be used by those third parties to offer or provide to you their services, such as accounting, legal, tax or other services.</p>
Tax File Number ("TFN") acknowledgements and agreements	<p>If you agree for your TFN to be collected and handled by us and AMP Financial Planning when acting on your behalf in relation to your investments, you should note that in accordance with the Taxation Administration Act 1953 (Cth), we:</p> <ul style="list-style-type: none"> ▪ Can only collect your TFN where it is necessary for a lawful purpose, such as applying for an investment product, and that is the basis on which your TFN is collected; ▪ May disclose your TFN to the Australian Taxation Office (ATO) for the purposes of searching the Lost Members Register ("LMR") records, provide other relevant information for the purposes of searching LMR records and receive the results of this LMR search; ▪ Will retain your TFN on file for as long as it is needed in connection with the provision of financial services by us, AMP Financial Planning or another AMP planner; ▪ May in the future, provide this information to financial planners, brokers and those who are authorised by AMP to review customers' needs and circumstances from time to time; ▪ Will continue (as will you) to take reasonable steps to protect your TFN and your TFN

	<p>information; and when we no longer require the information, we will securely destroy or permanently de-identify your TFN or TFN information.</p> <p>AMP Financial Planning may have access to your TFN when conducting normal activities associated with us, as your financial planner.</p> <p>It is not an offence to not quote your TFN. If you choose not to quote your TFN in relation to your investments, or you claim an exemption, tax may be taken out of your investment returns. The consequences of you not quoting your TFN may change due to future legislative changes.</p>
Electronic Authorisation Notification	<p>You can ask us to communicate with you in writing via electronic means including, but not limited to email, fax, mobile phone, scan or tablet device by indicating this in the <i>Client acknowledgment form</i>. If so:</p> <ul style="list-style-type: none"> ■ We may send documents by the electronic mean(s) that you have nominated, including our financial services guides, credit guides, advice documents and product disclosure statements; and ■ You can authorise us to act on instructions we receive from your nominated electronic mean(s) and to receive your formal agreement via your nominated electronic mean(s). <p>If you have agreed to use emails/mobile phones to provide authorisation, you need to be aware that:</p> <ul style="list-style-type: none"> ■ If your email address or mobile phone number changes or you cease to have access to your nominated email address or mobile phone, you should notify us immediately. ■ We do not take any responsibility for the security or confidentiality of email or SMS communications sent to or through your nominated emails/mobile phone, nor for any delays in transmission due to network or other transmission errors. Neither can we guarantee that emails will be free of viruses. ■ You should ensure the email accounts and mobile numbers you nominate are secure and can only be accessed by you. Also, we may not be able to provide advice to you while you are overseas. ■ You may withdraw your consent at any time, but you must do so by writing to us, or AMP Financial Planning, that you wish to withdraw your consent in providing authorisations via email and/or mobile phone. <p>By agreeing to use electronic means to receive documents, provide instructions and give agreement or acknowledgements please be aware that the following conditions apply:</p> <ul style="list-style-type: none"> ■ We may refuse to act on any instruction, and will inform you of any such refusal. ■ We will endeavour to implement your instructions as soon as we receive them. However, please note that complex transactions may take longer to complete even if we arrange for your request to be implemented without delay. ■ The authorities you provide to us in this document apply to any capacity in which you act. For example, if you are a director of a company or trustee of a trust, you provide these authorisations both in your personal capacity and in your capacity as a director or trustee. <p>Please note: There are some documents that can only be acted upon if physically signed in ink. These may include application forms, forms to confirm your identity, and other forms as required by third parties.</p>