

1 July 2021

# Financial Services Guide

**Licensee:**

Stewart Brown Advisory Pty Limited

ABN: 19 143 011 750

AFSL: 355134

**Contact:**

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#### **PURPOSE OF THIS FSG**

This Financial Services Guide (FSG) will assist you to decide whether to use the services of Stewart Brown Advisory Pty Limited (SBA). It contains information about:

- Who we are and how we can be contacted
  - What services we offer
  - How we are remunerated
  - Who to contact should you have a complaint
  - Professional indemnity insurance.
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#### **WHO IS PROVIDING THE ADVICE**

Stewart Brown Advisory Pty Ltd (SBA) is the Australian Financial Services Licensee (AFSL) responsible for the advice, AFSL number 355134.

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#### **LACK OF INDEPENDENCE**

SBA lacks independence because we may receive stamping fees on capital raisings undertaken by Australian listed companies. There are many IPOs on the ASX, however we filter these and only recommend those we believe are in our clients' best interest.

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#### **VISION AND MISSION**

Our vision is to be the most trusted professional adviser for Australian families to help them preserve and accumulate wealth. We are committed to:

- Helping clients achieve their financial goals by creating and implementing wealth strategies
  - Adding significant value to their lives and enhancing the quality of their lives by looking after their financial health and
  - Providing superb client services.
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#### **SERVICES WE ARE LICENSED TO PROVIDE**

We can advise you on the strategies below and are authorised to advise on and deal in the following classes of financial products:

##### **Strategies**

- Investment portfolio construction
- Wealth creation strategies
- Pre-retirement and retirement planning
- Superannuation advice
- Pension advice
- End of financial year tax planning
- Advice on corporate structures, small business CGT concessions, investment property and capital gains tax
- Estate planning advice & strategies
- Deceased estate administration

##### **Financial Products**

- Deposit products
- Securities including direct shares
- Managed investment schemes
- Superannuation
- Self-managed Super funds
- Investor directed portfolio services
- Government bonds, stocks and debentures
- Retirement savings accounts
- Life insurance products
- Margin lending facilities

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## APPROVED PRODUCTS

SBA is self-licensed and as such we can recommend any financial product we believe is appropriate for our clients. Our external research consultants provide us with their investment research, investment ratings, data and tools to help us deliver superior results to our clients. Additionally, each of their recommendations are further scrutinised by SBA, to ensure we only recommend investments we believe are in the best interest of our clients.

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## DOCUMENTS YOU MAY RECEIVE FROM US

When SBA provides personal financial advice to you, you may receive one or more of the following documents:

### **Statement of Advice (SoA)**

The SOA will set out the advice that has been tailored to your specific circumstances. It contains our strategy & investment recommendations, the basis of our advice, relevant research, the main risks associated with the advice, information about our fees and the cost to you to implement the advice.

### **Record of Advice (RoA)**

When we provide you with further advice it will be documented in a ROA and retained on file.

### **Product Disclosure Statement (PDS)**

If we recommend you acquire a financial product, we will also provide you with a PDS containing information about the product's features and risks.

### **Review Documents**

Our ongoing service includes a regular review component. At the meeting you will receive several documents such as projections to ensure you are on track; updated strategy advice; long term portfolio balances and performances reports.

### **Half Yearly Reports**

Portfolio report packs are provided soon after 30 June and 31 December.

### **Fee Disclosure Statement and Ongoing Service Renewal**

Each year we provide you with a statement detailing the fees you paid us during the past 12 months, an estimate of the fees for the next 12 months & details of the services we provided.

## HOW WE ARE REMUNERATED

At your initial meeting, we will explain to you our services and the cost. Our fees are agreed before you become a client of SBA and any advice is provided. Our standard fees for financial planning, investment advice and administration services are detailed below. Fees are inclusive of GST.

### **Ongoing Advice Fee**

Our on-going advisory fee is based on funds under advice, at the rate(s) detailed below, with a minimum annual charge of \$5,500 per annum.

Funds Under Advice	Rate
Up to \$1,000,000	1.10%
\$1,000,001 - \$2,000,000	0.825%
Greater than \$2,000,000	0.55%

Our ongoing advice fees are calculated and paid monthly on the last working day of each month.

### **Statement of Advice Fee (SoA)**

In most cases a SoA fee is only payable if we prepare a Statement of Advice and you do not take up our on-going advice service. This fee will be quoted at the initial meeting and is generally between \$3,300 and \$6,600 determined by the complexity of the work undertaken by us.

### **Ongoing Hourly Fee**

Where advisory work is requested on an ad hoc basis, an hourly fee will be charged. The current hourly rate is \$750.

### **Stamping Fees**

SBA may receive stamping fees on capital raisings undertaken by Australian listed companies. These are once off payments and generally based on a percentage of the funds you invest. You will be advised of any fees we receive when we provide you with advice.

### **Life Insurance Advice Fee**

If you request us to review and provide advice on your life insurance needs, we will provide the advice in a SoA. The fee will depend upon the complexity of your needs and type of insurance we arrange, if any. This fee will be quoted at the initial meeting and is generally between \$3,300 and \$5,500. This fee is payable in addition to the premium.

**PROFESSIONAL  
INDEMNITY INSURANCE**

SBA has Professional Indemnity Insurance in place. This insurance meets the requirements of the Corporations Act and covers the services provided by us.

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**WHAT TO DO IF YOU HAVE  
A COMPLAINT**

We endeavour to always provide you with the best advice & service. If you have a complaint about our services, you should take the following steps:

1. Contact us as soon as possible with details of your complaint. We will acknowledge receipt of your complaint without delay and try to resolve it for you quickly and fairly.
2. If your complaint cannot be resolved to your satisfaction within 30 days, you have the right to present your complaint to the independent complaint handling service of which SBA is a member. This service is provided to you free of charge. SBA is a member of the Australian Financial Complaints Authority (AFCA) and their contact details are:

Tel: 1800 931 678  
Website: [www.afca.org.au](http://www.afca.org.au)  
Email: [membership@afca.org.au](mailto:membership@afca.org.au)  
Mail: GPO Box 3  
MELBOURNE VIC 3001

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**PRIVACY**

The privacy of your personal information is important to us. We take reasonable steps to protect the information we retain from misuse, loss and from unauthorised access, modification or disclosure.

We may disclose personal information to third parties or external contractors carrying out functions and duties for and on behalf of SBA. For further details, please refer to our Privacy Policy, which is available on request.

We are bound by, and committed to supporting, the National Privacy Principles (NPP) set out in the Privacy Amendment (Private Sector) Act 2001.

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## OUR ADVISORS

### AMANDA LEE

Amanda is a Principal of SBA. Amanda's has more than 33 years' experience providing financial, investment, superannuation and taxation advice to a broad range of clients. After spending 10 years as a Vice President with Bankers Trust she started her own practice in 2003, which was later integrated into SBA which she established in 2011.

#### Education and qualifications

- Australian Financial Advisers register number: 1002105
- Financial Advisers Exam, FASEA Standards Authority
- SMSF Specialist Adviser, SMSF Association
- Registered Tax Agent
- Public Practice Licence holder, CPA Australia
- Certified Financial Planner, Financial Planning Association
- Certified Practising Accountant (CPA), CPA Australia
- Bachelor of Economics

#### Memberships

- CPA Australia
  - Financial Planning Association of Australia
  - SMSF Association
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### BI-CHUN (PEGGY) LIANG

Peggy is a Principal of SBA.

Peggy joined SBA in 2012 and has worked in financial advice for 12 years. Being a CFA charter holder, the pinnacle international investment qualification, Peggy brings a strong analytical focus to our investment portfolio construction and market research to give SBA investment portfolios an edge.

#### Education and qualifications

- Australian Financial Advisers register number: 1259811
- Financial Advisers Exam, FASEA Standards Authority
- Chartered Financial Analyst (CFA), Chartered Financial Analyst Institute
- Diploma of Financial Planning
- Bachelor of Business, University of Technology, Sydney

#### Memberships

- Chartered Financial Analyst Institute
- SMSF Association

Amanda and Peggy are employees of SBA and receive a salary. As indirect shareholders of SBA, they may receive a dividend.