

Financial Services Guide and Adviser Profiles Version LLWA 1.30 (07.12.2023)

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PART 1 – FINANCIAL SERVICES GUIDE

This Financial Services Guide (FSG) is issued by **Lowé Lippmann Wealth Advisers** ABN 50 102 605 023 AFSL 526748, referred to as **Lowé Lippmann Wealth Advisers**, “we”, “us”, and “our”.

Lowé Lippmann Wealth Advisers is a diversified financial services group that provides wealth management services. **Lowé Lippmann Wealth Advisers** is not related to any Bank or Institution.

Please refer to the website www.llwa.com.au for details of the company.

There are two parts to this FSG. Please make sure that you read both parts before making any decision based on our advice. This document is Part one and Part two is the Adviser’s Profile, which includes information about your financial adviser who is one of our Authorised Representatives. Any reference to an adviser will include the details of the adviser’s company if they are part of a corporate entity. If the adviser’s profile is not attached, please ask the adviser for this profile or contact **Lowé Lippmann Wealth Advisers** whose contact details are in the next section. Your adviser is authorised by us to distribute this FSG.

WHAT IS A FINANCIAL SERVICES GUIDE (FSG)

The Financial Services Guide (FSG) is an important document that is designed to help you decide whether to use the financial services offered. The main purpose of the Financial Services Guide (FSG) is to give you an overview of the financial services that are being offered and it provides you with the following information about us;

- What kinds of financial services we are authorised to provide to you;
- The process we follow to provide financial services;
- How we, our Authorised Representatives (and any other relevant persons) are remunerated;
- Whether there are any of our associations or relationships that might influence the financial services we offer?
- How we collect, use and disclose the information you provide to us
- Our complaints handling procedures and external dispute resolution procedures including how you can access them.

The terms Representative, Authorised Representative, Corporate Authorised Representative, and Advice Provider means that a person, or entity, is authorised to represent a business that holds an Australian Financial Services (AFS) licence. **Lowé Lippmann Wealth Advisers** is the holder of an AFS Licence and is therefore responsible for the financial services provided, including the distribution of this Financial Services Guide (FSG).

As there are many different titles in the marketplace describing such authorised representatives and advice providers throughout this document, we are describing them as Adviser(s) or Your Adviser(s).

WHAT KINDS OF FINANCIAL SERVICES WE ARE AUTHORISED TO PROVIDE TO YOU AND WHAT KINDS OF FINANCIAL PRODUCTS DO THESE SERVICES RELATE TO?

Low Lippmann Wealth Advisers is authorised to provide product advice on, and to deal in, the following strategies and classes of products:

Strategies

Financial planning strategies including:

- Tax planning (in consultation with your tax adviser)
- Pre and post retirement planning
- Retirement income
- Investments
- Asset allocation and management advice
- Self-managed superannuation funds (SMSF)
- Wealth accumulation
- Wealth creation
- Gearing
- Life Insurance and risk management
- Social security advice
- Estate planning
- Business succession planning including life risk insurance
- Standard Margin lending
- Superannuation and rollover advice
- Ongoing advice and review services
- Aged Care

Product Classes

- Deposit and payment products limited to; basic deposit products and deposit products other than basic deposit products.
- Debentures, stocks or bonds issued or proposed to be issued by a government.
- Life Products including: Investment Life Insurance Products, and Life Risk Insurance Products.
- Interests in managed investment schemes including: Investor directed portfolio services.
- Retirement savings accounts (“RSA”) products (within the meaning of the Retirement Savings Account Act 1997).
- Securities.
- Standard Margin Lending Facility.
- Superannuation.

Your Adviser may only be authorised to provide advice in some of the above areas. Please refer to the Adviser Profile (Part 2 of this FSG) which sets out those areas your Adviser is not authorised to provide you with advice and recommendations.

Please note that only products approved by **Low Lippmann Wealth Advisers** may be recommended by the adviser.

If you hold a specific product which is under a class of product covered by the **Low Lippmann Wealth Advisers** licensee, your adviser may review and advise you on this product even though it is not on our APL. However, your Adviser will not be able to deal in, write or arrange further business on this product if it is not on our:

- APL;
- is a product on which they are not authorised to provide personal advice. The Adviser Profile (Part two of this FSG) outlines the classes of financial products on which they can provide advice.

We are only responsible for the financial products and services described in this FSG and on our APL. From 1 July 2014, new regulation requires your financial adviser to declare whether they are a registered (tax) adviser and the tax (financial) advice service they are authorised to provide.

NOT INDEPENDENT

Low Lippmann Wealth Advisers receives commission payment on Life Insurance Products. This allows us to advise and place your insurance without charging you, the client, directly but rather receiving remuneration from product issuers. By doing this we are not allowed to use the words Independent, Impartial or Unbiased when describing our business. For more information on this please ask your adviser.

THE PROCESS WE FOLLOW TO PROVIDE FINANCIAL SERVICES

Your adviser acts as our Authorised Representative when providing personal advice to you and therefore we are responsible for any advice given. Your adviser is under an obligation to act in your best interests in relation to any personal advice provided to you (known as the 'best interest duty').

Your adviser is authorised by us to give you personal advice, but in order for them to do so, you need to provide them with information about your needs, goals and objectives. If you choose not to provide your adviser with this information, any advice they provide may not be appropriate to your needs.

PROVIDING YOUR ADVISER WITH INSTRUCTIONS ON HOW TO BUY OR SELL FINANCIAL PRODUCTS.

You may specify how you would like to give your adviser instructions, for example, in writing, by telephone, fax or other means. However, in some instances your adviser will require your instructions to be in writing. For your own protection, you should not:

- sign any blank forms or documents
- appoint any financial adviser to act as your attorney or authorised signatory
- nominate any financial adviser to receive your statements without you also receiving a copy, or
- give your adviser unclear or misleading instructions or false information.

Other documents that you may receive in addition to the FSG and Adviser Profile, your financial adviser may provide you with the following documents:

- A Statement of Advice (SoA) or Record of Advice (RoA).
Before your adviser provides you with any personal financial product advice (personal advice), they will collect information about you, your objectives, financial situation and needs. The SoA will set out the advice and the basis upon which it is given. You may then decide whether or not to act on it. It will also set out information about our remuneration and your adviser's remuneration and disclose any associations or relationships which might reasonably be expected to influence them when providing the advice. Any subsequent personal advice that is provided to you may, if it is in relation that has already been provided to you, be documented in an ROA, provided there has not been a significant change in your personal circumstances or the basis upon which the initial advice was provided. Copies of all advice documents will be retained on your client file and you may request a copy by contacting your adviser.
- A Product Disclosure Statement (PDS).
If a particular financial product (other than securities) is recommended by your adviser you must also be provided with a PDS issued by the product issuer. The PDS contains information about the benefits, risks and other features of the product, which will enable you to make an informed decision about whether to purchase the product.

HOW WE, OUR ADVISERS (AND OTHER RELEVANT PERSONS) ARE REMUNERATED

Both we, and your adviser receive remuneration from:

- service and advice fees paid by you;
- Remuneration and other payments paid by product providers;
- other benefits.

All Fees and Remunerations must be paid to us, the Financial Services Licensee. No Fee or Remuneration is allowed to be paid to your Adviser directly or by way of direct debt to your adviser's account.

Service and advice fees paid by you

Your adviser will discuss and explain our fee structure with you before we provide you with any financial advisory services. The types of fees you can be charged are listed below. Also, you may be charged a combination, or part of, any of these fees:

- Fee for advice - your adviser may charge fees for the preparation and implementation of the advice. These fees will be based on your individual circumstances, the complexity of your situation and the time it takes to prepare personal financial advice for you.
- Ongoing advice fee - your adviser may charge a fee to provide ongoing portfolio reviews and/or for the provision of ongoing services. This fee will be either a set amount or based on the amount of funds under

our advice, and/or the time involved in reviewing your portfolio, e.g. an hourly rate. Your adviser will discuss these fees with you prior to giving you the advice.

- **General Advice / Execution Only instructions**

Where “General Advice” or an “Execution Only” instruction is provided, you may request particulars of remuneration payable to us and to your adviser, directly from your adviser. Please refer to the Adviser Profile attached for information about any portion of these fees that we may retain and please ask your adviser, or us, if you require further information about any of the fees and charges that you pay.

Payment methods

Our fees are either invoiced to you directly, or deducted from your investments, or a combination of these methods. Where it is debited from your investments, it is normally referred to as the Adviser Service Fee. In most instances, you will be able to select the method of payment that suits you best. Your Adviser will discuss and agree the method of payment with you before providing you with services. The specific fees and services that you will pay for will be set out in your SoA or other advice documents, your annual fee disclosure statement or client service agreement.

Your current options:

- You may choose to be charged a financial planning advice fee that is based on the time spent preparing your SoA (or other advice document) and is dependent on the complexity of the advice; or
- You may enter into a service agreement with your adviser that covers items such as ongoing advice, newsletters, annual reviews and portfolio valuation reports. You and your adviser should discuss the services to be included and the fee that you will pay. Alternatively, it will be set out in the service agreement provided by your adviser either before, or at the time, you are presented with your SoA.

Remunerations and other payments paid by product providers

If you implement a financial product through us, we may receive payments in the form of initial remuneration and/or ongoing remuneration from the financial product providers. These remunerations are included in the fees and premiums you pay for the product. This is not an additional cost to you.

Risk insurance products

We may receive initial remuneration from the life insurance company for risk insurance products that you purchase and we may also receive ongoing remuneration when you renew your policy. This remuneration is taken out of the premium that you pay and is not a separate charge to you. Applicable risk insurance remunerations are detailed in your SOA.

Referral arrangements

Your adviser may have referral arrangements or associations with other financial services providers, such as accountants. These are detailed in the Adviser Profile and may be referred to in any advice document provided to you.

HOW WE COLLECT, USE AND DISCLOSE INFORMATION

Your adviser will retain the following personal information on your client file:

1. A record of what you tell your adviser about your objectives, financial situation and needs to enable your adviser to give you personal advice.
2. A copy of all personal advice provided to you. This includes the Statement of Advice or Record of Advice (SoA or RoA) provided to you when you initially received personal advice, as well as any subsequent advice. and
3. Other records relating to the provision of financial services and advice given to you. Ask your adviser if you would like to examine your client file. You can request a copy of any advice document either by phone or in writing. Please allow at least seven working days to process your request.

If your adviser leaves our licence and starts providing financial services under another licensee, your information may be transferred to the new licensee. You will be advised of any such transfer prior to it taking place and you will be given the opportunity to remain with one of our **Lowe Lippmann Wealth Advisers** if you prefer to do so.

Your privacy

We are committed to maintaining the privacy and security of your personal information. Your personal information will be collected for the primary purpose of providing you with the services described in this FSG. If you do not provide the personal information requested, we may be unable to provide you with the financial services you have requested.

Anti-Money Laundering and Counter Terrorism

As a financial service provider, we have an obligation under the Anti-Money Laundering and Counter Terrorism Finance Act 2006 (Cth) to verify your identity and the source of any funds. This means that we will ask you to present identification documents to meet the ID requirements which are determined by the relevant regulator AUSTRAC. We will also retain copies of this information. In connection with providing our services to you, we may disclose information about you to your Authorised Representatives and to other professionals, such as insurance providers, superannuation trustees, product issuers, auditors and our service providers.

We may also disclose your information to external parties such as your accountant, banks, insurers, and product providers. In order to keep our costs competitive, our Practice uses specialist business support resources that are located in the following countries: Sri Lanka and The Philippines. The organisation/s we have contracted to support our business have confirmed to us they will adhere to the Australian Privacy Principles when dealing with your personal information. They will not contact you or share your information with any other party unless they have your express approval. Please refer to our Privacy Policy for more information about how we will handle your personal information, including how to access or correct your personal information and how to make a privacy related complaint.

Your Privacy

Your personal information will be handled in accordance with our Privacy Policy which outlines how we collect, use, store and disclose your personal information. For more information, including how to access or correct your personal information, or how to complain about a breach of the Australian Privacy Principles, please read our Privacy Policy which can be accessed on our website (www.llwa.com.au) or by contacting us on 03 9525 3777, by asking your adviser for a copy or by writing to:

Privacy Officer
Lowe Lippmann Wealth Advisers
Po Box 130 St Kilda Vic 3182

OUR COMPLAINTS HANDLING PROCESS

If you have a complaint about the financial services provided to you, you should take the following action:

1. Speak to your financial adviser about your concerns, or
2. Call the compliance manager on 03 9525 3777

If after speaking to us or your financial adviser, and your complaint is not resolved within five business days, please write to:

Compliance and Professional Standards Manager
Lowe Lippmann Wealth Advisers
PO Box 130
St Kilda Vic 3182
Or Email: info@llwa.com.au

We will try and resolve your complaint quickly and fairly. If your complaint cannot be resolved by us to your satisfaction or within 30 days, you may refer your complaint, free of charge, to the Australian Financial Complaints Authority, (AFCA) of which **Lowe Lippmann Wealth Advisers** is a member.

AFCA can be contacted on:-
1800 931 678
The Australian Financial Complaints Authority
PO Box 3 Melbourne Victoria VIC 3001

Alternatively, other matters can be referred to the industry regulator, the Australian Securities and Investments Commission (ASIC) on 1300 300 630 or via the website www.asic.gov.au.

Professional Indemnity (PI) Insurance Cover

Our professional indemnity insurance covers us and our authorised representatives for the services provided under our Australian Financial Service Licence. This includes claims relating to the conduct of staff and representatives who no longer work for us, but did so at the time of relevant conduct. Our policy meets the requirements of the Corporations Act 2001 (Cth).

PART 2 - ADVISER PROFILE

INTRODUCTION

This Adviser Profile is Part 2 of our Financial Services Guide (FSG) and provides you with further information about your Authorised Representative of **Lowe Lippmann Wealth Advisers**. The Adviser Profile must be read in conjunction with Part 1 of the FSG and if Part 1 is not attached please ask the adviser for this profile or contact **Lowe Lippmann Wealth Advisers** on 03 9525 3777.

WHO IS MY ADVISER?

Our Advisers are:

1. **Alexander du Plessis**, an Authorised Representative (AR No 296767) of Lowe Lippmann Wealth Advisers.

Alex du Plessis' contact details are:

Telephone: 03 9525 3777

Email: alex@llwa.com.au

Experience:

Alex, a Certified Financial Planner® professional, has been in the financial services industry since 2004 and is a Director of Lowe Lippmann Wealth Advisers Pty Ltd. He has a Masters in Applied Finance & Investment.

Qualifications:

Bachelor of Commerce

Master of Applied Finance

AICD - Graduate Australian Institute of Company Directors

Graduate Diploma of Financial Planning

Bachelor of Science

Memberships:

AICD - Australian Institute of Company Directors

CFP® - Certified Financial Planner® (Financial Planning Association)

How am I paid:

I receive a regular salary based on my experience and capability, I may also receive a bonus that is dependent on achieving key performance and business metrics as well as being eligible for shareholder distributions and dividends.

2. **Darren Krawitz**, an Authorised Representative (AR No 239770) of Lowe Lippmann Wealth Advisers.

Darren Krawitz's contact details are:

Telephone: 03 9525 3777

Email: darren@llwa.com.au

Experience:

Darren, a Certified Financial Planner® professional, has been in the financial services industry since 2000 and joined Lowe Lippmann Wealth Advisers in 2004. He became a Director in 2008 and is a specialist in holistic financial planning, focusing on the financial affairs and financial future of his clients to assist in their future well-being.

Qualifications:

Bachelor of Business (Finance/Financial Planning)

Memberships:

CFP® - Certified Financial Planner® (Financial Planning Association)

How am I paid:

I receive a regular salary based on my experience and capability, I may also receive a bonus that is dependent on achieving key performance and business metrics as well as being eligible for shareholder distributions and dividends.

3. **Daniel Weeks**, an Authorised Representative (AR No 428074) of Lowe Lippmann Wealth Advisers.

Daniel Week's contact details are:

Telephone: 03 9525 3777

Email: daniel@llwa.com.au

Experience:

Daniel, a Certified Financial Planner® professional, has been in the financial services industry since 2007 in both banking and private practice and joined Lowe Lippmann Wealth Advisers in 2020. Daniel became a Director of Lowe Lippmann Wealth Advisers Pty Ltd in January 2022. Daniel has a passion for education and quality advice and has a Masters of Applied Finance (Investment Management) in addition to specialist Aged Care and SMSF Accreditations to ensure that his clients are getting the very best advice.

Qualifications:

Diploma of Financial Services (Financial Planning) Graduate Diploma in Financial Planning
Advanced Diploma of Financial Services (Financial Planning) Graduate Certificate in Applied Finance
Master of Applied Finance

Memberships:

CFP® - Certified Financial Planner® (Financial Planning Association)

How am I paid:

I receive a regular salary based on my experience and capability, I may also receive a bonus that is dependent on achieving key performance and business metrics as well as being eligible for shareholder distributions and dividends.

WHAT KINDS OF FINANCIAL SERVICES ARE YOU AUTHORISED TO PROVIDE ME AND WHAT KINDS OF FINANCIAL PRODUCT/S DO THOSE SERVICES RELATE TO?

Alex, Darren and Daniel are authorised by Lowe Lippmann Wealth Advisers to provide product advice on all services and to deal in the strategies and classes of products listed on page 3.

Only products approved by **Lowe Lippmann Wealth Advisers** may be recommended by the adviser.

HOW ARE ANY REMUNERATIONS, FEES OR OTHER BENEFITS CALCULATED FOR PROVIDING THE FINANCIAL SERVICES?

The cost of providing a financial product or service to you will depend on the nature and complexity of the advice, financial product and/or service provided. The payment options for the provision of financial services will be discussed with you by your adviser and are as follows:

- Fee for service
- Implementation fees
- Transaction fees
- Brokerage/Remuneration
- Ongoing service fees
- Or a combination of the above depending on what best suits the client.

Please note that the type of payment option can also depend on the type of product and/or advice implemented, and your adviser will discuss this with you.

All fees, remuneration and brokerage payments received for the financial services provided are paid to **Lowe Lippmann Wealth Advisers**. All our advisers are salaried.