



**Barnett Lilley  
& Associates Pty Ltd  
Financial Consultants  
AFSL No: 237915**

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**ABN 90 074 689 599**

## FINANCIAL SERVICES GUIDE

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You have the right to ask us about our charges, the type of advice we will give you, and what you can do if you have a complaint about our services.

This Financial Services Guide (FSG) is intended to inform you of certain basic matters relating to our relationship, prior to us providing you with a financial service. The matters covered by the FSG include, who we are, how we can be contacted, what services we are authorised to provide, how we (and any other relevant parties) are remunerated, details of any potential conflicts of interest, and details of our internal and external dispute resolution procedures and how you can access them.

It is intended that this FSG should assist you in determining whether to use any of the services described below.

You should also be aware that you are entitled to receive a Statement of Advice whenever we provide you with any advice which takes into account your objectives, financial situation and needs. The Statement of Advice will contain the advice, the basis on which it is given and information about fees, commissions and associations which may have influenced the provision of the advice.

In the event we make a recommendation to acquire a particular financial product (other than securities) or offer to issue or arrange the issue of a financial product, we must also provide you with a Product Disclosure Statement containing information about the particular product which will enable you to make an informed decision in relation to the acquisition of that product.

Key information is set out in answer to the following questions



**FPA**

**FINANCIAL PLANNING  
ASSOCIATION  
of Australia Limited  
PRINCIPAL MEMBER**

# 1. Before you get our advice

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## ***Your Questions***

## ***Our Answers***

**Who is my adviser?** Your adviser will be Scott Lilley who is an Authorised Representative of Barnett Lilley & Associates Pty Ltd.

Scott is a Certified Financial Planner (CFP). He has a Bachelor of Commerce in Management Sciences from the University of Canberra, a Financial Planning Diploma from the Royal Melbourne Institute of Technology and has worked as a financial planner since 1996.

**Who will be responsible for the advice given to me?**

Scott Lilley is an authorised representative of Barnett Lilley & Associates Pty Ltd who is therefore responsible to you for any financial services your adviser provides. Barnett Lilley & Associates Pty Ltd is a financial consultancy firm, licenced to deal in securities by the Australian Securities and Investment Commission. (AFSL No 237915) The firm is also a principal member of the Financial Planning Association, an organisation that seeks to set industry standards for members in relation to education qualifications, professional conduct and ethics.

Barnett Lilley & Associates Pty Ltd is a member of the industry disputes resolution scheme – The Financial Industry Complaints Service Ltd.

**What financial services are available to me?**

There has been careful consideration of the type of services that BL&A will provide, and the most efficient way of providing these services.

These include:

- Lifestyle and retirement planning
- Budgeting (expenditure and debt management)
- Tax minimisation strategies
- Wealth accumulation strategies, including gearing strategies
- Superannuation benefits and strategies (public and private sectors)
- Salary packaging
- General investments (managed funds, wrap accounts, income and mortgage funds, fixed interest and cash management trusts)
- Allocated pensions and annuities
- Estate planning strategies
- Centrelink benefits for retirees and others

We do not give specific advice on direct shares, property, accounting, legal and insurance matters, as we have a network of highly skilled professionals available to assist you in these areas.

Clients who have placed investments with BL&A will receive a regular newsletter, which will cover issues of relevance. In addition to the newsletter, seminars will be conducted for clients from time to time when issues of importance arise

### **How are fees calculated and paid:**

We operate on a fee for service basis, charging an hourly rate of \$250 for work performed. This is effective from 1 July 2003 and is inclusive of GST. In return for this we will rebate any *entry fee* commissions which are payable on any recommended product. This is considered a more equitable way of operation than accepting commissions that will ultimately be removed from the investor's funds. We are able to provide an accurate estimate of the time required for given types of work.

The BL&A approach to investments is simplified as much as possible by using investments such as master trusts. With this type of product the investment manager is effectively delegated the chore of monitoring and changing fund managers as required. Essentially this style of investment removes ourselves out of the equation as much as possible, making a review necessary only every 12-18 months, or upon a change in circumstances of the individual or investment product

Most investments charge an ongoing management fee, which serves to pay for the expenses incurred by the fund manager in investing the money. The investments also pay a trail income to the adviser, which we choose to accept. These commissions range between 0.22% to 0.66% of funds under management. In addition to the trailing income, our organisation will on occasion receive allowances in the area of marketing, training and business development from the investment managers you invest with. In this regard Barnett Lilley & Associates Pty Ltd has adopted the Investment & Financial Services Association (IFSA)/Financial Planning Association (FPA) Industry Code of Conduct on Alternative Remuneration in the Wealth Management Industry. As a FPA member, an 'Alternative Form of Remuneration Register' is available which outlines the alternative forms of remuneration which are paid and received from givers and receivers. Registers are maintained by Fund Managers, IDSP (platform) providers, Representatives and Licensees. Our registers are available for inspection on request and on our website.

**Comprehensive Financial Plans:** A fee will be charged for ongoing interviews, preparation of a comprehensive financial plan and other advice (aspects of superannuation, Reasonable Benefit Limits, etc.) ranging from a minimum of \$450 to \$2,500 (incl. GST) for more complex plans. A fee may be charged for non-comprehensive advice starting from a minimum of \$250 (incl. GST) and based on a "job rate".

### **Government Employees Resignation, Redundancy or Retirement Advice:**

The delivery of forms to ComSuper, the associated paperwork and information regarding your retirement and subsequent changes in lifestyle will be subject to a minimum fee of \$250 per hour (incl. GST) and based on a "job rate".

### **Salary Packaging:**

A minimum fee of \$250 (incl. GST) is charged in advising, establishing, and processing a salary package via McMillan Shakespeare, Smart Salary, Salary Packaging Services (SPS) and Remunerator. An additional fee may apply for any further specific advice not relating to salary packaging.

### **Do you have Professional Indemnity Insurance?**

Barnett Lilley & Associates Pty Ltd has professional indemnity Insurance cover of \$1,000,000 for any one claim and \$3,000 000 in the aggregate, with the availability of two reinstatements, to cover business risks for giving advice.

## 2. When you get our advice

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### *Your questions*

### *Our answers*

**Do I get detailed information about actual commissions and other benefits my adviser gets for making the recommendations**

Yes. You have the right to know about details of commissions and other benefits your adviser receives for recommending investments. We will provide you with a Statement of Advice containing details of our fees and payments made to us by a Financial Product issuer/s when we make specific recommendations.

**Will you give me advice which is suitable to my investment needs and financial situation**

Yes. But you need to provide us with a list of your personal objectives, details of your current financial situation and any relevant information, so that we can offer you the most appropriate advice possible. 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 us not having your full personal information. You should read the warnings carefully.

**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 investment objectives, financial situation and needs. We also maintain records of any recommendations made to you. If you wish to examine your file, ask us and we will make the arrangements.

**Can I tell you how I wish to instruct you to buy or sell my investment?**

Yes. You may specify how you would like to give us instructions. For example by telephone, fax or other means.

### 3. If you have any complaints

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#### *Your questions*

**Who can I complain to if I have a complaint about the financial service?**

#### *Our answers*

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

1. Contact Scott Lilley with details of your complaint. If your complaint is not satisfactorily resolved within 3 days please recontact this office on (02) 6247 0099 or put your complaint in writing and send it to us at PO Box 5095 Braddon ACT 2612. We will try to resolve your complaint quickly and fairly.
2. If you still do not get a satisfactory outcome you can contact the Financial Industry Complaints Service Ltd on their toll free number 1300780808. Alternatively, you may prefer to write to the Financial Industry Complaints Service Ltd:

Chief Executive Officer  
Financial Industry Complaints Service Ltd  
31 Queen Street  
Melbourne Vic 3000  
PO Box 579, Collins Street West  
Melbourne Vic 8007  
Freecall - 1300780808  
Tel. (03) 8623 2000  
Fax. (03) 9621 2291  
Email [fics@fics.asn.au](mailto:fics@fics.asn.au)

**Please Note:** The Financial Industry Complaints Service is a free service and fully paid for by its members. We are a member of this scheme

The Australian Securities and Investment Commission (ASIC) also has a freecall infoline on 1300 300 630 which you may use to make a complaint and obtain information about your rights.

The Financial Planning Association of Australia Limited is the professional body representing most of Australia's licensed financial planners and advisers. Their address is PO Box 109, Collins Street West, Melbourne VIC 8007 and their toll free number is 1800 337 301.

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Barnett Lilley & Associates Pty Ltd  
Financial Consultants  
A.F.S.L. No 237915

Dated: 20 September 2006

# PRIVACY POLICY

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In accordance with legislative and privacy policy requirements, we are required to bring to your attention the following:

## OUR COMMITMENT

BL&A abide by the National Privacy Principles established under the *Privacy Amendment (Private Sector) Act 2001*. In addition to the National Privacy Principles, BL&A has also elected to adhere to the Financial Planning Association Professional Code of Conduct. As a licensed securities dealer, BL&A also adheres to Corporations Law.

## COLLECTION

As a financial planning organisation we are subject to certain legislative and regulatory requirements, which necessitate us obtaining and holding detailed information, which personally identifies you and/or contains information or an opinion about you. In addition, our ability to provide you with a comprehensive financial planning and advice service is dependent on us obtaining certain personal information about you, including:

- (a) employment details and employment history;
- (b) details of your financial needs & objectives;
- (c) details of your current financial circumstances, including your assets and liabilities (both actual and potential), income, expenditure, insurance cover and superannuation;
- (d) details of your investment preferences and aversion or tolerance to risk;
- (e) information about your employment history, employment circumstances, family commitments and social security eligibility, and in some circumstances, your general health; and
- (f) personal reference numbers including tax file numbers, bank account details, employee numbers, and investment reference numbers.

If you choose not to provide the personal information referred to above, you may be exposed to higher risks in respect of the recommendations made to you. You may also affect the adequacy or appropriateness of the advice we give you.

## USE & DISCLOSURE

We will not collect any personal information about you except when you have knowingly provided that information to us or authorised a third party to provide that information to us.

We are required under the Rules of Professional Conduct of the Financial Planning Association of Australia Ltd to make certain information available for inspection by the Association on request to ensure ongoing compliance with mandatory professional standards. This may involve the disclosure of your personal information. We are also obliged pursuant to the Corporations Act to maintain certain transaction records and make those records available for inspection by the Australian Securities and Investment Commission. From time to time we may also be required under other legislative and practice requirements to disclose your personal information, though we will not do this unless we see it as necessary.

We may use the personal information collected from you for the purpose of providing you with direct marketing material such as articles that may be of interest to you, however you may, by contacting us, request not to receive such information and we will give effect to that request. We will do this as soon as practicable.

We may disclose your Personal Information to superannuation fund trustees, insurance providers, and product issuers for the purpose of giving effect to your financial plan and the recommendations made by us.

In the event that we propose to sell our business we may disclose your personal information to potential purchasers for the purpose of them conducting due diligence investigations. Any such disclosure will be made in confidence and it will be a condition of that disclosure that no personal information will be used or disclosed by them. In the event that a sale of our business is affected, we may transfer your personal information to the purchaser of the business. As clients, you will be advised of any such transfer.

Your personal information is generally held in your client file. Information may also be held in a computer database.

In the event that you cease to be a client of BL&A, any personal information which we hold about you will be maintained in a secure storage facility for a period of 7 years in order to comply with legislative and professional requirements. Following this time, the information will be destroyed.

### **ACCESS & CORRECTION**

You may at any time, by contacting us, request access to your personal information and we will (subject to the following exceptions) provide you with access to that information. This will be done either by providing you with access to that information, by providing you with copies of the information requested, allowing you to inspect the information requested, or providing you with an accurate summary of the information held. We will, prior to providing access in accordance with this policy, require you to provide evidence of your identity.

We will endeavour to ensure that, at all times, the personal information about you, which we hold is up to date and accurate. In the event that you become aware, or believe, that any personal information that we hold about you is inaccurate, incomplete or outdated, you may contact us and provide to us evidence to demonstrate this. We will, if we agree that the information requires correcting, take all reasonable steps to correct the information.

We will endeavour to respond to any request for access within 14-30 days depending on the complexity of the information and/or the request. If your request is urgent please indicate this clearly.

### **COMPLAINTS RESOLUTION**

If you wish to complain about any breach or potential breach of this privacy policy or the National Privacy Principles, you should contact us by any of the methods detailed below and request that your complaint be directed to the Privacy Officer. Your complaint will be considered within 7 days and responded to. It is our intention to use our best endeavours to resolve any complaint to your satisfaction, however, if you are unhappy with our response, you are entitled to contact the Office of the Privacy Commissioner who may investigate your complaint further.

### **CONTACT US**

If you seek any further information from Barnett Lilley & Associates Pty Ltd about this Statement or our privacy policy generally, please contact our Privacy Officer at one of the reference points below:

Privacy Officer: Steve Walker  
Address: PO Box 5095, Braddon ACT 2612  
Telephone: 02 6247 0099  
Facsimile: 02 6247 0555  
Email: clients@blapl.com.au

### **ADDITIONAL PRIVACY INFORMATION**

Further information on privacy in Australia may be obtained by visiting the web site of the Office of the Federal Privacy Commissioner at <http://www.privacy.gov.au/>.