



Financial Services Guide

VERSION 6 • JUNE 2019

www.synchron.net.au

We welcome you to Synchron. Our initial obligation at the start of the relationship is to fully inform you of your rights and entitlements and detail the services we provide.

This Financial Services Guide (FSG) is intended to inform you of certain basic matters relating to your relationship with our Authorised Representative and with us, prior to you being provided with an authorised financial service. Subjects covered in this FSG include who we are, contact details for us and our Authorised Representative, how we and our Authorised Representatives are remunerated, what to do in the event of a complaint, and the method by which we engage our professional advice process.

It is intended that this document should assist you in determining whether to use any of the services described. It is our duty to provide you with this document at the first available opportunity.

This document is Part 1 of our FSG and should be read in conjunction with 'Part 2 – Adviser Profile', which will be given to you with this FSG. The two parts make up the FSG and the distribution has been approved by Synchron.



Getting started

Who is your Adviser?

Your adviser is an Authorised Representative of Synchron. Details of your adviser and the charging methodology are contained in the attached Adviser Profile.

Who is responsible for the advice given to you?

Synchron is responsible for the financial services provided to you.

What financial services are offered?

Synchron is the holder of an Australian Financial Services (AFS) Licence which allows us to provide financial product advice and deal in the following financial products:

- ▶ Deposit Products
- ▶ Non Basic Deposit Products
- ▶ Government debentures, stocks or bonds
- ▶ Life insurance investment products
- ▶ Life insurance risk products
- ▶ Managed Investments including Investor Directed Portfolio Services
- ▶ Managed Discretionary Accounts
- ▶ Retirement Saving Accounts
- ▶ Securities
- ▶ Standard Margin lending facilities
- ▶ Superannuation

The Adviser Profile page outlines the financial services that your adviser is authorised to provide on behalf of Synchron. Your adviser is also not able to provide advice on products that are not on Synchron's Approved Product List or have not otherwise been approved by Synchron.

Before receiving advice

Will we provide you with advice suitable to your needs and financial circumstances?

Yes. In order for us to provide quality advice, you need to supply us with your individual objectives, financial situation and needs. You have the right not to divulge this information; if you do not wish to do so then we are required to warn you that before acting on the advice provided, you will need to consider the appropriateness of the advice with regards to your personal situation and needs. You should ask your Authorised Representative about these consequences if you are not sure.

What should you know about the risks of the financial products or strategies we recommend to you?

Our Authorised Representative will explain to you any significant risks of the financial products and strategies which are recommended to you.

What information do we maintain in your file and can you examine your file?

Our Authorised Representative will maintain a record of your personal profile, which includes details of your objectives, financial situation, needs, copies of recommendations made to you and any products acquired by you.

If you wish to examine your file, we ask that you make a request in writing and allow up to fourteen (14) working days for the information to be forwarded. You may be charged a fee to cover the cost of verifying the application and locating, retrieving and copying any material requested. If the information sought is extensive, you will be advised of the likely cost in advance and we can help to refine your request if required.

Provision of advice

When will you receive a Statement of Advice?

You are required to receive a Statement of Advice whenever our Authorised Representative provides you with personal advice which takes into account your objectives, financial situation and needs. This Statement of Advice will contain the basis on which the advice is given, personal information, recommendations and information about fees, remuneration and associations which may have influenced the provision of the advice.

Thereafter, if your circumstances have not significantly changed, our Authorised Representative can provide you with another Statement of Advice or a Record of Advice as a confirmation of the advice provided. You are able to request a copy of these documents from our Authorised Representative at any time up to a period of seven years.

Product Disclosure Statement

When our Authorised Representative makes a recommendation to acquire a particular financial product, you must also be provided with a Product Disclosure Statement from the issuing product provider which gives full details of the recommended product to assist in making an informed decision to acquire that product.

How will you pay for the services provided?

A fee may be charged for our services. This may be waived or partially offset by brokerage, commission or fees if you proceed. Upon implementation of the recommendations, our Authorised Representative may receive an upfront fee, commission (for risk insurance products) or a combination of both depending on how you agree to pay for the services. Fees can be based on total funds placed, the time spent on the services you receive, or as agreed between you and our Authorised Representative. Costs and remuneration will be disclosed in your Statement of Advice.

All fees and commissions are paid to Synchron, which deducts a fee for the services it provides as the licensee and then pays the balance to your adviser subject to any agreements. Some of our Authorised Representatives have referral arrangements with other professionals. Where a referral agreement is in place between the Authorised Representative and a third party, a fee may be paid or received. Detailed disclosure of amounts and percentages will appear in your Statement of Advice if applicable.

A review service fee may also be payable from time to time, depending on any extra work required such as a major restructuring. Further details are provided in the Adviser Profile section.

Life Insurance advice

If you decide to purchase a life insurance product, unless stated to the contrary in your Statement of Advice, Synchron has elected to receive commission from the product providers and not invoice you directly for services provided. Please refer to the "Adviser Profile" section of this FSG for further details.

If you do not continue with a purchased life insurance product for a full 24 months, the commission received by Synchron is returned to the insurance company, and you may then be invoiced for this amount.

Investments and Superannuation advice

If you decide to proceed on the investment or superannuation advice provided, the fee you may be charged may be dollar based or may be calculated as a percentage of the amounts invested. The fee may also be reflective of an hourly rate. For details, please refer to the enclosed Adviser Profile section.

Conflicts of Interest

Synchron and our Authorised Representative may receive "additional benefits", from product providers we deal with such as:

- ▶ Contributions to our training and education budget used for making available professional development to our Authorised Representatives, and/or
- ▶ Small gifts or entertainment.

"Additional benefits" are not permitted to be paid to our Authorised Representative if they are as a result of, or conditional on, the amount of business an Authorised Representative gives to a product provider.

Synchron holds no interest in or investments in any product provider. Synchron has put measures in place to ensure that these "additional benefits" will not influence any financial product advice provided by Synchron Authorised Representatives.

The directors of Synchron are also directors of Valant Capital Pty Ltd, and own shares in Valant Capital Pty Ltd, so they may receive benefits from Valant such as dividends. Synchron also provides financial accommodation to Valant in the form of a loan. No benefits or incentives are offered to Authorised Representatives to use Valant.

Where Synchron Medical is used to complete your medical or pathology reports, your adviser may receive a payment of \$20 per referral (this amount may be subject to change).



Dispute Resolution

Who can you complain to if you have a complaint about the provision of financial services to you?

If you have any complaints about a financial service provided to you by a Synchron Authorised Representative, you should take the following steps:

1. Contact your Authorised Representative and tell them about your complaint.
2. If your complaint is not satisfactorily resolved within three working days, or you would prefer not to contact your Authorised Representative, please contact the Complaints Manager at Synchron via any of the following methods:
 - ▶ by email to compliance@synchron.net.au;
 - ▶ by mail to PO Box 438 North Melbourne, Victoria 3051;
 - ▶ by phone at 03 9328 3900; or
 - ▶ via the online form at <http://synchron.net.au/contact.php>.
3. Synchron will endeavour to resolve all complaints within 45 days of lodgement. Should there be special circumstances relating to the complaint, such that it is not reasonable for the complaint to be resolved in that time, Synchron will inform you of the reasons for the delay. We may request an extension of time up to a total of 90 days.
4. If Synchron has not responded within 45 (or 90) days or you are not satisfied with the response, you can lodge a dispute with the Australian Financial Complaints Authority. This service is provided to you free of charge.

Australian Financial Complaints Authority (AFCA)

AFCA is a free and independent dispute resolution scheme.

Phone: 1800 931 678

Website: www.afca.org.au

Address: GPO Box 3, Melbourne VIC 3001

The Australian Securities and Investments Commission (ASIC) also has a free call info line on 1300 300 630 which you may use to make a complaint and obtain information about your rights.

Does Synchron have Professional Indemnity Insurance in place?

Yes, Synchron has Professional Indemnity Insurance, in accordance with s912B of the Corporations Act 2001, covering itself and its Authorised Representatives for breaches of professional duty whilst conducting their professional services. Subject to the policy terms and conditions of cover, the policy extends to include cover for professional indemnity claims made against past employees and Authorised Representatives who no longer work for Synchron but who did at the time of the relevant conduct.

Statement of Synchron's Privacy Policy

Synchron is committed to ensuring the confidentiality and security of the information provided by you to us. We support and embrace the Australian Privacy Principles set out in the Privacy Amendment (Private Sector) Act 2000 and the protection afforded by this act for the security of private information held on ordinary Australians.

A full copy of our Privacy Policy is available on our website www.synchron.net.au.

We also need to collect copies of your identification to meet our obligations under the Anti-Money Laundering and Counter Terrorism Financing Act 2006. We may also request that you provide us with your Tax File Number, however if you choose not to, there may be tax implications for you.

If you have any complaints about how we handle your private information, please contact us as set out above. We take your privacy seriously and will address your concerns through our complaints handling process. If you believe you do not receive a satisfactory resolution to your concerns, you may contact the Office of the Australian Information Commissioner (OAIC). The website of the OAIC is www.oaic.gov.au.

Synchron Executive Directors:

Don F Trapnell & John L Prossor

Postal: PO Box 438, North Melbourne VIC 3051

Phone: 03 9328 3900

Fax: 03 9328 4031

Email: info@synchron.net.au

Website: www.synchron.net.au

Adviser Profile

Your Questions - Our Answers

Who will be providing the financial services to me?

Glenn Pitt and Beachside Financial Services Pty Ltd t/as Beachside Financial Services are Authorised Representative Nos 292191 and 310519 (respectively) acting under authority from Synchron.

Beachside Financial Services

Business Address:

PO Box 1874

Dee Why NSW 2099

Ph No: 1300 794 340

Fx No: 1300 794 350

Mb No: 0410 052 115

Email: glenn@beachsidefinancial.com.au



Who is my adviser?

Your adviser will be Glenn Pitt and Beachside Financial Services who are both authorised to act on behalf of Synchron.

We are a full service Financial Advice business based in Sydney's Northern Beaches precinct with a primary goal of enabling busy clients to regain control of their personal finances. We provide our clients with **sophisticated and highly personalised financial advice**. We focus on establishing a holistic view of the client's financial and non-financial priorities to help us develop a plan that will achieve a client's life plans and dreams in line with their personal values.

Our client philosophy is clear and simple:

- Your interests always come first.
- We will partner with you to provide high quality outcomes that help you to achieve your personal financial and lifestyle goals throughout life's journey.
- Our number one goal is to empower you to be in control of your financial life.

Put simply, we solely work for our clients.

What kinds of financial services are you authorised to provide me and what kinds of products do those services relate to?

Glenn Pitt is a Principal of Beachside Financial Services who are both authorised by Synchron to offer you the following services:

- Provide financial product advice; and
- Deal in a financial product by arranging for a financial product to be acquired, disposed of, or varied.

In respect of the following financial products:

- Deposit and Payment Products
- Debentures, Stocks or Bonds issued by a Government
- Life Products, including:
 - Investment Life Insurance Products
 - Life Risk Insurance Products
- Interests in Managed Investment Schemes (incl IDPS)
- Retirement Savings Account Products
- Superannuation
- Securities
- Self-Managed Superannuation Funds
- Standard Margin Lending Facility

We will only recommend a product or strategy to you after considering its suitability for your individual situation and needs.

We do not provide advice in any other area of insurance or investments but can refer you to a professional who specialises in other areas if requested.

Any arrangements you make with the other professional will be strictly between you and that person and neither Synchron nor our Authorised Representative accept any responsibility or liability for the advice given.

Do you receive remuneration, commission, fees or other benefits in relation to providing the financial services to me and how is that commission calculated?

Beachside Financial Services will be paid 100% of the brokerage and/or fees received by Synchron minus a fee of 9% for the provisions of professional services from Synchron.

This brokerage is used to provide income after paying for the normal expenses incurred with running a business (eg rent, vehicle, computer, stationery, professional fees etc).

Insurance Monitoring:

Internal databases are maintained detailing client's insurances that were recommended by our Authorised Representative on behalf of Synchron. This does not constitute portfolio monitoring.

Note: This Financial Services Guide V6 Issue 1 is for the sole use by Glenn Pitt and Beachside Financial Services only and was prepared on 14th February 2020, issued with the authority of Synchronised Business Services Pty Ltd t/as Synchron, Australian Financial Services Licence No. 243313 Life Insurance Broker.

[This Adviser Profile, together with the Client Receipt page, is Part 2 of our Financial Services Guide and should be read in conjunction with Part 1 as a complete document.](#)



How we charge for our services

Unless otherwise stated, all fees and commissions are inclusive of GST and the fees could be greater than those disclosed below in complex cases. In this instance, we will inform you of the exact fee payable promptly in writing.

Initial consultation At our expense

Advice preparation

If you elect to pay us a fee for advice the following fees will apply. The fees will depend on the size of the investment portfolio and the complexity of the advice:

The Statement Of Advice Preparation fee typically charged is between \$2,200 and \$5,500 depending upon complexity and number of entities involved.

For example, complex advice that contain multiple goals, strategies and/or tax structures including but not limited to; self-managed superannuation Funds, family trusts and companies, are likely to be charged closer to the maximum. Less complex advice that addresses limited goals, strategies and tax structures are likely to be charged closer to the minimum.

For this SOA Advice Preparation fee you receive a highly customised, professional document that sets out the advice being provided and a full disclosure of all needed information associated with recommendations within the Statement of Advice.

Advice Implementation (Fee For Service Year 1)

If you wish to implement the recommended strategies as agreed following the SOA being produced, an Advice Implementation fee will apply. The fees will depend on the size of the investment portfolio and the complexity of the advice:

Portfolios less than \$200,000:	Implementation fee of between \$1,100 and \$2,200
Portfolios \$200,000 to \$500,000:	Implementation fee of between \$2,200 and \$3,300
Portfolios \$500,000 - \$1 Million:	Implementation fee of between \$3,300 and \$4,400
Portfolios over \$1 Million:	Implementation fee of between \$4,400 and \$5,500

Borrowed funds – if we recommend you acquire investments using borrowed funds then your implementation fee will be a minimum of \$330 and a maximum of \$5,500.

When a fee for service is agreed, no commissions are charged upon investment products (i.e. any commissions available from product providers are fully rebated to clients). In this way potential conflicts of interests are removed, and in many situations the commissions refunded to the client may be greater than the service fee charged.

The implementation service fee covers initial deployment of the agreed strategy and management of your investments, an annual portfolio review meeting and periodic reports issued.

The implementation service fees are tax deductible for clients. The implementation service fee may be collected monthly through the product issuer or paid directly by you via credit card, direct debit or cheque.

Ongoing fee for advice	If you elect to pay a fee for the ongoing review of your financial planning strategy, the ongoing fee is based on the complexity of ongoing advice and the services provided.										
(Fee for Service Year 2+)	<table> <tr> <td data-bbox="288 277 663 313">Portfolios less than \$200,000:</td><td data-bbox="746 277 1385 313">Ongoing Advice fee of between \$1,100 and \$2,200</td></tr> <tr> <td data-bbox="288 322 663 358">Portfolios \$200,000 - \$500,000:</td><td data-bbox="746 322 1385 358">Ongoing Advice fee of between \$2,200 and \$3,300</td></tr> <tr> <td data-bbox="288 367 663 403">Portfolios \$500,000 - \$1 Million:</td><td data-bbox="746 367 1385 403">Ongoing Advice fee of between \$3,300 and \$4,400</td></tr> <tr> <td data-bbox="288 412 663 448">Portfolios \$1 Million - \$2 Million:</td><td data-bbox="746 412 1385 448">Ongoing Advice fee of between \$4,400 and \$5,500</td></tr> <tr> <td data-bbox="288 456 663 492">Portfolios over \$2 Million:</td><td data-bbox="746 456 1385 492">Ongoing Advice Fee is between \$5,500 and \$11,000</td></tr> </table>	Portfolios less than \$200,000:	Ongoing Advice fee of between \$1,100 and \$2,200	Portfolios \$200,000 - \$500,000:	Ongoing Advice fee of between \$2,200 and \$3,300	Portfolios \$500,000 - \$1 Million:	Ongoing Advice fee of between \$3,300 and \$4,400	Portfolios \$1 Million - \$2 Million:	Ongoing Advice fee of between \$4,400 and \$5,500	Portfolios over \$2 Million:	Ongoing Advice Fee is between \$5,500 and \$11,000
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	Borrowed funds – if we recommend you acquire investments using borrowed funds then your ongoing fee will be a minimum of \$330 and a maximum of \$5,500 pa.										
	When a fee for service is agreed, <u>no commissions are charged upon investment products</u> (i.e. any commissions available from product providers are fully rebated to clients). In this way potential <u>conflicts of interests are removed</u> , and in many situations the <u>commissions refunded to the client may be greater than the service fee charged</u> .										
	The ongoing service fee covers ongoing advice and management of your investments, an annual portfolio review meeting and periodic reports issued.										
	The ongoing service fees are tax deductible for clients. The ongoing service fee may be collected monthly through the product issuer or paid directly by you via credit card, direct debit or cheque.										
	We will receive ongoing commission (as detailed below) for any life insurance or loan products you have in addition to this fee.										
Execution only service	Where we provide a financial service to facilitate buying or selling of a specific financial product as instructed by you, a one-off minimum of \$165 and a maximum of \$330 fee may apply.										
Stamping Fees	Where we receive stamping fees from issuer companies for raising capital or debt on behalf of that company, we will offset this payment against the cost of our advice to you.										
Ad hoc advice	Where you do not wish to participate in an ongoing service fee arrangement but require ongoing advice on an ad hoc basis, an hourly fee of between \$330 and \$440 may apply.										
Margin loans	<p>The relevant product issuer will pay an ongoing commission between 0% and 0.88% of the outstanding loan balance.</p> <p>Commissions are paid to us by the product provider and are not an additional cost to you.</p>										
Pre-existing arrangements	For clients already in a pre-1 July 2013 commission arrangement, we may receive commission on investment and superannuation products or margin lending products. For investment products and superannuation products, the relevant product issuer will pay initial commission between 0% and 5.5% and ongoing commission between 0% and 0.88% of the value of your investments for as long as you hold the product. For margin loans the relevant product issuer will pay an ongoing commission between 0% and 0.88% of the outstanding loan balance. Commissions are paid to us by the product provider and are not an additional cost to you.										

Insurance products

Where we arrange a life insurance product for you, the relevant insurer will pay an initial commission to us. The commission is calculated as a percentage of the premium paid (and may include health, occupational, frequency and modal loadings and policy fees, but excludes stamp duty).

Annual commission will also be paid when you renew your policy each year.

The rates of initial and ongoing commission will depend on the date the policy is issued and are set out in the table below:

Date policy is issued	Initial Commission (% of annual policy cost including GST)	Ongoing Commission (% of annual policy cost including GST)
From 1 January 2019	up to 77%	up to 33%
From 1 January 2020	up to 66%	up to 33%

We may receive commission at pre 1 January 2018 rates if:

- you increase your cover, add new cover or otherwise amend a policy purchased by you before 1 January 2018; and
- that policy amendment results in commission receivable by us, and
- that policy amendment is eligible for pre-1 January 2018 commission rates.

Example (all figures include GST):

You purchase the policy for \$1000 on 1 December 2019. We may receive an initial commission of up to \$700 ($\$1000 \times 77\%$) in the first year and ongoing commissions of \$330 per annum ($\$1000 \times 33\%$) for as long as you continue to hold the policy.

If you increase your cover on 1 July 2020 for a cost of \$500, we may receive an initial commission of up to \$330 ($\$500 \times 66\%$). The ongoing commissions on the additional cover may be up to \$165 ($\$500 \times 33\%$). This is in addition to the ongoing commissions of \$330 per annum when the policy was purchased. Total ongoing commissions payable to us may be up to \$495 ($\$1500 \times 33\%$).

Please note that the initial and ongoing commissions on life insurance products are paid to us by the product provider and are not an additional cost to you.

Financial Services Guide



Financial Services Guide Receipt

I/We confirm that a Synchron Financial Services Guide has been provided to me/us together with an Adviser Profile Insert.

Financial Services Guide Version is: FSG Version 6 Issue 1 dated 14th February 2020.

Client Name	Client Signature	Date
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Client Name	Client Signature	Date
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Glenn Pitt	Adviser Signature	Date
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OR

I confirm that a copy of the Financial Services Guide dated 14th February 2020 was sent via email/post to:

Client Name:.....

Glenn Pitt	Adviser Signature	Date Sent
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