

Financial Services Guide (FSG)

Welcome to MKS Wealth Management Pty Ltd (MKS Wealth Management), holder of Australian Financial Services Licence No. 322207. MKS Wealth Management is a Financial Planning firm located in Surrey Hills, east of Melbourne.

Purpose of this document

This document is designed to help you understand more about MKS Wealth Management and to assist you in making an informed decision in relation to the use of our services. It contains important information about:

- The Authorised Representatives of MKS Wealth Management who will provide the financial services offered in this FSG,
- The types of financial services and products we offer you,
- How we are paid,
- Details of any associations or relationships that could create potential conflicts of interest, and
- Our complaints handling procedures and how you can make use of them.

Other documents you could receive

If we give you personal financial product advice, you will also be provided with a *Statement of Advice* (SoA) which sets out key information and statements including the advice provided to you, the basis upon which the advice is provided and details about fees and commissions (if any) that may be paid to us.

If we recommend that you acquire a financial product, you will be provided with a document called a *Product Disclosure Statement* (PDS). The purpose of a PDS is to assist you in deciding whether or not to acquire that particular financial product; it contains information about the financial product such as its significant benefits and risks.

Please retain this document for your future reference.

MKS Wealth Management

MKS Wealth Management's details are as follows:

Business Address

Suite 6, 651 Canterbury Road
SURREY HILLS VIC 3127

Postal Address

P.O. Box 385
MONT ALBERT VIC 3127

Phone: (03) 9899-2671

Fax: (03) 9899-4657

Email: contact@mkswealth.com.au

MKS Wealth Management's Financial Advisers

Below we provide details of the financial planners who have been authorised by MKS Wealth Management (as its authorised representative) to provide you with the financial services offered on MKS Wealth Management's behalf.

➤ **Allan Meates** (Authorised Representative No. 240632)

Allan Meates is a CERTIFIED FINANCIAL PLANNER™ who entered the financial planning industry in 1988 and consults to a number of clients from varying backgrounds.

In addition to general investment advice, he provides specific strategic advice on superannuation (including self managed superannuation funds), wealth accumulation, taxation, estate planning and risk management.

➤ **David Kollmorgen** (Authorised Representative No. 240637)

David Kollmorgen has been working as an accountant since 1992 and specifically, in the financial services sector since 2000. David's experience in financial service advice includes superannuation, self managed superannuation funds, investments, taxation, financial planning, estate planning and general accounting. David has provided wealth management and strategic investment advice to individuals, self managed and corporate superannuation funds and foundations.

David has a Bachelor of Business (Accounting - RMIT), is a CERTIFIED FINANCIAL PLANNER™ and is a Chartered Accountant (Financial Planning Specialist).

➤ **Matthew Smith** (Authorised Representative No. 301211)

Matthew Smith has a Bachelor of Commerce Degree and Graduate Diplomas in Applied Investment and Finance and Financial Planning.

Matthew has been involved in the financial services industry since 2002 and has experience in developing strategies involving superannuation, tax planning, investments, risk management and overall financial planning.

Which financial services and products are we licenced to offer?

We can provide you with the following services:

- Financial Planning,
- Investment Planning,
- Retirement Planning,
- Estate Planning,
- Superannuation and Rollover Strategies,
- Information on Social Security Benefits, and
- Investment Portfolio Review Services.

Authorised Representatives of MKS Wealth Management are authorised to provide both general and personal advice and deal in the following financial products:

- Managed Investment Products,
- Superannuation,
- Securities,
- Government Debentures, Stocks and Bonds,
- Deposit and Payment Products,
- Standard Margin Lending Products,
- Life Products including Investment, Insurance and Risk Insurance Products, and
- Retirement Savings Account Products,

MKS Wealth Management can provide this advice to retail and wholesale clients. We will only recommend a product after considering its suitability to an investors objectives, financial situation and needs.

It is also a requirement that MKS Wealth Management maintain professional indemnity insurance in order to provide financial services to retail clients.

How do we prepare and provide you with suitable personal advice?

The law requires that any advice we provide must be appropriate to your personal circumstances, having regard to our investigation and consideration of those circumstances. You have the right not to tell us personal information. However, if you do not tell us, the advice you receive may not be appropriate to your needs, objectives and financial situation.

Outlined below is the step-by-step process that we will follow to ensure you are provided with quality financial advice that is relevant to your needs.

We will:

1. Meet with you for an initial consultation – during this meeting we will find out what your expectations are and provide you with full details of the services we are authorised to provide. We will also inform you how we are paid for our services.
2. Collect all information needed from you – we call this fact finding. This means we will ask questions about you – it is our obligation to inquire about your personal circumstances, including, helping you to determine your attitude towards risk.
3. Help you to identify your goals and current financial position – including identification of potential problems or constraints that may affect our Statement of Advice (SoA).
4. Consider strategies and issues (such as taxation, social security and estate planning) – based on this we will develop and present you with written recommendations in the form of an SoA.
5. Discuss the recommendations with you, make any changes you require and obtain your agreement to implement those recommendations.
6. Implement the agreed recommendations from your SoA.
7. Under agreement, periodically review your objectives, financial situation and needs.

You should read the information contained in the SoA carefully before making any decision relating to any financial product(s) recommended to you. Further advice, in the form of a RoA (Record of Advice), may be provided where the client's objectives, financial situation and needs have not altered significantly since the initial advice (SoA) was provided.

How to provide instructions

We prefer written instructions to the fax number, postal or email addresses set out . However, if the matter is urgent, you may provide instructions to us by telephone and confirm them in writing.

How is MKS Wealth Management remunerated?

MKS Wealth Management may be paid by various methods set out below for financial services provided to you:

1. Charging a set fee or an hourly rate for service provided directly to you, or
2. Receipt of adviser service fees in relation to Master Trusts and Wrap platforms.

In most instances you will be able to select the method of payment that suits you best.

We will discuss and agree the method of payment with you before we provide any financial services to you, and if you receive personal financial advice, you will be provided with an SoA which sets out any remuneration and other benefits (in percentage terms and where possible, in actual dollar amounts). If the exact amount is not known at the time you are given the SoA, the SoA will set out the manner in which the remuneration and any other benefits is to be calculated. The SoA will also set out what, and when, you have to pay any fees.

1. Fee for Service / Hourly Rate

Where we charge fees for service or hourly rates for any of the services we provide you, a full explanation of those fees and rates will be set out in a Schedule of Fees. Time charges generally vary between \$220 and \$330 per hour (including GST).

2. Adviser Service Fee

If your Adviser has recommended that you invest in a Master Trust or a Wrap platform, you may agree for the product issuer to pay MKS Wealth Management a fee based on a percentage of funds invested, payable on an ongoing basis while the investment is still in place. This fee will generally vary between 0.55% and 1.1% of the funds invested.

How are Advisers remunerated?

All Authorised Representatives of MKS Wealth Management are remunerated by salary. Annual bonuses may also be paid and will depend on several factors, including company performance and professionalism and adherence to compliance procedures.

In line with the FCS/FPA Industry Code of Practice on Alternative Forms of Remuneration, a public register is also maintained by your Adviser and MKS Wealth Management, outlining the alternative forms of remuneration that are received.

These registers are available for inspection on request. To request a copy, contact our Compliance Manager on (03) 9899-2671. Please note that the information will be provided within 7 days of receiving the request.

Will anyone be paid for referring me to you?

No. It is not our policy to seek business from sources requiring a referral fee and no referral fees are paid

Does MKS Wealth Management have any relationships or associations with financial product issuers?

MKS Wealth Management does not have any relationships or associations with financial product issuers. As a result, we are free to recommend products that we feel best suit our clients' needs.

How to make a complaint

If you are not satisfied with the service or advice you receive from us, you are entitled to make a complaint. To make a complaint, please follow the steps set out below:

- 1.** Contact your Adviser directly and tell them about your complaint. If you prefer, you are welcome to speak to the Complaints Manager.
- 2.** If your complaint is not satisfactorily resolved within ten business days, we will write to you informing you of how we are handling your concerns. At MKS Wealth Management, our philosophy in dealing with complaints is to be "quick and fair".
- 3.** If, after 45 days, we have been unable to resolve your complaint, you may address your complaint to the Australian Financial Complaints Authority (AFCA) -

Telephone:

1800 931 678

Website:

www.afca.org.au

Liability/Professional Indemnity Insurance

Liability limited by a scheme approved under Professional Standards Legislation.

We maintain Professional Indemnity Insurance, subject to terms and conditions, which complies with legislative requirements and also with s912B of the Corporations Act 2001. This insurance also covers claims in relation to the conduct of representatives/employees who have ceased working for the licensee (but who did at the time of the relevant conduct).

Safeguarding your privacy

At MKS Wealth Management we are committed to safeguarding your privacy. We collect your personal information to ensure that we are able to provide you with the products and services most appropriate to your needs. For further information on our Privacy Policy, please talk to your Adviser.

If you have any further questions about the financial services MKS Wealth Management provides, please contact your Adviser.

MKS Wealth Management Pty Ltd

ABN: 61 074 794 435

AFS Licence No. 322207

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