



FINANCIAL SERVICES GUIDE

**Understanding the advice process
and our relationship with you**

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CENTREPOINT
ALLIANCE

Matrix Planning Solutions Pty Ltd ABN 45 087 470 200 | Australian Financial Services Licence (AFSL) Number 238256. Part of the Centrepoint Alliance group

PURPOSE

This Financial Services Guide (FSG) explains the financial services and advice provided by Matrix Planning Solutions and your Financial Adviser (Adviser), who is an authorised representative of Matrix Planning Solutions. The FSG provides information on what to expect during the financial advice process including the types of documents you are likely to receive, how we manage privacy, related parties and potential conflicts of interests, and how we manage complaints.

This FSG should be read in conjunction with the Adviser Profile. The Adviser Profile contains important information about your Adviser including their relevant authorised representative number, areas of authorisation, how they get paid and fees that you may be charged. If you have not received an Adviser Profile, please ask your Adviser for a copy or contact us directly.

Please take the time to review both the FSG and the Adviser Profile before engaging our services.



Not Independent

Matrix Planning Solutions is a wholly owned subsidiary of Centrepoint Alliance Limited. The Centrepoint Alliance group issue and distribute financial products, and receive benefits from product issuers.

Matrix Planning Solutions and our Advisers may receive commissions associated with the issue of life insurance products.

For these reasons, we do not represent ourselves as independent, impartial or unbiased.

Please refer to the Remuneration section for more information.

FINANCIAL SERVICES AND PRODUCTS WE CAN PROVIDE

Matrix Planning Solutions can offer the follow services and products. Your Adviser's specific authorisations are included within their personalised Adviser Profile.



Superannuation and Retirement Planning

Personal Superannuation

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Corporate Superannuation

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Industry and Public Sector Superannuation

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Pensions and Annuities

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Self-Managed Superannuation

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Centrelink/Veterans' Affairs Assistance

•

Aged Care



Wealth Creation and Investments

Cash and Term Deposits

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Investment Bonds

•

Managed Investments

•

Exchange Traded Products

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Listed Securities (Shares and other products)

•

Derivatives

•

Margin Lending

•

Gearing



Wealth Protection

Term Life Insurance

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Total and Permanent Disability (TPD) Insurance

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Trauma Insurance

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Income Protection Insurance

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Business Insurance

•

Insurance Claims Assistance



Other Financial Planning Services

Budgeting and Cashflow Management

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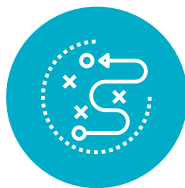
Debt Management

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Estate Planning Assistance

THE ADVICE PROCESS AND DOCUMENTS YOU MAY RECEIVE

Your Adviser will guide you through the advice process. This includes the following steps:



Engagement and Discovery

In the initial stages of the advice process your Adviser will work with you to define your financial goals and objectives, and gather relevant information required to provide you with appropriate advice.

Your Adviser will generally collect relevant information within a Fact Find and file notes. You can expect to be asked questions related to your income, expenses, assets, liabilities, insurances and superannuation. It is important that you provide accurate information and keep your Adviser informed of any changes to your relevant circumstances. A declaration section is included to enable you to consent to your personal information being collected and stored. Please refer to the 'Privacy' section for more information on how we manage your privacy.

Where your goals relate to investment or superannuation advice your Adviser will also work with you to define your level of risk tolerance. A Risk Profile Questionnaire is generally used to document and agree upon your level of risk tolerance.

Your Adviser may also use an engagement document to define the arrangement with you, and fees that may apply.

Your Adviser will also need to verify your identity to comply with Anti-Money Laundering and Counter Terrorism Financing laws.

Strategy and Personal Advice

After obtaining relevant information, your Adviser will conduct research and develop a strategy to assist you to meet your goals and objectives. The strategy is typically developed using specialised financial planning software.

Where personal financial product advice is being provided, the strategy will be documented in a Statement of Advice. The Statement of Advice will include the basis of the advice, explanation of strategies and products recommended and relevant disclosures including costs of advice and products. The Statement of Advice includes an authority to proceed section where you can consent to proceed with the recommendations.

Where a financial product has been recommended, you will generally be provided with a copy of the relevant Product Disclosure Statement (PDS). The PDS includes detailed information on the financial product including features, benefits, conditions, costs and cooling off rights (if applicable).

Implementation

Where you elect to proceed with the recommendations your Adviser will work with you to implement the strategy. This may include liaising with various insurance, superannuation or investment product issuers.

Where the recommendations include the purchase of a new financial product, your Adviser will work with you to complete the relevant Product Application Form. This may be online or paper based.

Where the recommendations include the purchase of an insurance policy, you may also need to complete a Health Questionnaire. This could be online, paper-based or over the phone. It is important to disclose any health or personal matters truthfully. Failure to disclose certain matters may result in a claim being denied.

GENERAL ADVICE

Your Adviser may provide you with general advice that does not consider your personal circumstances, needs or objectives. Your Adviser will give you a warning when they provide you with general advice. You should consider whether you need personal advice which takes into account your individual situation before you make any decisions.

FURTHER ADVICE

Depending on your relevant circumstances, you may require further advice such as adjustments to superannuation contributions, insurance benefit amounts, or a review of your strategy.

Further advice can generally be documented in a Record of Advice and relevant file notes. In some instances a Statement of Advice may be required. You may request, in writing, a copy of any advice document up to seven (7) years after the advice has been given.

An Ongoing Fee Arrangement may be used to formalise the ongoing services that your Adviser has agreed to provide for a fee.

Where you have entered into an ongoing fee arrangement for a period of greater than 12 months, you will receive a Fee Disclosure Statement (FDS) annually. The FDS will detail services and fees paid

for the previous 12-month period, and the services offered and estimated fees for the next 12 months. To ensure the ongoing fee arrangement continues, you will be required to confirm in writing annually. Confirmation may also include the requirement to sign a Consent Form that is provided to your relevant investment or superannuation provider.

Alternatively, you may agree to a Fixed Term Arrangement with your Adviser. This arrangement will outline the services you will be provided for a fee over a specific term not greater than 12 months. In this case, you will not be provided with a FDS. You may be required to sign a Consent Form where the fee is deducted from superannuation.

You may cease any fee arrangements or disengage from your Adviser by providing written notice to your Adviser or product issuer.

HOW TO PROVIDE INSTRUCTIONS

Your Adviser may accept your instructions by phone, letter or email. In some instances, your Adviser can only accept written instructions from you, and they will let you know when this is required. Your Adviser will also need to verify your identity prior to acting on instructions.



REMUNERATION

Before providing you with advice, your Adviser will agree with you the fees that apply, and explain any benefits we receive.

Your Adviser

The cost of providing a financial advice or service will depend on the nature and complexity of the advice, financial product and/or service provided. Your Adviser or the financial planning business may be remunerated by:

- Advice and service fees paid by you; and/or
- Commissions paid by insurance providers.

Please refer to the Adviser Profile for detailed estimates and ranges of fees and commissions. All fees and commissions are initially paid to Matrix Planning Solutions before being distributed to your Adviser or to the financial planning business.

Your Adviser may also receive non-monetary benefits which include benefits of less than \$300, benefits related to education and training (including attendance at professional development days and conferences), and provision of software related to financial products being recommended.

Any referral arrangements or related party arrangements your Adviser has in place will be disclosed in the Adviser Profile and your Statement of Advice.

The Licensee

Matrix Planning Solutions receives a flat fee per Adviser for the provision of services required under its AFSL. In some limited circumstances Matrix Planning Solutions may receive additional remuneration. If applicable, this will be disclosed in the Adviser Profile.

The Centrepoint Alliance group

Matrix Planning Solutions is a wholly owned subsidiary of Centrepoint Alliance Limited ABN 72 052 507 507, an ASX listed company. The Centrepoint Alliance group issues and distributes financial products.

- Ventura Investment Management Ltd

These companies will receive various fees and benefits as specified in the relevant PDS or other disclosure document if you invest in any of the below:

- Ventura Managed Account Portfolios
- Ventura iQ Portfolios
- IconiQ
- Centrepoint FirstChoice Managed Accounts

The Centrepoint Alliance group has arrangements in place with product issuers where payments are received to assist with providing education and training to our Advisers.

COMPLAINTS

If you have a complaint about any financial service provided to you by your Adviser, you should take the following steps:

1. Contact the Claims team at Centrepoint Alliance Limited to discuss your complaint.

Phone 1800 653 244

Online centrepointalliance.com.au/complaints

Email complaints@cpal.com.au

Mail Claims Manager, Centrepoint Alliance
Corporate Centre One
Level 13, 2 Corporate Court
Bundall QLD 4217

2. We will acknowledge receipt of a complaint within one business day. Where this is not possible, acknowledgement will be made as soon as practicable.
3. We will investigate the complaint and respond to you in writing within 30 days. Some complex matters may require an extension to thoroughly investigate the complaint and bring it to resolution. If additional time is required we will advise you in writing.
4. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA).

AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Phone 1800 931 678

Online www.afca.org.au

Email info@afca.org.au

Mail GPO Box 3
Melbourne VIC 3001

Compensation arrangements

We have professional indemnity insurance in place that complies with the Corporations Act 2001. Our insurance covers claims made against former representatives for their conduct while they were authorised by us.

PRIVACY

Your Adviser is required to maintain documentation and records of any financial advice given to you, including information that personally identifies you and/or contains information about you.

These records are required to be retained for at least seven (7) years. If you want to access your personal information at any time, please let us know.

You have the right to not provide personal information to your Adviser. In this case your Adviser will warn you about the possible consequences and how this may impact on the quality of the advice provided. Additionally, your Adviser may not be able to provide you with the advice you require.

Throughout the advice process, your personal information may be disclosed to other services providers, including companies that form part of the Centrepoint Alliance group. These may include:

- Financial product providers
- Financial planning software providers
- Administration and paraplanning service providers.

The Centrepoint Alliance group may engage third party service providers to assist in the provision of products or services. For a list of companies that form part of the Centrepoint Alliance group and service partners that your personal information may be shared with, please visit centrepointalliance.com.au/centrepointpartners

Some services may require disclosure of personal information to service providers outside Australia including New Zealand, Japan, South Africa, USA, member states of the European Union, India, Vietnam, Thailand and the Philippines. The purpose of such disclosure is to facilitate the provision of financial services including the preparation of financial advice documents for Matrix Planning Solutions advisers.

Your Adviser may enter into outsourcing arrangements to countries other those listed above. If so, your Adviser will disclose these arrangements separately to you.

Matrix Planning Solutions respects your privacy and is committed to protecting and maintaining the security of the personal and financial information you provide us. For detailed information on how we handle your personal information, please refer to our Privacy Policy. centrepointalliance.com.au/privacy-policy

HOW TO CONTACT US

Matrix Planning Solutions Pty Ltd
Level 13, Corporate Centre One
2 Corporate Court
Bundall QLD 4217

 1300 557 598

 centrepoint@cpal.com.au

 centrepointalliance.com.au

ABOUT YOUR ADVISER

Daniel Rowlands | AR No.314069

Clay's Financial Services Pty Limited | CAR No.252811

Address 26 Darley St Shellharbour NSW 2529

Telephone 02 4297 3601

Email drowlands@claysfinancial.com.au

Website www.claysfinancial.com.au

Authorisations

I am an authorised representative of Matrix Planning Solutions Ltd. I am authorised in the following financial services and products:

- Superannuation
- Pensions & Annuities
- Self Managed Superannuation Funds
- Retirement Savings Accounts
- Cash & Term Deposits
- Managed Investments
- Investment Bonds
- Exchange Traded Products
- Government Debentures
- Listed Securities (shares & other products)
- Life Insurance
- Total & Permanent Disability Insurance
- Trauma Insurance
- Income Protection Insurance
- Centrelink / Veterans' Affairs Assistance
- Business Insurance
- Insurance Claims Assistance
- Budgeting and Cashflow Management
- Debt Management

Remuneration

I am remunerated by:

- Salary

The following tables summarise the types of fees or commissions and indicative amounts that are applicable to the services that we provide. Before providing you with advice or services, I will agree with you the fees that apply. All amounts are inclusive of Goods and Services Tax (GST).

Remuneration	Up To
SoA Preparation Fee	\$10,000
Implementation Fee	\$10,000
Hourly Rate	\$220

Remuneration	Initial	Per Annum
Adviser Service Fee	\$0 to \$10,000	\$0 to \$10,000
Insurance Commission*	0% to 66%^	0% to 33%

* Based on a % of funds invested or insurance premiums

^ Applicable from 1 January 2020 to new policies. If the policy was issued before 1 January 2020, commission of up to 130% will apply to additional cover.

Benefits, Interests and Associations

The business and I do not have any related parties, shareholdings or referral arrangements that may influence my advice.



CREDIT GUIDE

Licensee Details:

Licensee Name: Centrepoint Alliance Lending Pty Ltd

ABN: 40 100 947 804

Australian Credit Licence Number: 377711

Address: Level 8, 309 George Street, Sydney NSW
2000, Australia

Phone: 1300 557 598

Email: centrepointalliance@cpal.com.au

Our Obligations:

We will not make or arrange a loan or principal increase that is unsuitable.

A loan or principal increase will be unsuitable if:

- a) You could not repay or could only repay with substantial hardship; or
- b) The loan will not meet your objectives having regard to (amongst other things) the loan type, term, interest rate, repayment, fees and charges, and special conditions.

To make that assessment we will:

- a) Make reasonable enquiries about your requirements and objectives
- b) Make reasonable enquiries about your financial situation; and
- c) Take reasonable steps to verify that financial situation.

We must provide you with a copy of our preliminary assessment of your application if you ask within 7 years of when we assist you. We are only required to give you a copy of the preliminary assessment if we have provided credit assistance.

*** Volume bonus arrangements are in place with Macquarie Leasing, Pepper, Liberty & Latitude.*

Commissions received by us:

On settlement of your loan, your selected lender may pay the licensee a commission payment. To obtain information on commission likely to be received, please ask the credit representative. An estimate will be provided to you should you decide to proceed with credit assistance. Some lenders may also pay an additional bonus commission conditional on the licensee meeting (amongst other things) volume and quality targets. The credit representative will receive the whole or part of the commissions referred to above.

Referral fees paid by us to a third party: Occasionally we may pay a referral fee to a third party such as a real estate agent, accountant or a financial planner. Any such fees paid to third parties will be disclosed to you should you decide to proceed with credit assistance.

Credit Representative's Details:

Credit Rep's full Name: Daniel Rowlands

Credit Representative Number: 366050

Address: 26 Darley St Shellharbour NSW 2529,
Australia

Phone: 0421 480 430

Email: drowlands@claysfinancial.com.au

Credit Representatives authorisations:

Our Credit Representative has been authorised to complete: Residential Finance and any other finance transaction authorised in writing by the licensee.

Fees payable by you: You may be required to pay fees and charges to the Credit Representative or Lender. Please ask us should you require information about our fees and charges and how they are worked out. An estimate will be provided to you should you decide to proceed with credit assistance.

Dispute Resolution Details:

If you are dissatisfied with the service you receive, we ask that you contact our Credit Representative on the above contact details and they will try to resolve the complaint as quickly as possible.

If you are unable to resolve the complaint directly with them, we provide an efficient and accessible Internal Complaint Resolution Scheme. Please find below the contact details for our complaints officers.

Complaints Officer: General Manager

Deputy Complaints Officer:

Phone: 1300 557 598

Email: Kevin.Frost@cpal.com.au

If you still unable to have your complaint resolved, then you should contact the External Dispute Resolution Scheme detailed below. The scheme will be impartial, independent and free for disputants.

Australian Financial Complaints Authority (AFCA)

Licensee's Membership Number: 42009

Credit Representative's Membership Number: 88484

Tel: 1800 367 287

Email: info@afca.com.au

Web: www.afca.org.au

PRIVACY DISCLOSURE STATEMENT AND CONSENT

The Privacy Act (1988) regulates the way personal information is used. The following carefully explains privacy rights and obligations in relation to personal information.

We are collecting personal and financial information about you.

1. The personal and credit-related information you provide will be held by us.
2. You appoint us your agent to act as an 'access seeker' to obtain your credit-related information from a Credit Reporting Body (CRB) on your behalf and for the purpose of assisting you with your application for credit. You authorise us to disclose any credit-related information we obtain, including personal information to prospective financiers in connection with your application for credit.
3. We may use credit-related information and any other personal information you provide to arrange or provide credit and other services.
4. We may exchange the information with the following types of entities, some of which may be located overseas:
 - CRBs, including for a credit guarantee purpose;
 - persons who provide credit or other products to you, or to whom an application has been made for those products;
 - any person or entity who represents you including financial consultants, accountants, lawyers, mortgage brokers, persons holding power of attorney, guardians and advisers;
 - any industry body, government authority, tribunal, court or otherwise in connection with any complaint regarding our services;
 - any investors, agents or advisers, trustees, ratings agency or businesses assisting us with funding for credit made available to you or any entity that has an interest in your finance;
 - where we are authorised to do so by law, such as under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (Cth), government and law enforcement agencies or regulators;
 - any person where you have provided us consent;
 - any of our associates, service providers, aggregators, licensees, financial intermediaries, technology providers, related entities or contractors;
 - other guarantors or borrowers (if more than one) or borrowers or prospective borrowers of any credit you guarantee or propose to guarantee;
 - your referees, such as your employer, to verify information you have provided;
 - any person considering acquiring an interest in our business or assets; and
 - any organisation providing online verification of your identity.
5. You may gain access to the personal information that we hold about you by contacting us. A copy of our privacy policy can be obtained from our website or by contacting us on the number overleaf. Our privacy policy contains information about how you may access or seek correction of the information we hold about you, how we manage that information and our complaints process.

If you do not provide the information we may be unable to assist in arranging finance or providing other services.

You agree that we may collect use and disclose your information as specified above.