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**FINANCIAL
SERVICES AND
CREDIT GUIDE**

PDK FINANCIAL SOLUTIONS PTY LTD

Version: 2.0

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Financial Services and Credit Guide

PDK Financial Solutions Pty Ltd

PDK Financial Solutions Pty Ltd (ABN 67 008 126 396, is an Authorised Representative (Authorised Representative number 338406) and credit representative (Credit Representative number 369130) of Hillross Financial Services Limited ("the Licensee").

References to "our", "we", "us", "me" and "I" refer to PDK Financial Solutions Pty Ltd

This Financial Services and Credit Guide ("Guide") contains information that will help you decide whether to use the financial services we offer. It sets out:

- who we are and how to contact us
- the advice and services we provide
- information about the Licensee
- our fees and how we are paid in connection with those services
- how we manage your private information
- how you can complain about a matter relating to us

Not Independent

Generally, we provide personal advice in line with the Licensee's Approved Product and Services List (APSL) which may include financial products and services associated with the Licensee. We may receive commissions from life insurance products we recommend and non-monetary benefits such as training and educational seminars from product providers. For these reasons, we are not considered independent, impartial, or unbiased.

Our contact details:

Address: Level 1, Shop 25 Renaissance Arcade, ADELAIDE SA 5000

Postal: PO Box 3685, ADELAIDE SA 5000

Phone: 08 8271 9555

Fax: 08 8271 9522

Email: solutions@pdkfinancial.com.au

Website: www.pdkfinancial.com.au

Documents you may receive in the financial planning process

We will provide you with several documents as you progress through your financial planning and advice journey. We may provide these documents electronically to your nominated email address, unless otherwise agreed.

When we provide personal advice, it will normally be documented and provided to you in a Statement of Advice (SoA). The SoA contains a summary of your goals and the strategies and any financial products we may recommend to achieve your goals. It also provides you with detailed information about product costs and the fees and other benefits we and others will receive, as a result of our advice.

If we provide further personal advice an SoA may not be required. We will keep a record of any personal advice we provide you for seven years. You may request a copy of such records by contacting us during that period.

If we recommend or arrange a financial product for you, we will provide a Product Disclosure Statement (PDS), or Investor Directed Portfolio Services (IDPS) guide where relevant. These documents contain the key features of the recommended product, such as its benefits and risks, as well as the costs you will pay the product provider to manage that product. You should read any warnings in your advice document, the PDS or IDPS guide carefully before making any decision relating to a financial strategy or product.

Our advice and services

We are authorised to provide personal or general financial advice on:

- Wealth Accumulation
- Personal insurance
- Superannuation strategies and retirement planning
- Retirement income streams, including pensions and annuities
- Budget and cash flow management
- Centrelink and other government benefits

We are authorised to provide advice on and arrange the following products:

- Superannuation
- Securities
- Retirement savings accounts
- Managed investment schemes including Investor Directed Portfolio Services (IDPS)
- Deposit and payment products, including basic deposit, non-basic deposit, and non-cash payment products
- Life Products – Investment life insurance
- Life Products – Life risk insurance (including life cover, income protection cover, total and permanent disability cover, and trauma cover)

Your adviser may also be authorised to advise on other specialist areas. These are listed in their adviser profiles.

Transaction services

In limited circumstances, we can arrange financial product transactions for you on your instruction without providing personal advice.

Instructing us

You can give us instructions by telephone, mail, email, or other methods, as agreed with your adviser.

Providing information to us

It is important that we understand your circumstances and goals, so that we can provide you with appropriate advice and services. You have the right not to provide us with any personal information. Should you choose to withhold information, or if information you provide is incomplete or inaccurate, the advice or services we provide you may not be appropriate for you.

It is also important that you keep us up to date by informing us of any changes to your circumstances so we can determine if our advice is still appropriate.

Privacy Collection Statement

We are committed to protecting your privacy and outline below how we maintain the privacy of the information we collect about you.

As part of the advice journey, we need to collect information about you. Where possible we will obtain that information directly from you, but if authorised by you we may also obtain it from other sources such as your employer or accountant. If that information is incomplete or inaccurate, this could affect our ability to analyse your needs, objectives and financial situation, so our recommendations may not be appropriate or suitable for you.

We are also required to implement client identification processes under the Anti-Money-Laundering and Counter-Terrorism Financing Act (AML/CTF) 2006. We will need you to present identification documents such as passports and driver's licenses to meet our obligations. We keep your personal information confidential and only use it in accordance with the Entireti Limited (Entireti) Privacy Policy. Some of the ways we may use this information are set out below:

- We and the Licensee may use this information to provide financial and/or credit advice and services to you, including passing on your details to third parties such as product issuers;
- We may disclose your information to other financial advisers, brokers and those who are authorised by the Licensee to review clients' needs and circumstances from time to time, including other companies within Entireti;
- Your information may be disclosed to external service suppliers both here and overseas who supply administrative, financial or other services to assist us and Entireti to provide financial and/or credit advice and services to you. A list of countries where these service providers are located can be found in the Entireti Privacy Policy;
- We may be disclosing your personal information to Philippines for the purpose of Paraplanning.
- Your information may be used to provide ongoing information about opportunities that may be useful or relevant to your financial needs through direct marketing (you can opt-out at any time); and
- Your information may be disclosed as required or authorised by law and to anyone authorised by you.

We and the Licensee will continue to take reasonable steps to protect your information from misuse, loss, unauthorised access, modification or improper disclosure. You can request access to the information we or the Licensee holds about you at any time to correct or update it as set out in the Entireti Privacy Policy. The Entireti Privacy Policy also contains information about how to make a privacy complaint. For a copy of the Entireti

Privacy Policy visit <http://www.entireti.com.au> or you can contact us.

visit <http://www.amp.com.au/privacy> or you can contact us.

Confidence in the quality of our advice

If at any time you are not satisfied with our services, the following will help you understand your options and find a resolution.

- Contact your adviser and tell them about your complaint.
- Alternatively, you can contact the Licensee at:
 - Phone 1800 812 388
 - Email advicecomplaints@amp.com.au
 - Online at www.entireti.com.au
 - In writing to:

Attention: Advice Complaints Department

Hillross Financial Services Limited
Level 10, 88 Phillip Street
Sydney NSW 2000 Australia

They will try to resolve your complaint quickly and fairly. They will provide you with a decision about your complaint within 30 days of us receiving it.

We note that in some circumstances, it may not be possible for us to completely resolve a complaint within this timeframe. If you do not agree with our decision in respect of your complaint, or are otherwise unsatisfied with our response, you may escalate your complaint to one of the following External Dispute Resolution Schemes.

Any issues about financial advice, investments, superannuation, insurance matters, or credit matters	Australian Financial Complaints Authority (AFCA) GPO Box 3, Melbourne VIC 3001 1800 931 678 www.afca.org.au info@afca.org.au
Any issue about your personal information	The Office of the Australian Information Commissioner GPO Box 5218, Sydney NSW 2001 1300 363 992 www.oaic.gov.au enquiries@oaic.gov.au

You may also contact the **Australian Securities & Investments Commission (ASIC)** on 1300 300 630 (free call info line) to make a complaint and obtain information about your rights.

Professional indemnity insurance

We maintain professional indemnity insurance to cover our advice and the recommendations provided by your adviser. The Licensee is also covered by professional indemnity insurance and this satisfies the requirements imposed by the Corporations Act 2001 and National Consumer Credit Protection Act. The insurance also covers claims arising from the actions of former employees or representatives of the Licensee, even where subsequent to these actions, they have ceased to be employed by or act for the Licensee.

About the Licensee

Hillross Financial Services Limited ABN 77 003 323 055
Australian Financial Services and Australian Credit Licensee; Licence No: 232705

Registered office is at Level 10, 88 Phillip Street, Sydney NSW 2000 Australia.

The Licensee has:

- Approved the distribution of this Guide
- Authorised us to provide advice and other services as described in this Guide.

About Mutual Advice Partners Pty Limited & Entireti Limited

The Licensee is a wholly-owned subsidiary of Mutual Advice Partners Pty Limited (MAP).

MAP is a subsidiary of Entireti Limited, a group that specialises in licensing and advice business services to financial planning practices and their clients.

AMP Limited holds a minority stake (currently 30%) in MAP.

We can provide advice on products and services from a wide range of financial product and service providers, some of which are related or associated with the Licensee.

If we recommend a product issued by AMP Limited or a third party product issuer, they will benefit from our recommendation by receiving product, administration and investment fees, as well as fees paid by fund managers to distribute their product. These fees are all disclosed in the relevant PDS or IDPS guide.

The Licensee maintains an APSL, from a diversified selection of approved Australian and International fund providers, including companies related to the Licensee.

These have been researched by external research houses as well as our in-house research team. The Licensee regularly reviews products and services to ensure they remain competitive with similar products that address similar client needs and objectives. Generally, we recommend products on the APSL. However, if appropriate for your needs, we may, subject to the Licensee's approval, recommend other products.

Authorised Representatives and/or staff employed in our business may hold shares in AMP Limited, whose share price may be favourably affected by the sale of products issued by AMP Group companies.

Our fees

We will discuss and agree the actual fees with you before we proceed and where relevant the fees and commissions will be disclosed in the advice document provided to you. The following section outlines the types of fees that may apply.

The fees charged for our advice and services may be based on a combination of a set dollar amount, or a percentage-based fee. Our agreed advice and service fees may include charges for one off or regular fees. We may also receive initial or ongoing commissions from certain product providers.

Licensee fees

Unless stated otherwise, all permissible revenue, including any advice and service fees and commissions will be paid to the Licensee. It will then pass on the amounts due to us through its payment system. The Licensee charges us a Licensee Fee each year. The Licensee Fee is determined as an annual amount based on a number of factors, including our business revenue, the number of advisers and/or accredited mortgage consultants in the practice and a practice fee. Note that some asset finance providers may pay commissions directly to us rather than through the licensee.

Other costs

Other costs may apply in the process of providing our advice and services to you. We will agree all additional costs with you prior to incurring them.

The following table outlines the range of fee we charge and should be used as a guide only. We will discuss your individual needs and agree our fees with you. The actual agreed fees will depend on factors such as the complexity of your circumstances and goals and the scope of the advice. All fees and charges include GST.

Fee type & Description
Initial or ad hoc fees This can include initial consultation, advice and implementation. Our preferred method of payment is by an agreed fee. The actual fee charged to you will depend on the nature and complexity of the advice we provide. We will discuss and agree the actual fees with you before we provide any advice to you. Our initial advice fees will range from \$2,750 to \$11,000.
Ongoing service fee The ongoing fee will be charged in accordance with the agreed ongoing service arrangement. A separate initial advice and implementation fee may be charged in some circumstances. Our preferred method of payment is by an agreed fee. The actual fee charged to you will depend on the nature of the advice or service we provide.

We will discuss and agree the actual fees with you before we proceed but fees will range between \$3,300 p.a. for our base service and up to \$26,000 p.a. for a highly comprehensive ongoing service.

Commissions

Insurance:

Initial commissions: Up to 66% of the first year's premium for new policies implemented from 1 January 2020.

We may receive commissions on increases or additions to existing policies of up to 130%.

Ongoing commissions:

Up to 33% of the insurance premium each following year.

For example: On insurance policies implemented from 1 January 2020, if your insurance premium was \$1,000, we would receive an initial commission of up to \$660. We would receive an ongoing commission of up to \$330 pa.

Other benefits we may receive

In addition to the payments explained above we may receive other monetary and non-monetary benefits, support services or recognition from the Licensee to help us grow our business. These are not additional costs to you. They could include training, badging rights, technology and technology support, marketing, financing, events or other recognition we are eligible for. We may receive benefits from product issuers that may include non-monetary benefits that are valued at less than \$300. We may also participate in business lunches or receive corporate promotional merchandise tickets to sporting or cultural events and other similar items. From time to time, Entireti Limited may facilitate access to the Licensee and us to be trained and educated by product issuers on their products.

Hillross Business buy-out option

Prior to 1 January 2022, we entered into an agreement with the licensee to buy the register rights of our client base. If we leave the financial services industry, the Licensee makes available a facility to buy the register rights of our clients (based on a market valuation) and transfer clients to an alternative servicing advice business.

Personal and professional development

The Licensee provides personal and professional development opportunities such as education and professional development programs, offered annually to qualifying practices.

Placement fees

From time to time the Licensee may receive fees from brokers or product issuers (including AMP group companies) for arranging client participation in Initial Public Offerings (IPOs) of financial products. The fee, which is generally a percentage of the fee paid to the broker, varies from offer to offer and by the level of participation by the Licensee. We may share in this fee based on the level of participation by our clients.

Other business interests and relationships

Separately managed accounts (SMA)

A separately managed account (SMA) is an account where a responsible entity, based on advice from a professional investment manager, can make investment decisions on a client's portfolio and transact on those decisions without requiring the client's express consent each time. This means the responsible entity is responsible for the discretionary management of the client's investment portfolio.

We distribute the Private Collection Managed Portfolios, which is/ administered by MyNorth.

We are not the investment manager.

The responsible entity appoints a professional investment manager to advise on the SMA portfolio's management. The responsible entity makes all investment decisions relating to the SMA portfolios.

For more information about how the product works and the roles and responsibilities of the key parties, please refer to the MyNorth PDS which we provide to you if we recommend the SMA product to you.

Fees

Other than the fees disclosed under 'Our Fees' above, we do not receive any other remuneration in relation to Private Collection Managed Portfolios

Note

If you are no longer our client, the responsible entity may have the discretion to move your investments out of the Private Collection Managed Portfolios

ABNs and Australian financial services licences (AFSL)

Responsible entity	NMMT Limited, ABN 42 058 835 573, AFSL 234654
Investment manager	Mercer Investments (Australia) Limited, ABN 66 008 612 397, AFSL 244385

Financial and Credit Adviser Profiles

About Richard John Lovell

Richard Lovell is an Authorised Representative (AR number 247689) and credit representative (CR number 368765) of the Licensee.

Contact details

Address	Level 1, Shop 25 Renaissance Arcade, ADELAIDE SA 5000
Phone	08 8271 9555
Email	richard@pdkfinancial.com.au

Qualifications (Finance related)

Diploma of Financial Planning

Bachelor of Commerce (Corporate Finance)

Professional memberships

FAAA - Financial Advice Association of Australia

Professional designations

CFP - Certified Financial Planner (FPA)

Advice and services I can provide

I am authorised to provide the services listed in the Our advice and services section of this Guide.

In addition to the areas listed in that section, I can also advise on:

- Margin lending facilities

How am I paid?

- salary
- dividends

My other business activities and relationships

Richard Lovell is a director and shareholder of PDK Financial Solutions Pty Ltd which is the corporate trustee of PDK Financial Solutions unit trust. Richard receives distributions from the unit trust via his family trust which owns units in the PDK Financial Solutions unit trust. Richard is also a director and shareholder of Y Partners Wealth & Advisory and receives consulting fees and is entitled to dividends from Y Partners Wealth & Advisory. Y Partners Wealth & Advisory receives consulting fees from the firm for advice provided by Richard Lovell and Greg Fragoulis to clients of PDK Financial Solutions Pty Ltd.

About Gregory Fragoulis

Gregory Fragoulis is an Authorised Representative (AR number 247650) and credit representative (CR number 368860) of the Licensee.

Contact details

Address	Level 1, Shop 25 Renaissance Arcade, ADELAIDE SA 5000
Phone	08 8271 9555
Email	greg@pdkfinancial.com.au

Qualifications (Finance related)

Diploma of Financial Planning

Certificate IV in Credit Management

Qualifications (Non-finance related)

Bachelor of Science (Math Sciences)

Professional memberships

FAAA - Financial Advice Association of Australia

Professional designations

CFP - Certified Financial Planner (FPA)

Advice and services I can provide

I am authorised to provide the services listed in the Our advice and services section of this Guide.

In addition to the areas listed in that section, I can also advise on:

- Derivatives (Limited to advising on and dealing in derivative-related products approved by the licensee)

How am I paid?

- salary
- dividends

My other business activities and relationships

Greg Fragoulis is a director and shareholder of PDK Financial Solutions Pty Ltd which is the corporate trustee of PDK Financial Solutions unit trust. Greg receives distributions from the unit trust via his Family Trust which owns units in the PDK Financial Solutions unit trust. Greg is a director of Y Partners Wealth & Advisory and receives a salary income. Greg's Family Trust is a shareholder in Y Partners Wealth & Advisory and the Family Trust is entitled to dividends from Y Partners Wealth & Advisory. Y Partners Wealth & Advisory receives consulting fees from the firm for advice provided by Richard Lovell and Greg Fragoulis to clients of PDK Financial Solutions Pty Ltd.

About Aldo Domenico Viviani

Aldo Viviani is an Authorised Representative (AR number 340061) and credit representative (CR number 371802) of the Licensee.

Contact details

Address	Level 1, Shop 25 Renaissance Arcade, ADELAIDE SA 5000
Phone	08 8271 9555
Email	aldo@pdkfinancial.com.au

Qualifications (Finance related)

Diploma of Financial Services (Financial Planning)

Advanced Diploma of Financial Services (Financial Planning)

Certificate IV in Finance and Mortgage Broking

Diploma of Finance and Mortgage Broking Management

Professional memberships

FAAA - Financial Advice Association of Australia

Professional designations

FChFP - Fellow Chartered Financial Practitioner

Advice and services I can provide

I am authorised to provide the services listed in the Our advice and services section of this Guide.

In addition to the areas listed in that section, I can also advise on:

- Margin lending facilities

How am I paid?

- salary

My other business activities and relationships

As an employee of Y Partners Wealth and Advisory Pty Ltd, I receive a salary from the firm

About Rebecca Lauren Webb

Rebecca Webb is an Authorised Representative (AR number 1302747) and credit representative (CR number 556499) of the Licensee.

Contact details

Address	Level 1, Shop 25 Renaissance Arcade, ADELAIDE SA 5000
Phone	08 8271 9555
Email	rebecca@pdkfinancial.com.au

Qualifications (Finance related)

Graduate Diploma of Financial Planning

Diploma of Financial Plannin

Advice and services I can provide

I am authorised to provide the services listed in the Our advice and services section of this Guide.

How am I paid?

- salary

My other business activities and relationships

As an employee of Y Partners Wealth and Advisory Pty Ltd, I receive a salary from the firm