



Financial Services Guide

01st August 2023

Version 5

Part 2

This document is part of a Financial Services Guide ("Guide") and should be read in conjunction with Part 1 (A Guide to Our Relationship with You and Others) Version 21, dated 1 February 2022.

This section is designed to provide you with enough information to decide whether to obtain financial advice (or any other financial service) from us. It's an important document that will introduce your advisers, Helen Janetzki and Cathrine Greven, and provide you with the information you need to consider before you engage us to provide you with advice or services.

This document complements Part 1 that provided information about our Licensee and the types of documents – Statements of Advice, Records of Advice and Product Disclosure Statements – that you will receive if we provide you with personal advice. Part 1 also explained how you can provide information to us, our compensation arrangements and who to contact if you want to provide feedback or complain about our advice or services.

We've tried to be as clear and direct as possible but if you have any questions, we're happy to answer them.



Authorised Representative Profile

Your advisers are Helen Janetzki and Cathrine Greven, an Authorised Representative of Paragem. Helen Janetzki's ASIC Authorised Representative number is 242550. Cathrine Greven's ASIC Authorised Representative number is 223013.

About Us

Helen Janetzki has spent over 20 years in financial services and has a Business Degree in Banking and Finance and a Diploma of Financial Planning. Helen is a Certified Financial Planner (CFP ®) of the Financial Planning Association of Australia and a Fellow of the Financial Institute of Australasia.

Cathrine Greven has a Graduate Certificate in Professional Accounting and is a Fellow of the Institute of Public Accountants with over 35 years' experience as a Tax Accountant and Business Adviser of which 30 of those in her own practice. Cathrine also has a Diploma in Financial Advising with FINSIA and has offered financial advice since 1996.

Helen and Cathrine are authorised by Paragem to advise and deal in the following financial products:

- Deposit products (cash and Term Deposits)
- Debentures, stock and bonds issued by a government
- Life Insurance risk products
- Life Insurance investment products
- Managed Investment Schemes (Unit Trusts)
- Securities (shares)
- Superannuation
- Retirement Savings Accounts
- Self-Managed Superannuation Funds
- Standard Margin Lending Facility

Both Helen and Cathrine are not authorised to recommend any strategy that involves an agricultural scheme investment, a specific direct property, derivatives and unregistered managed investment schemes.



Helen Janetzki is an employee, while Cathrine Greven is a contractor for Proxima Financial Planning, which is a Corporate Authorised Representative (CAR no. 269744) of Paragem.

The Financial Services we offer are provided by Proxima Financial Group Pty Ltd, ABN 69 108 042 708 trading as Proxima Financial Planning Corporate Authorised Representative No. 269744.

Proxima Financial Planning is located at Level 2, 135 Fullarton Road, Rose Park SA 5067



Remuneration

Financial advice has value, but it also involves fees and charges. We are committed to transparency because we believe it's important that you're able to make an informed decision about our advice and its benefits. You may pay a fee for a service, and we may also receive commissions from product issuers, if you engage us to provide advice, implement our recommendations or act on your instructions. Rest assured that the relevant costs or fees will be discussed with you by your adviser before any services are provided.

Paragem will pay Proxima Financial Planning 100% of the fees and/or commissions detailed in this schedule. Paragem will charge Proxima Financial Planning for licensee services, which is not linked to client revenue.

Helen Janetzki is a director of Proxima Financial Planning and is remunerated by distributions from this company.

Advice Fees

We are predominantly a Fee for Service organisation. There are set fees for each service that I provide to you, and these fees will be agreed upon and confirmed to you prior to any service being provided. Current fees and charges are detailed below and are GST inclusive:

How we charge for our services

Fees are calculated based on the level of service needed and the complexity of the advice given, to provide value to you. All fees and commissions are inclusive of GST and the fees could be greater than those disclosed below in complex cases. In these instances, we will inform you of the exact fee payable promptly in writing.

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|------------------------------|---|
| Initial consultation | Complimentary (first hour) |
| Strategy Presentation | Our fee is \$440 per hour and the overall cost to you is commensurate with the level of complexity and nature of the advice we provide. |
| Advice preparation | Our fee is \$440 per hour and the overall cost to you is commensurate with the level of complexity and nature of the advice we provide. |

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| Implementation | Our fee is \$440 per hour and the overall cost to you is commensurate with the level of complexity and nature of the advice we provide. |
| Ongoing fee for advice | <p>If you elect to pay a fee for the ongoing review of your financial planning strategy, the fee is based on the complexity of ongoing advice and the services provided. The fee is charged as a percentage of Funds Under Advice ranging from 0.55% to 1.2% per annum with a minimum of \$3,300 per annum.</p> <p>The ongoing advice fee will be based on the level of service needed and the complexity of the advice. Complex advice requirements include the use of trusts and ownership structures, overseas assets or incomes, executive options or multiple investment entities. The frequency of the review will also impact on the fee charged.</p> |
| Ad hoc advice | Where you do not wish to participate in an Ongoing Services Agreement but require ongoing advice on an ad hoc basis, an hourly fee of \$440 may apply. |
| 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 \$440 fee may apply |

Commissions

Insurance Products

Commissions can be received for life insurance products with the exception of life insurance implemented after 1 July 2014 for a member in a default superannuation or a group life policy in a superannuation fund.

There will be a 100% clawback of commission where the life insurance policy is cancelled, not continued or the policy cost is reduced in the first year and 60% clawback of commission in the second year.

If you choose to pay fee for service, we can rebate to you part or all of the commission we would otherwise receive for insurance arrangements.

In the interests of transparency, please understand that I will receive an upfront commission from the product issuer if you decide to buy a life risk insurance product I recommend to you. Commissions, whether up-front or ongoing, are paid to us by the Insurer.



I will receive an upfront commission of between 0% and 66% of the first year's annual premium, and then an annual ongoing commission of between 0% and 22% of the annual premium.

For example, for an insurance product with an annual premium of \$2,000, where the issuer pays me an upfront commission of 66%, I will receive \$1,320. The issuer will pay me 22% of the annual premium as ongoing commission for as long as you hold the product. Assuming an annual premium of \$2,000, this equates to \$440 per year.

Potential Conflicts of Interest

Ownership

Paragem is a wholly owned subsidiary of Diverger Limited, an ASX listed company that provides services to financial advisers and accountants in the areas of licensing, training, education and client engagement. Diverger Limited has a material shareholder, HUB24 Limited, which offers a leading investment administration and reporting platform to the Australian marketplace.

Paragem was previously owned by HUB24 as such if you use the HUB24 platform, some of Paragem's employees and representatives (our advisers) may benefit financially by virtue of being shareholders in the company. This will be disclosed to you below and in the Statement of Advice if you wish to receive advice, where applicable.

We are obliged to always act in a client's best interests and will only recommend the use of the HUB24 platform if it is appropriate to do. We also continue to use other platforms to implement our investment advice and you are free to request your adviser use an alternative platform if you would prefer.

Referral Payments

Referrals from a third party

We have arrangements in place to pay a referral fee, commission, or other benefit to certain third parties when they refer new clients to us. Our current arrangements for referrals from a third party are set out in the table below and specific details of any benefit we provide in relation to our advice to you will be included in the advice documentation we provide to you.

Table - Details of arrangements for referrals from a third party:

| Name of referral partner | Payment we provide for the referral | Example |
|--------------------------|-------------------------------------|---|
| Indigo Financial Pty Ltd | 20% of upfront and ongoing fees | If you are referred by Indigo Financial Pty Ltd and you utilise our services they would receive 20% of any fees you pay to Proxima Financial Planning. For example if you paid \$4,000 for initial advice Indigo Financial Pty Ltd would receive \$800 for referring you to Proxima Financial Planning. |

Referrals to a third party

We have referral arrangements in place with third party providers. If we refer you to one of these providers we may receive a payment, fee, commission or other benefit from those providers.

Details of these arrangements are set out in the table below and specific details of any referral payments we may receive will be provided in our advice documents to you. Alternatively, you can request further details about our referral arrangements prior to us providing you with financial advice.

Table - Details of referral arrangements in place:

| Name of referral partner | Services | Payment we will receive for referral | Example |
|--------------------------|----------------|---|--|
| View Legal Pty Ltd | Legal Services | Nil payment is received from View Legal Pty Ltd for referral. Proxima Financial Planning may charge a facilitation fee and request remuneration | Facilitation fee charged @ \$440 per hour x 2 hours - \$880 (refer FSG v14). Legal fee for entry level, single, Will and Attorney documents (charged by View Legal Pty Ltd) - \$350 |



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| | | of the relevant legal invoice. | Total invoiced - \$1,230 inc GST |
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Please note that Proxima Financial Planning is not responsible for the advice and services provided by these providers.