

Michael Todd

FINANCIAL SERVICES GUIDE

1.7 Release 01 Sept. 2020

A guide to assisting you with your financial needs

The financial services referred to in this guide are offered by:

Michael Todd on behalf of MICHAEL TODD, ABN No: 87 955 425 721

34/99-101 Anzac Avenue Corner, Victoria Road, WEST RYDE, NSW 2114

The Financial Services that Michael Todd offers are provided by:

Michael Todd ABN No: 87 955 425 721

Michael Todd ASIC license No: 239 197

Michael Todd Street Address

34/99-101 Anzac Avenue Corner, Victoria Road, WEST RYDE, NSW 2114

Phone No: (02) 9808 3166 Fax No: (02) 9808 3366

This guide contains important information about:

- The services we offer you
- How we and our associates are paid
- Any potential conflict of interest we may have
- Professional Indemnity Insurance
- Our internal and external dispute resolution procedures and how you can access them

When we give you financial advice - a *Statement of Advice (SOA)* / *Record of Advice (ROA)* - we take into account your current financial situation and future needs.

In the Statement of Advice (SOA) / Record of Advice (ROA) we will tell you about:

- our fees and commissions
- any associations we have with Financial Product Issuers or other parties which may have influenced the advice we give you.

If we recommend to you a particular Financial Product, we will give you information about the particular Financial Product—a *Product Disclosure Statement (PDS)*—to help you make an informed decision about the Financial Product.

Who is my adviser?

Your Financial advisor will be Michael Todd. (Principal/ Licensee). [His Australian Securities and Investments Commission \(ASIC\) number is \[239 197\]](#). He has 30 years of experience in Financial, Taxation and Accounting Services.

Michael Todd's [Membership/Qualification](#)/other:

- Certified Financial Planner CFP
- SPAA SMSF Specialist Advisor
- Public Accountant
- Registered Tax Agent
- Fellow of National Tax & Accountants Association
- Chartered tax advisor
- Fellow of institute of public accountants
- Fellow of the Australian Institute of Management
- Member of Justice of the Peace Association of NSW
- Accredited Member of Finance Brokers Association

If you do not wish to receive our advice, we may deal on your behalf by carrying out your instructions.

If you do not obtain advice, you face the risk that the Financial Product/s you select will not fully take into account your objectives, financial situation or needs.

Your Adviser is obliged by law to act in your best interests and provide appropriate advice, when providing financial advice to you.

As part of our commitment to you, [Michael Todd Professional Practice](#) advisers adhere to the Codes of Ethics.

Who is responsible for the financial services provided?

[Michael Todd](#) is responsible for the financial services provided including the distribution of this Financial Services Guide (FSG).

ABN 87 955 425 721

An Australian Financial Services Licensee, no: [\[AFS Lic. 239 197\]](#)
[34/99-101 Anzac Avenue Corner, Victoria Road, WEST RYDE, NSW 2114](#)

Phone No: [\(02\) 9808 3166](#)

Fax No: [\(02\) 9808 3366](#)

michaeltodd@austwise.com.au

Do you have any relationships or associations with Financial Product issuer?

We are not part of any Company or Group of companies and also not associated with any Company or Group of companies.

What kinds of financial services are you authorised to provide me and what kinds of Financial Product/s do those services relate to?

This license authorizes the licensee to carry on a financial services business to:

- A. Provide financial product advice for the following classes of financial products:
- (i). Deposit and payment products limited to:
 - Basic deposit products;
 - Deposit products other than basic deposit products;
 - (ii). Debentures, stocks or bonds issued or proposed to be issued by a government;
 - (iii). Life products including:
 - Investment life insurance products as well as any products issued by a Registered Life Insurance Company that are backed by one or more of its statutory funds; and
 - Life risk insurance products as well as any products issued by a Registered Life Insurance Company that are backed by one or more of its statutory funds;
 - (iv). Interests in managed investment schemes including:
 - Investor directed portfolio services;
 - (v). Retirement savings accounts ("RSA") products (within the meaning of the Retirement Savings Account Act 1997);
 - (vi). Securities;
 - (vii). Standard margin lending facility; and
 - (viii). Superannuation; and
- B. Deal in a financial product by:
- (i). Applying for, acquiring, varying or disposing of a financial product on behalf of another person in respect of the following classes of products:
 - (A) deposit and payment products limited to:
 - Basic deposit products;
 - Deposit products other than basic deposit products;
 - (B) debentures, stocks or bonds issued or proposed to be issued by a government;
 - (C) life products including:
 - Investment life insurance products as well as any products issued by a Registered Life Insurance Company that are backed by one or more of its statutory funds; and
 - Life risk insurance products as well as any products issued by a Registered Life Insurance Company that are backed by one or more of its statutory funds; and
 - (D) interests in managed investment schemes including:
 - Investor directed portfolio services
 - (E) retirement savings accounts ('RSA') products (within the meaning of the Retirement Savings Account Act 1997);
 - (F) securities;
 - (G) standard margin lending facility; and
 - (H) superannuation;
- to retail and wholesale clients.

What information should I provide to receive personalised advice?

You need to provide us with a list of your personal objectives, details of your current financial situation and any relevant information, so that we can offer you the most appropriate advice possible.

You have the right not to tell us, if you do not wish to. However, if you do not, the advice you receive may not be appropriate to your needs, objectives and financial situation.

You should read the warnings contained in the *Statement of Advice / Record of Advice* carefully before making any decision relating to a Financial [product/s](#).

What information do you maintain in my file and can I examine my file?

We maintain a record of your personal profile including details of your objectives, financial situation and needs. We also maintain records of any recommendations made to you.

We are committed to implementing and promoting a privacy policy, which will ensure the privacy and security of your personal information. A copy of our privacy policy is enclosed for your information.

If you wish to examine your file please ask us. We will make arrangements for you to do so.

How can I give you instructions about my Financial Product/s?

You may tell us how you would like to give us instructions. For example, by telephone, fax or other means such as e-mail.

If we provide you with execution related telephone advice, you may request a record of the execution related telephone advice, at that time or up to 90 days after providing the advice.

How will I pay for the services provided?

It is important that you understand the costs associated with the financial services we provide.

Our preferred approach is to charge a fee for advice (as outlined below). However, there are some circumstances where it is more appropriate to work on a commission basis such as the investment of life insurance, or the implementation of risk insurance.

The fee structure will be agreed with you and fully disclosed prior to any work commencing.

Fee for Advice:

Under this approach a set fee or a time basis of \$330 per hour rate would be agreed with you for the preparation of the Statement of Advice / Record of Advice and implementation of any recommendations made.

The Fee for Advice payable will be disclosed on a Service Agreement prior to commencement of the Statement of Advice / Record of Advice.

*Documents
you may
receive*

If you decide to obtain personal financial advice, your Adviser will need to determine your needs, objectives and relevant financial circumstances.

At the initial advice appointment, your Adviser will typically gather the relevant information by using a client data collection form. You will be asked to provide accurate information about your personal and financial situation and keep your Adviser informed of any changes to your relevant circumstances.

Your Adviser will also need to verify your identity.

When your Adviser provides personal finance advice to you, you may receive one or more of the following documents:

- Letter of Engagement
- Statement of Advice (SOA)
- Record of Advice (ROA)
- Product Disclosure Statement (PDS)
- Fee Disclosure Statement (FDS)
- Renewal Notice

Your privacy

Your Adviser is required to maintain physical or electronic records of documentation for 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 to provide personal information to your Adviser. However, 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 also decline to provide advice if they feel they have insufficient information to proceed.

Michael Todd Professional Practice respects your privacy and is committed to protecting and maintaining the security of the personal and financial information you provide us.

Disclosure of Information

Throughout the advice process, your personal information may be disclosed to other service providers. These may include:

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

Michael Todd may engage third party service providers to assist in the provision of products or services.

How will I pay for the services provided? (continued)

Commissions:

A. Commission Payments:

When you invest in a product or commence an insurance policy through us, we may receive initial or ongoing commission payments from product providers.

An initial commission is a one-off payment made upon entry to a financial product and an ongoing commission is paid each year for which a financial product is maintained.

B. Insurance Products:

From 1 January 2020 Initial commissions (excluding GST) will be capped at 60%.

Renewal commissions will not be allowed to exceed 20% (excluding GST).

Review Fee:

A Review fee may be charged to review your Statement of Advice / Record of Advice to ensure the financial strategies and products remain appropriate to your needs. The review fee will be charged as a fee for advice.

Our minimum review fee is \$330 pa, subject to any previous agreements entered into between you and your adviser. Our charges are based on a time basis of \$330 per hour.

Related Companies

For a complete listing of all Michael Todd's Professional Practice related bodies corporate,

Neither your Adviser nor the Licensee have any association or relationship with the issuers of financial products that might reasonably be expected to be capable of influencing them in the provision of financial services.

*What we
provide*

Michael Todd Professional Practice is licensed to provide product advice on the following services:

- Wealth creation strategies
- Cash Flow Management
- Life insurance advice
- Superannuation strategies
- Debt reduction strategies
- Retirement planning
- Aged care strategies
- Estate Planning strategies
- Tax advice
- SMSF advice

We can advise in the following products:

- Basic deposit products
 - Debentures, stocks and bonds
 - Life insurance (personal and business)
 - Managed investments Services
 - Retirement Savings Account Securities
 - Standard margin lending
 - Superannuation
 - Self-managed superannuation
-

How are any commissions, fees or other benefits calculated for providing the financial services?

Generally, the payment we receive will be based on the amount you pay.

It may vary from one Financial Product issuer to another.

Details of the payment we receive are contained in the *Product Disclosure Statements* for most Financial Product issuers available from your adviser. Your adviser can give you full details.

If you receive personal advice from us, we will tell you about any commissions, fees and any other benefits, where possible in actual dollar amounts, in the *Statement of Advice / Record of Advice*. Our adviser will give you this *Statement of Advice / Record of Advice*, before we proceed to act on your instructions.

- We may be paid by the Financial Product issuer at the time you invest or contract, and during the life of your investment or contract.
- We may charge you a fee, depending on the time we spend developing your plan, or depending on the value of funds you invest.
- We may invoice you for a fee when you receive our written recommendations.
- You may have to pay us a management fee annually or in instalments.
- We may receive an ongoing payment(s) from the Financial Product issuer.

Your adviser will tell you in writing in the *Statement of Advice / Record of Advice* what fees we may charge you, when you have to pay, and what payments we may receive from the Financial Product issuer/s.

| Type of Remuneration | Initial | Ongoing |
|----------------------|------------------|-----------------|
| SoA Preparation Fee | \$1100 to \$3300 | N/A |
| Adviser Service Fee | \$550 to \$1100 | \$550 to \$2200 |
| Hourly Rate | \$330 | \$330 |

Will anyone be paid for referring me to you?

Where you have been referred to us by someone else, if we pay them a fee or commission in relation to that referral, we will tell you in the *Statement of Advice / Record of Advice* who will receive that fee or commission and the amount they will receive.

Insurance

1. Mr. [Michael Todd](#) has in place Professional Indemnity Insurance that meets the Australian Securities and Investments Commission requirements; and
2. The insurance covers the services provided by Mr. [Michael Todd](#) and its employees, present and past.

What should I do if I have a complaint?

Mr. [Michael Todd](#) is a member of the Australian Financial Complaints Authority Limited (AFCA)

If you have any complaints about the service provided to you, you should take the following steps:

1. Contact [Michael Todd](#) and outline your complaint.
2. If your complaint is not satisfactorily resolved within 45 days, or your adviser is the problem and you do not wish to deal with he/she, please contact Mr. [Michael Todd](#) or put your complaint in writing and send it to [34/99-101 Anzac Avenue Corner, Victoria Road, WEST RYDE, NSW 2114](#). We will seek to resolve your complaint quickly and fairly.
3. If the complaint cannot be satisfied to your satisfaction you have the right to complain to Australian Financial Complaints Authority Limited (AFCA). This service is free of charge to you and AFCA can be contacted on 1800 931 678 or email info@afca.org.au or mail to [GPO Box 3, Melbourne, Victoria 3001](#).

Furthermore, the Australian Securities and Investment Commission (ASIC) has a free of charge Infoline on 1300 300 630, which you may use to obtain information about your rights and to make a complaint.

If you have any further questions about the financial services provided by [Michael Todd](#), please contact Michael Todd on 02 9808 3166.

Retain this document for your reference and any future dealings with [Michael Todd](#)

Contact Us

Michael Todd Professional Practice

Suite 34, 99-101 Anzac Avenue (Corner Victoria Road)

West Ryde NSW, 2114, Australia

T: (02) 9808 3166

F: (02) 9808 3368

E: michaeltodd@austwise.com.au

W: www.austwise.com.au