



**Green
Associates**
Financial Planners

Financial advice.
It makes good financial sense.



Financial Services and Credit Guide

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

- who we are and how we can be contacted
- the advice and services we provide
- information about our licensee Charter Financial Planning Limited (Charter)
- our fees and how we, your adviser and Charter, are paid in connection with those services
- how we manage your private information
- how you can complain about a matter relating to us or Charter

Documents you may receive

We will provide you with a number of documents as you progress through our financial planning process to capture each stage of your advice journey. We may provide these documents to you 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), known as a financial plan. The financial plan 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 the advice we have provided.

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

When we provide credit advice we will conduct a preliminary assessment to determine the suitability of a particular product. This is normally documented and provided to you in a Record of debt advice or a Credit Proposal. We will retain a record of the debt advice or Credit Proposal which you may request by contacting our office within seven years of the assessment. We will only provide recommendations to apply for a particular credit contract with a certain lender or increase the credit limit of a particular credit contract where the contract meets your needs and objectives and is not unsuitable to your circumstances.

If we recommend or arrange a financial product for you we will provide a product disclosure statement (PDS) or investor directed portfolio service (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 professionally manage that product.

You should read any warnings contained in your advice document, the PDS or IDPS guide carefully before making any decision relating to a financial strategy or product.

Not Independent

Generally, we provide personal advice in line with our 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.

About our practice

Summary of the business

Name	Kaylene Pty Ltd trading as Green Associates Financial Planners
Australian Business Number	53 082 094 308
Authorised representative number	250257
Credit representative number	516489

Our office contact details

Address	Unit 5, 10 Geils Court, , DEAKIN, ACT 2600
Phone	1300 815 921
Email	info@greenassociates.com.au
Website	www.greenassociates.com.au

This guide provides information about our advisers including their contact details, qualifications, experience, the services they may offer and financial products they can provide advice on.

Kaylene Pty Ltd has more than one office. This guide details information about our practice only. You can obtain the FSCG for other offices by contacting them on the details below.

Brisbane office contact details

Address	Level 4 303 Coronation Drive Milton QLD 4007
Phone	1300 815 921
Email	info@greenassociates.com.au

Brisbane office contact details

Address	1143 Sandgate Road Nundah QLD 4012
Phone	1300 815 921
Email	info@greenassociates.com.au

Goulburn office contact details

Address	139 Auburn Street Goulburn NSW 2580
Phone	1300 815 921
Email	info@greenassociates.com.au

Our advice and services

We can provide you with personal and general advice about specific services and financial products listed below. We can also arrange for financial products to be issued without advice from us.

Individual advisers within our practice may not be qualified to provide advice in all of the services and products noted below. Their individual profile guides will note any limitations to the advice they are qualified to provide. At all times we will ensure the appropriate adviser is available to you to provide advice consistent with your goals.

The following table sets out the areas of advice we can help you with as well as the products and services we can arrange.

Any additional advice or services we can offer you, or limitations to the list below, will be outlined in **Our financial advisers and credit advisers** on page 13.

We can provide advice on	We can arrange the following products and services
<ul style="list-style-type: none">— Investments strategies (strategic asset allocation and goals based investing)— Budget and cash flow management— Debt management (including borrowing for personal and investment purposes)— Salary packaging— Superannuation strategies and retirement planning— Personal insurance— Estate planning— Centrelink and other government benefits— Aged care	<ul style="list-style-type: none">— Superannuation, including retirement savings accounts— Self-managed superannuation funds (SMSF)— Borrowing within your SMSF— Employer superannuation— Managed investments— Deposit and payment products (for example term deposits, cash management accounts and non-cash payment products)— Standard margin loans— Retirement income streams, including pensions and annuities— Personal and group Insurance (life cover, disability, income protection and trauma)— Loans including mortgages, reverse mortgages and deposit bonds— Life investment products including whole of life, endowment and bonds— Securities (including listed securities and debt securities)— Exchange traded funds and Listed investment companies— Arranging for listed securities, shares and debentures to be bought and sold via a platform and broker.— Various structured products, instalment warrants over managed funds and protected equity loans— Investor directed portfolio services— Limited selection of investment guarantees

Charter maintains an approved products and services list from a diversified selection of approved Australian and International providers, including companies related to Charter. These have been researched by external research houses as well as our in-house research team.

Charter periodically reviews these products to ensure that they remain competitive with similar products that address similar client needs and objectives. Generally, we recommend products that are on the

approved products and services list. However, if appropriate for your needs, we may, subject to Charter's approval, recommend other products.

A copy of the approved products and services list can be supplied to you upon request.

If we recommend a new platform or portfolio administration service, we use those approved by Charter.

As at May 2021, the lenders whose products are most commonly recommended by accredited mortgage consultants authorised by Charter are ANZ, Macquarie Bank, Commonwealth Bank, AMP Bank, NAB and AFG Home Loans.

Tax implications of our advice

Under the Tax Agent Services Act 2009, Kaylene Pty Ltd, trading as Green Associates Financial Planners is authorised by the Tax Practitioners Board to provide tax (financial) advice services on matters that are directly related to the nature of the financial planning advice provided to you. We will not consider any other tax matters in our advice to you. Where tax implications are discussed they are incidental to our recommendations and only included as an illustration to help you decide whether to implement our advice.

Transaction services

We can arrange to complete transactions for you on limited types of financial products where we can take your instructions and arrange for the transaction to be completed, without providing personal advice. If you wish to proceed without our advice, we will ask you to confirm your instructions, which will be documented in writing. We will keep a record of this documentation for seven years. You may request a copy of such records by contacting our office during that period.

Your relationship with us and using our services

You can contact us directly with any instructions relating to your financial products. This includes giving us instructions by telephone, mail or email. We can only accept your instructions via email once you have signed an authority form.

We will work with you to agree what advice and services we will provide and when and how often we will provide them.

Where you agree to annual advice and services, the details will be documented and provided to you in an advice or service agreement. This includes the frequency of contact between us, service standards that may apply, any fee arrangements and how the agreement can be terminated.

If at any time you wish to terminate your relationship with us, please contact us using the details shown in this guide.

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 are able to determine if our advice continues to be appropriate.

Our fees

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. 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:

- Initial advice;
- Annual advice and services

Please note that for services in relation to insurance and some credit products, commissions may be paid by the product provider as follows:

- Initial commission - a percentage of the value of your loan balance or insurance premiums; and
- Ongoing commission - a percentage of the value of your outstanding loan amount or premiums, usually calculated at the end of each month in which you hold the loan, or on renewal of insurance products.

We may also receive commissions for deposit bonds. Details are in the schedule of fees.

Payment methods

We offer you the following payment options for payment of our advice and service fees:

- BPAY, direct debit (savings), credit card or cheque; and
- Deduction from your investment (subject to the advice and service provided).

All permissible fees and commissions will be paid directly to Charter as the licensee. They retain an amount (a licensee fee) to cover their licensee costs and the balance is passed on to us. The amount is determined annually, based on a number of factors, including our business revenue and the number of advisers in the practice.

For more information on our services, please see our **Schedule of fees** attached or available on request.

Other costs

Where other costs are incurred in the process of providing our advice and services to you, you will be liable for these costs. However, we will agree all additional costs with you prior to incurring them.

Other benefits we may receive

The following are monetary and non-monetary benefits we may receive other than those explained above. These are not additional costs to you.

In addition to the payments we may receive for our advice and services, we may receive other support services or recognition from the licensee to help us grow our business. This could include training, badging rights, technology, financing, events or other recognition we are eligible for. We may receive benefits from products 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.

Development, management and advice (DMA) run off payments

Eligibility to receive DMA run off payments is dependent on us continuing to be authorised by and meeting standards set by Charter. From 31 January 2020 we will be eligible to receive run-off payments based on the amount of advice revenue we generated in 2018. Advice revenue includes revenue directly attributable to advice provided to a client for an agreed fee. It excludes commissions from investment, insurance and banking products. These payments are to assist with our cashflow over 3 years as set out in the table below. Run-off payments will not be made after January 2023.

Year	Total annual amount
2021	\$72,600.00
2022	\$36,300.00

Certified quality advice program

On meeting eligibility criteria and gaining access into the program, we may become eligible for discounts on licensee fees, a 10% increase in purchase price under the buyout option and a 10% increase in DMA payment should we qualify. Eligibility is assessed on professional operations and processes, high quality advice standards and education.

Buyout option

If we leave the financial services industry, we are eligible to sell the register rights of our client base to Charter Financial Planning Limited. The valuation of these rights is based on a multiple of the annual financial planning revenue generated by our practice.

Personal and professional development

Charter provides personal and professional development opportunities in the form of education and professional development programs, offered annually to qualifying practices.

Business support

We might receive financial and non-financial assistance from the licensee including financing or subsidies or reimbursements for accounting, legal and bank fees or technology support; marketing, badging rights, or other once-off transitional support costs, to help us grow our business or implement appropriate succession planning options.

Provided we met specific qualification criteria Charter will support our practice with up to \$3,750 per authorised representative that was with us in December 2017. This support is to assist us in meeting the training and education requirements for financial advisers as required by Financial Adviser Standards and Ethics Authority. Any support provided by Charter is paid directly to the education provider and not to us.

Placement fees

From time to time Charter will 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 Charter. We may share in this fee based on the level of participation by our clients.

Relationships and associations

It is important that you are aware of the relationships that Charter has with providers of financial services and products as they could be seen to influence the advice you receive.

We are 24% owned by Associated Planners Financial Services Pty Ltd which is a member of the AMP Group.

About our licensee

Charter Financial Planning Limited

ABN 35 002 976 294

Australian Financial Services Licensee and Australian Credit Licensee No: 234665

Charter:

- Approved the distribution of this guide
- Authorised us to provide advice and other services as described in this guide
- Authorised us to provide credit assistance services to you

Charter's registered office is located at 33 Alfred Street, Sydney, NSW 2000.

About the AMP Group

Charter is a member of the AMP group of companies. We can provide advice on products from a wide range of financial product providers, some of which are related or associated with Charter namely:

- | | |
|---|--|
| — NMMT Limited | — AMP Superannuation Limited |
| — AMP Bank Limited | — ipac asset management limited |
| — SMSF Administration Solutions Pty Ltd | — Multiport Pty Limited |
| — AMP Capital Investors Limited | — AMP Capital Funds Management Limited |
| — Australian Securities Administration Limited (ASAL) | — Cavendish Superannuation Pty Ltd |
| — National Mutual Funds Management Limited | — SuperConcepts Pty Ltd |
| | — N.M. Superannuation Pty Limited |

If we recommend a product issued by the AMP Group 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.

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.

Separately managed accounts (SMA)

Key relationships and associations

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 SMART Invest Managed Portfolios .

North is the platform that administers the SMART Invest Managed Portfolios .

Kaylene Pty Ltd trading as Green Associates Financial Planners is not the investment manager. The responsible entity appoints a professional investment manager to provide advice about the management of the SMA portfolios. The responsible entity makes all investment decisions relating to the SMA portfolios.

We have no relationship or association with the investment manager.

Fees

Other than the fees disclosed under 'My Fees' above, we do not receive any other remuneration or other benefits in respect of, or that is attributable to, the provision of services related to the SMART Invest Managed Portfolios .

Key roles

Entity	Role
Responsible entity (RE)	Issues the SMA. The RE must meet regulatory requirements including investment governance and is ultimately responsible for the effectiveness and governance of the investment options (model portfolios and customisations) available via the SMA. The RE manages the platform, custodial and administrative services.
Investment manager	Provides advice to the responsible entity on the composition and management of the managed portfolios.
Platform	Provides custodial and administrative services, reporting and access to a menu of diversified investments.
Practice (us)	Reviews the appropriateness of the SMA product for the client at least once a year.

For more information about how the product works and the roles and responsibilities of the key parties, please refer to the SMART Invest Managed Portfolios PDS which we'll provide to you if we recommend the SMA product to you.

Note

If you are no longer a client of Kaylene Pty Ltd trading as Green Associates Financial Planners, the responsible entity may have the discretion to move your investments out of the SMART Invest Managed Portfolios .

ABNs and Australian financial services licences (AFSL)

Responsible entity	NMMT Limited , ABN 42 058 835 573, AFSL 234653
Investment manager	Zenith Investment Partners Pty Ltd , ABN 27 103 132 672, AFSL 226872

Confidence in the quality of our advice

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

- Contact your adviser or accredited mortgage consultant and tell them about your complaint.
- If your complaint is not satisfactorily resolved within three business days, please contact Charter:
 - Phone 1800 812 388
 - Email advicecomplaints@amp.com.au
 - In writing:

Charter Financial Planning Limited

Attention: Head of Advice Complaints and Client Remediation

33 Alfred Street

Sydney NSW 2000

- They will try to resolve your complaint quickly and fairly. They will provide you with a decision in respect to your complaint within 45[^] 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 listed below.

[^]From 5 October 2021, the timeframe will reduce from 45 days to 30 days.

Any issues relating to 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 relating to your personal information

The Privacy Commissioner

GPO Box 5218
Sydney NSW 2001
1300 363 992
privacy@privacy.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. Charter 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 covers claims arising from the actions of former employees or representatives of Charter, even where subsequent to these actions they have ceased to be employed by or act for Charter.

Your privacy

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

Privacy collection statement

As part of the financial planning process, 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 fully or properly analyse your needs, objectives and financial situation, so our recommendations may not be completely appropriate or suitable for you.

We are also required under the Anti-Money-Laundering and Counter-Terrorism Financing Act (AML/CTF) 2006 to implement client identification processes. We will need you to present identification documents such as passports and driver's licences in order to meet our obligations.

We keep your personal information confidential, and only use it in accordance with our Privacy Policy. Some of the ways we may use this information are set out below:

- Your adviser and Charter may have access to this information when providing financial advice or services to you;
- Your adviser may, in the future, disclose information to other financial advisers, brokers and those who are authorised by Charter to review customers' needs and circumstances from time to time, including other companies within the AMP group (the Group);
- Your information may be disclosed to external service suppliers both here and overseas who supply administrative, financial or other services to assist your adviser and the Group in providing financial advice and services to you. A list of countries where these service providers are located can be found in the Group Privacy Policy;
 - We may be disclosing your personal information to Philippines for the purpose of Administration .
- Your information may be used to provide ongoing information about opportunities that may be useful or relevant to your financial needs through direct marketing (subject to your ability to opt-out as set out in the Group Privacy Policy); and
- Your information may be disclosed as required or authorised by law and to anyone authorised by you.

Your adviser and Charter 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 your adviser or Charter holds about you at any time to correct or update it as set out in the Group Privacy Policy. The Group Privacy Policy also contains information about how to make a complaint about a breach of the Australian Privacy Principles.

For a copy of Group's Privacy Policy visit <http://www.amp.com.au/privacy> or you can contact us.

Australian Finance Group (AFG)

AFG is an aggregator and it acts as a gateway or interface between mortgage brokers and lenders by providing an IT platform through which brokers submit loan applications and deal with lenders as well as providing some other ancillary services.

Subject to compliance with relevant laws, included relating to conflicted remuneration, lenders may offer incentives that are paid directly to the accredited mortgage consultant. These may include indirect benefits for example business lunches, tickets to sporting or cultural events, corporate promotional merchandise and other minor benefits.

Accredited mortgage consultants may be invited to attend the AFG National Conference. This is an annual event which offers accredited mortgage consultants the opportunity for professional development and to hear industry updates and educational presentations by AFG and lender sponsors. AFG may subsidise some costs of attendance, subject to compliance with relevant laws. The value will depend upon a range of factors, including the nature of the courses and events planned.

Any benefits that we may receive that are related to a loan recommended to you which is regulated by the National Consumer Credit Protection Act 2009 (Cth), will be disclosed in our advice to you prior to application.

Our financial advisers and credit advisers

About Craig Green

Experience	25 Years Financial Planning
Phone	1300 815 921
Email	craig@greenassociates.com.au
Authorised representative number	250661
Credit representative number	406752

Qualifications (Finance related)

Master of Financial Planning

Professional memberships

AFA - Association of Financial Advisers

FPA - Financial Planning Association

Professional designations

CFP - Certified Financial Planner (FPA)

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Employer super
- Estate planning (I am authorised to advise on a limited range of estate planning solutions related to your financial products)
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- dividends
- bonus

Based on the above, the following contains my remuneration details:

- Craig Green is an employee/director/shareholder of Kaylene Pty Ltd and receives salary plus dividends from the practice.

About Katrina Wood

Experience	21 years in Financial Planning
Phone	1300 815 921
Email	trina@greenassociates.com.au
Authorised representative number	278412
Credit representative number	422888

Qualifications (Finance related)

Advanced Diploma of Financial Services (Financial Planning)

Bachelor of Management

Master of Financial Planning

Professional memberships

FPA - Financial Planning Association

Professional designations

CFP - Certified Financial Planner (FPA)

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Employer super
- Estate planning (I am authorised to advise on a limited range of estate planning solutions related to your financial products)
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- dividends
- bonus

Based on the above, the following contains my remuneration details:

- Katrina Wood is an employee/director/shareholder of Kaylene Pty Ltd and receives salary plus dividends from the practice.

About Stuart Holden

Experience	20 years financial services (accounting, tax & financial planning)
Phone	1300 815 921
Email	stuart@greenassociates.com.au
Authorised representative number	331399
Credit representative number	406802

Qualifications (Finance related)

Diploma of Financial Services (Financial Planning)

Certificate IV Financial Services (Finance/Mortgage Broking)

Master of Professional Accounting

Professional memberships

FPA - Financial Planning Association

Professional designations

CFP - Certified Financial Planner (FPA)

CTA - Chartered Tax Adviser

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Employer super
- Estate planning (I am authorised to advise on a limited range of estate planning solutions related to your financial products)
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- dividends
- bonus

Based on the above, the following contains my remuneration details:

- Stuart Holden is an employee/director/shareholder of Kaylene Pty Ltd and receives salary plus dividends from the practice.

About Myles Cronin

Experience	28 years in the industry
Phone	1300 815 921
Email	myles@greenassociates.com.au
Authorised representative number	350946
Credit representative number	406658

Qualifications (Finance related)

Graduate Certificate in Financial Planning

Professional memberships

AFA - Association of Financial Advisers

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Gearing and margin lending
- SMSF borrowing

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- dividends
- bonus

Based on the above, the following contains my remuneration details:

- Myles Cronin is an employee/director/shareholder of Kaylene Pty Ltd and receives salary plus dividends from the practice.

About Anthony Hutchison

Experience	32 years in Financial Planning
Phone	1300 815 921
Email	tonyh@greenassociates.com.au
Authorised representative number	252853
Credit representative number	408593

Qualifications (Finance related)

Advanced Diploma of Financial Services (Financial Planning)

Professional memberships

FPA - Financial Planning Association

Professional designations

Financial Planner AFP (FPA)

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Aged care
- Employer super
- Gearing and margin lending
- Securities (including listed securities and debt securities)
- SMSF borrowing
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- dividends
- bonus

Based on the above, the following contains my remuneration details:

- Tony Hutchison is an employee/director/shareholder of Kaylene Pty Ltd and receives salary plus dividends from the practice.

About Taylor Ward

Experience	5 years in the Financial Planning industry
Phone	1300 815 921
Email	taylor@greenassociates.com.au
Authorised representative number	1266701
Credit representative number	510588

Qualifications (Finance related)

Diploma of Financial Planning

Bachelor of Finance

Professional memberships

AFA - Association of Financial Advisers

The advice and services I can provide

I am authorised to provide the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Debt securities
- SMSF borrowing
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- bonus

Based on the above, the following contains my remuneration details:

- Taylor Ward is an employee of Kaylene Pty Ltd and receives a salary and bonuses from the practice.

About Tyson Matthews

Experience	11 years in Financial Services
Phone	1300 815 921
Email	tyson@greenassociates.com.au
Authorised representative number	1268673
Credit representative number	534940

Qualifications (Finance related)

Diploma of Financial Services (Financial Planning)

Diploma of Finance and Mortgage Broking Management

Advanced Diploma of Accounting

Master of Applied Finance

Master of Financial Planning

Professional memberships

FPA - Financial Planning Association

Professional designations

FPA - Affiliate Financial Planner

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Securities (including listed securities and debt securities)
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- bonus

Based on the above, the following contains my remuneration details:

- Tyson Matthews is an employee of Kaylene Pty Ltd and receives a salary and bonuses from the practice

About Richard Grimshaw

Experience	22 years
Phone	1300 815 921
Email	richard@greenassociates.com.au
Authorised representative number	277096
Credit representative number	534940

Qualifications (Finance related)

Diploma of Financial Planning

Bachelor of Business (Banking & Finance)

Professional memberships

FPA - Financial Planning Association

Professional designations

CFP – Certified Financial Planner (FPA)

The advice and services I can provide

I am authorised to provide all the services listed in the **Our advice and services** section of this guide, except for the following:

- Loans including mortgages, reverse mortgages and deposit bonds
- Employer super
- Estate planning (I am authorised to advise on a limited range of estate planning solutions related to your financial products)
- Goals based investing
- Debt securities
- Protected Equity Loans, Instalment Warrants and Structured Products

Should you require advice and services that extend beyond my authority I can refer you to a suitably qualified professional.

I am also a credit representative of Charter and am authorised to provide strategic debt advice regarding how to structure debt, suitability of existing loan structures and repayment options. I am not authorised to provide credit assistance. If you require advice involving mortgages or other lending products, I can refer you to an accredited mortgage consultant.

How I am paid

I receive the following from our practice:

- salary
- bonus

About Davina Skene

Experience	12 Years in Mortgage Broking
Phone	0413 437 389
Email	davina@greenassociates.com.au
Credit representative number	500675

Qualifications (Finance related)

Diploma of Finance and Mortgage Broking Management

Diploma of Management

Professional memberships

FBAA - Finance Brokers Association of Australia

The advice and services I can provide

I am an accredited mortgage consultant and as a credit representative of Charter I am authorised to provide mortgage and finance broking activities, including assisting you to apply for a loan.

Subject to meeting lender credit criteria, I can advise on loans relating to:

- residential mortgages and home loans
- deposit bonds
- reverse mortgages

I can also recommend credit cards. The full list of approved lenders is available on request but is not an exhaustive list of lenders who offer credit of the nature you may seek.

How I am paid

I receive the following from our practice:

- salary
- bonus

Based on the above, the following contains my remuneration details:

- Davina Skene is an employee of Kaylene Pty Ltd and receives a salary and bonuses from the practice.

Schedule of fees

These prices 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.

Initial fees

These are fees paid when you have agreed to receive our advice:

Initial service	Fee amount
SOA	From \$4,400
Implementation of Advice	From \$2,200

Annual advice and service fees

We also offer services for the below costs for a fixed period of 12 months. The cost of those services are as follows:

Service	Fee amount
Adviser Review	From \$2,750
Investment Review	
Investment review	From \$1,250

The amount of fees will depend on the service offering and these will be provided in a separate advice or services agreement.

Commissions

We may receive commissions when implementing certain products for you, in line with the below. Any commission amounts will be disclosed to you when providing our advice. The following table is a guide of commissions we may receive.

Product type	Initial commission	Ongoing commission	Example
Insurance (including those held within superannuation)	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%.	Up to 33% of the insurance premium each following year.	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 \$330.00 pa.
Residential Loans	Up to 1.10% of the initial loan balance. AFG retains 1.5% and passes the remainder on to Charter. Charter then retains 3%% and we will receive the	Up to 0.55% of the outstanding loan balance each year. AFG retains 1.5% and passes the remainder on to Charter. Charter then retains 3%% and we will	If your loan balance was \$100,000, initial commission would be up to \$1,100. AFG would retain up to \$16.50 and Charter receives \$1,083.50. Charter

	remaining 97%%.	receive the remaining 97%%.	then passes Invalid formula (\$1,083.50 x 97%%) on to us. On an annual basis, the commission on a \$100,000 loan balance would be up to \$550, of which AFG retains up to \$8.25 and Charter receives \$541.75. Charter then passes Invalid formula (\$541.75 x 97%%) to us.
Personal Loans	Up to 2.75% of the initial loan balance. Where an aggregator fee applies, AFG retains 1.5% and passes the remainder on to Charter. Charter then retains 3%% and we will receive the remaining 97%%. Up to \$440 where a flat commission applies. Where an aggregator fee applies, AFG retains \$6 and passes the remaining \$4 on to Charter. Charter then retains Invalid formula and we will receive the remaining Invalid formula.	N/A	If your loan balance was \$50,000 and a percentage-based fee applies, commission would be up to \$1,375. AFG would retain up to \$20.63 and Charter receives \$1,354.37. Charter then passes (\$1,354.37 x 97%%) Invalid formula on to us.
Deposit bonds	Up to 25% of the deposit bond fee. AFG retains 1.5% and passes the remainder on to Charter. Charter then retains 3%% and we will receive the remaining 97%%.	N/A	For example, if your deposit bond fee is \$400, the commission would be up to \$100. AFG would retain up to \$1.50 and Charter receives \$98.50. Charter then passes (\$98.50 x 97%%) Invalid formula to us.

All fees and charges include GST.

If an agreed advice fee is charged then we may rebate all or some of the commission.