

FINANCIAL SERVICES GUIDE

A guide to our relationship with you and others

This Financial Services Guide (FSG) is issued by RKBJ Private Wealth Pty Ltd which holds Australian Financial Service Licence number 560765. This FSG comprises and must be read in conjunction with your adviser's current Adviser Profile that includes amongst other information, details of your adviser's remuneration.

Not Independent

RKBJ Private Wealth Pty Ltd and its authorised representatives are not independent in relation to the provision of personal advice as it may receive commissions from life insurance providers when we recommend life insurance to our clients.

Distribution of this FSG by your adviser, who is a RKBJ Private Wealth Pty Ltd Authorised Representative, is authorised by the licensee, Private Wealth Pty Ltd.

This FSG dated 12 November 2024 describes our financial planning and advisory services to assist you decide whether to use our services. It also outlines your rights as a client and our obligations and responsibilities as the licensee and your adviser.

You have the right to ask us about our charges, the type of advice we will provide to you, and what you can do if you have a complaint about our services. This FSG is intended to inform you of certain basic matters relating to our relationship, prior to us providing you with a financial service.

Who provides the financial services offered in the guide?

The financial services are provided by RKBJ Private Wealth Pty Ltd and your adviser. When RKBJ Private Wealth Pty Ltd and your adviser provide you with financial services, we will act on your behalf and in your best interests.

The key matters covered by the FSG include the following:

- who RKBJ Private Wealth Pty Ltd and your adviser are;
- how we can be contacted;
- how RKBJ Private Wealth Pty Ltd and your adviser are paid;
- what services we are authorised to provide to you;
- details of any potential conflicts of interests;
- details of our professional indemnity insurance; and
- details of our dispute resolution procedures and how you can access them.

Statements of Advice and Product Disclosure Statements

You should also be aware that you must receive a Statement of Advice (SOA) and a Product Disclosure Statement(s) when personal advice involving a financial product is provided to you, i.e. advice that takes into consideration your personal objectives, financial position and needs. The SOA will contain the advice, the basis on which it is given which may have

influenced the advice and how RKBJ Private Wealth Pty Ltd and your adviser will be remunerated for the advice we give you. If your adviser provides further advice to you, but not in writing, and that further advice is related to the advice provided in a previous SOA, that further advice will be recorded in a Record of Advice (ROA). You may request an ROA from your adviser or RKBJ Private Wealth Pty Ltd up to seven years after the further advice was provided, at no additional cost. In the event we make a recommendation to acquire a particular financial product (other than securities), we must also provide you with a Product Disclosure Statement containing information about the particular product's risks, benefits, features and costs to enable you to make an informed decision.

Who is RKBJ Private Wealth Pty Ltd?

RKBJ Private Wealth Pty Ltd is a holder of an Australian Financial Services Licence which enables it to act as a financial services provider under the Corporations Act.

What RKBJ Private Wealth Pty Ltd do

- Wealth Creation & Protection
- Aged Care
- SMSF & Superannuation
- Retirement Planning
- Insurances
- Estate Planning
- Asset Protection

Who is responsible for the financial services provided to me?

Your adviser acts on behalf of RKBJ Private Wealth Pty Ltd who is responsible for the advice provided to you. However, your adviser may operate separate businesses, and provide other services through those businesses, which are **NOT** authorised by RKBJ Private Wealth Pty Ltd and do **NOT** involve RKBJ Private Wealth Pty Ltd in any way, such as: accounting, auditing, tax return preparation, self-managed super fund compliance and administration, property sales and referrals, and other products and activities. RKBJ Private Wealth Pty Ltd is **NOT** responsible

for any advice and services you receive from your adviser that are not authorised by RKBJ Private Wealth Pty Ltd. If you are uncertain, you should ask either your adviser or RKBJ Private Wealth Pty Ltd Head Office who is responsible for that particular advice, service or transaction.

Does RKBJ Private Pty Ltd have any relationships or associations with product issuers?

RKBJ Private Wealth Pty Ltd does not have any relationships or associations with product issuer.

What financial services are available to me?

Our high-quality financial planning and advisory service involves:

- Identifying your financial needs, objectives and circumstances;
- Establishing realistic and reasonable financial goals and needs;
- Determining your risk profile;
- Exploring the costs and benefits, potential risks and returns, advantages and disadvantages of the various strategies and financial products available to you to help you reach those goals within the limits of relevant laws and available solutions;
- Recommending a course of action, agreeing on it with you and implementing it; and
- You may also engage us to provide advice on ongoing an ongoing basis or for a fixed term.

Unless their authorisation is restricted (see the Adviser Profile) RKBJ Private Wealth Pty Ltd advisers can generally provide you with sound advice relating to a wide range of important areas such as wealth creation, retirement, redundancy, superannuation, risk insurance, estate planning, Centrelink payments, cashflow management, budgeting and debt repayments, structuring of investment portfolios, borrowing to invest, complex company and trust structures, and so on. RKBJ Private Wealth Pty Ltd's research and technical support services enables advisers to provide value added advice on a broad spectrum of financial products which take into account relevant regulations pertaining to your financial position and goals.

RKBJ Private Wealth Pty Ltd is licensed to deal in and provide financial advice on the following range of financial products:

- Deposit and payment products, limited to:
 - Basic deposit products
 - Deposit products other than basic deposit products
- Debentures, stocks or bonds issued or proposed to be issued by a government
- Life products including:
 - Investment life insurance products
 - Life risk insurance products
- Interests in managed investment schemes including:

- Investor directed portfolio services
 - Retirement Savings Accounts ('RSA')
 - Securities
 - Superannuation, and
 - Margin Lending

If you would like to discuss any of these financial products, please contact us.

How do I provide instructions?

RKBJ Private Wealth Pty Ltd advisers will act on your instructions following your acceptance of their recommendations in the SOA. Your adviser and RKBJ Private Wealth Pty Ltd should not act independently of your specific instructions (unless you decide to use RKBJ Private Wealth Pty Ltd MDA service). Instructions you provide should be communicated to your adviser in writing. These instructions should be forwarded in an email, fax or posted letter to your adviser.

Tailored, general and ongoing advice

RKBJ Private Wealth Pty Ltd advisers usually provide advice tailored to your individual circumstances and also have the capacity to implement the advice they give, except where this may require the use of other professionals (accountants and lawyers). You may choose to enter into an agreement with your adviser to provide you with both initial advice and ongoing advice. If appropriate, we may also provide general advice only, where you are ultimately responsible for ensuring that this advice is suitable to your particular needs, objectives and financial situation. In this case, you should also obtain any relevant product disclosure statements to assist in this purpose.

Should I transfer investment monies to my adviser's account?

No. RKBJ Private Wealth Pty Ltd does not allow advisers to receive your investment funds into their own account or into any RKBJ Private Wealth Pty Ltd account. You should only transfer investment funds for a financial product to the approved financial institution that issues the financial product (as specified in the Product Disclosure Statement or similar document). You should never transfer investment funds to any other entity or person.

You should also not sign any blank forms. You should not appoint any other person as your attorney or authorised signatory unless you have received legal advice.

What information should I provide to my adviser?

You will need to provide your adviser with your personal objectives and your current financial situation including details of assets, liabilities, income and living expenses. This can best be accomplished by completing a RKBJ Private Wealth Pty Ltd Client Fact Find Form. The amount and type of information we will require from you depends on what financial services you require.

It is important that you provide us with complete and accurate information about your current personal circumstances and financial situation.

If you choose not to supply the required information or provide us with inaccurate information, the advice you receive may not be appropriate to your needs, objectives and financial situation.

You should read the warnings contained in the SOA, check any assumptions we make and review the basis for our advice carefully before making a decision about whether to proceed with the advice. You should also obtain and read any relevant product disclosure statements prior to applying for a financial product.

How will I pay for the services provided?

Your adviser's specific method of remuneration and fees, including referral fees, are detailed in their Adviser Profile. The exact remuneration and fee details will be disclosed to you in the SOA.

All fees will be payable to RKBJ Private Wealth Pty Ltd.

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

The three stages of financial planning are Initial Advice, Implementation and Ongoing Reviews. There is usually a separate fee for each of the three stages. Your adviser's remuneration structure for each advice stage will be found in their Adviser Profile and the dollar value disclosed to you in the SOA.

All commissions are payments made by the insurance product provider and are calculated as a percentage of the premium paid on insurance products. Commissions are of two types: (a) upfront or initial; and (b) ongoing or trail.

Fees can be based on: a percentage of funds invested or funds under advice, hourly rates multiplied by the hours worked, an agreed dollar amount for the value of the specific service being performed, or a combination of these.

The fees can be collected by platforms and other product providers. The typical ranges of commission and fee rates for investments and insurance products are as follows.

Upfront fees can vary between nil and 5.5% on investment products. Example: \$100,000 invested in a wrap service may involve an upfront fee payment of say 3% or \$3,000 which could be deducted from your investment account and paid to RKBJ Private Wealth Pty Ltd leaving a net investment of \$97,000.

Ongoing fees and percentage-based fees can be up to 2% pa, but normally in the range of 0.5% to 1.5% pa depending on the size of the portfolio. Example: A portfolio of \$300,000 may be subject to an ongoing portfolio review fee of 1% per annum paid quarterly. This would amount to \$3,000 per annum.

Upfront commissions can be up to 66% of the premium paid on insurance products.

Ongoing commissions can be up to 33%.

The precise amount of all these commissions and any other fees charged will be disclosed in your SOA, or other advice document.

What should I know about any risks of the investments or investment strategies you recommend to me?

RKBJ Private Wealth Pty Ltd advisers may only recommend to you investment products that are researched, analysed and approved by RKBJ Private Wealth Pty Ltd. Your adviser should explain any significant risks of investments and financial planning strategies. If the adviser does not do so, you should contact us to explain those risks to you.

Who do I complain to if I have a problem with your services?

If you have a complaint about the service provided to you, you should take the following steps:

1. We believe that the people involved are best placed to resolve the complaint in a fair, timely and effective manner. Therefore, you should firstly contact your adviser and tell your adviser about your complaint.

If your complaint is not satisfactorily resolved within 3 business days, it will be passed on to our Complaints Officer.

2. You can also lodge a complaint directly with our Complaints Officer by telephone on 03 9087 8920 or, in writing by email to david@rkbj.com.au or at PO Box 364, BALWYN VIC 3013. We will try to resolve your complaint quickly and fairly.

You will receive an acknowledgement of your complaint within 24 hours (or one business day) of receiving it, or as soon as practicable and a response to the complaint no later than 30 calendar days after receiving the complaint.

3. If you still do not receive a satisfactory outcome, you have the right to complain to the Australian Financial Complaints Authority (AFCA) online at www.afca.org.au, by email at @info@afca.org.au or on the free call number - 1800 931 678. You can also write to AFCA at:

Australian Financial Complaints Authority
GPO Box 3
Melbourne VIC 3001

RKBJ Private Wealth Pty Ltd is a member of AFCA.

Our full Complaints Management Policy can be provided to you on request.

RKBJ Private Wealth Pty Ltd Professional Indemnity Insurance and Compensation Arrangements

RKBJ Private Wealth Pty Ltd holds Professional Indemnity Insurance that complies with the compensation arrangements under Section 912B of the Corporations Act. The Professional Indemnity Insurance policy we hold covers the financial services provided by RKBJ Private Wealth Pty Ltd past and present representatives, including our advisers, subject to the terms, conditions and exclusions of the policy wording. This insurance is not intended to cover product failure or general investment losses. RKBJ Private Wealth Pty Ltd policy covers loss or damage suffered by retail clients due to breaches by RKBJ Private Wealth Pty Ltd or your adviser of their respective obligations under Chapter 7 of the Corporations Act. This includes negligent, fraudulent or dishonest conduct.

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

As a provider of financial services, we are subject to certain legislative and regulatory requirements, which necessitate us obtaining and holding detailed information, which personally identifies you and/or contains information or an opinion about you. In addition, our ability to provide you with a financial planning and advice service is dependent on us obtaining certain personal information about you.

We will collect information either directly from you or on your authority make investigations with others to obtain the information e.g., other professional advisers, accountant, superannuation fund, insurance and investment providers, etc.

The primary purpose for the collection, maintenance and use of your personal information is to adequately provide to you the services you have requested.

If you do not disclose the information then the services may not be provided to you adequately or at all.

We maintain a record of your personal profile including details of your personal objectives, financial position 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. If you wish to examine your file, please ask us. We will make arrangements for you to do so.

Our Privacy Policy

We are committed to protecting your privacy. We use the information you provide us to advise you on your financial

circumstances, goals and strategies. We provide your information to the product issuers with whom you choose to deal (and their representatives).

We do not trade, rent or sell your information or disclose it to overseas recipients. We may disclose your information to recipients in Philippines for the purpose of preparing a SOA. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will seek your consent before disclosing your information to them.

Our business is governed by legislation protecting your personal information, including the Privacy Act 1988 and Australian Privacy Principles (APPs).

Our privacy policy is available on request from us directly as detailed below.

Contact Us

If you have any further enquiries please contact:

RKBJ Private Wealth Pty Ltd
45 Whitehorse Road
BALWYN VIC 3103

PO Box 364
Balwyn VIC 3103

Telephone: 03 9087 8920
Email david@rkbj.com.au

RKBJ Private Wealth Pty Ltd
(ABN 61 677 631 935)
Australian Financial Services Licence No: 560765

Additional Privacy Information

Further information on privacy in Australia may be obtained by visiting the website of the office of the Australian Information Commissioner at www.oaic.gov.au



ADVISER PROFILE

Information about your RKBj Private Wealth Pty Ltd Adviser

This Adviser Profile is issued by RKBj Private Wealth Pty Ltd which holds Australian Financial Service Licence number 560765. This Adviser Profile forms part of the RKBj Private Wealth Pty Ltd Financial Services Guide (FSG) dated 12 November 2024. These documents should be read together. This document contains information regarding the Adviser listed below and is designed to help you to make an informed decision about the financial advice provided to you by the Adviser.

RKBj Private Wealth Pty Ltd has authorised its authorised representatives to provide this document to you.

Bernadette Shiels is an Authorised Representative (ASIC No. 250807) of RKBj Private Wealth Pty Ltd (AFSL: 560765) and employee of RKBj Financial Planning Pty Ltd

45 Whitehorse Road, BALWYN VIC 3103
Tel: 03 9087 8920
Fax: 03 9816 9972
Mobile: 0410 640 330
Email: bernadette@rkbj.com.au

Your Adviser

Bernadette Shiels is a Financial Adviser, an Authorised Representative of RKBj Private Wealth Pty Ltd and an employee of RKBj Financial Planning Pty Ltd.

Your Adviser's Authorisations

Bernadette is authorised to provide advice in relation to the following financial products:

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Life Products
- Managed Investment Schemes
- Retirement Savings Account Products
- Securities
- Superannuation
- Margin Lending
- Tax (financial) advice services.

This means that Bernadette can assist you in meeting your financial planning needs and objectives in these areas, which include personal insurances, saving and investment as well as superannuation, retirement planning strategies and tax (financial) advice services.

Your Adviser's Experience

Bernadette Shiels completed a Bachelor of Teaching in 1993, Bachelor of Education in 1994, and an Advanced Diploma of Financial Planning in 2003 at Deakin University. Bernadette also completed the Certified Financial Planning Program in 2020 with the Financial Planning Association of Australia (FPA). Bernadette is currently completing additional studies with Kaplan to further her qualifications.

Bernadette initially joined the financial planning industry in 2002 working as a paraplanner and has since moved into various roles including financial planning roles. Bernadette has gained extensive experience over the last 20 years, on a wide variety of financial planning issues.

Bernadette is FASEA Qualified.

Cost of Advisory Services

An initial meeting to discuss your financial circumstances is free of charge. At this meeting Bernadette will establish how he can assist you and gather the information required to prepare a financial plan.

Bernadette will discuss the fee basis with you and agree on the method of charging prior to proceeding or cost incurred. Also fees will be fully disclosed in the Statement of Advice and Product Disclosure Statement.

Payment will be either by way of a fee based on the funds under advice or from the brokerage paid by the product issuers, or as per invoiced. A fee for portfolio preparation or, if investment recommendations are not implemented, may also be charged. Ongoing advice that includes portfolio reviews may be charged on a percentage fee basis which varies according to the portfolio amount, complexity and structure, or as a fixed dollar amount as agreed between you and your adviser.

The basis for the SoA fee will be agreed upon with you before any advice is provided or costs incurred. All other fees are fully disclosed in the Statement of Advice and Product Disclosure Statement prior to any charges being incurred.

Preparation of Statement of Advice (SoA) (depending on complexity)	\$0 to \$5,000
Annual Portfolio Management & Review Annual Review Service *subject to minimum charge of \$2,500 Ongoing Monitoring and Review	1.10%*
Hourly Rate	\$440
Insurance Upfront commission Ongoing commission *% based on amount of premium and is paid by the insurance provider	Up to 66%* Up to 33%*

All fees include 10% GST.

All fees are payable to RKB Private Wealth Pty Ltd. RKB Private Wealth Pty Ltd charge a fixed fee per month as an expense and pay RKB Financial Planning Pty Ltd 100% of revenue. Bernadette receives a salary from RKB Financial Planning Pty Ltd.

Fee Examples:

Example for Investment Products

If you receive advice regarding an investment of \$800,000, the SoA fee could be \$3,100, of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd. If you invest \$800,000 the establishment fee will be \$0. If you maintained the investment and assuming the balance of the investment remains at \$800,000, the annual portfolio management & review fee will be \$8,800 per annum, of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd.

Example for Risk Products

If you receive advice regarding insurance, the SoA fee could be \$3,100 of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd. Should you proceed with the advice, then the SoA fee may be waived. However, if the policy is cancelled in the first two years ('responsibility period') you will be liable for the portion of the commission clawed back.

If you take out a life insurance policy with an annual premium of \$1,500, assuming the highest commission for the Upfront Option is selected at 66%, the upfront payment to RKB Private Wealth Pty Ltd would be \$990, of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd. The maximum ongoing commission for the Upfront Option is currently 22% per annum which could result in a payment of \$330 per annum for as long as the policy remains in force, of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd. Where a level commission option is selected, it could be as much as 33%, or \$495, of which 0% is retained by RKB Private Wealth Pty Ltd, and 100% is paid to RKB Financial Planning Pty Ltd.

This commission has what is called a 'responsibility period' imposed by the risk product issuer. This means that if the policy is cancelled within the first 1-2 years of inception commission is returned to the product issuer by RKB Private Wealth Pty Ltd.