

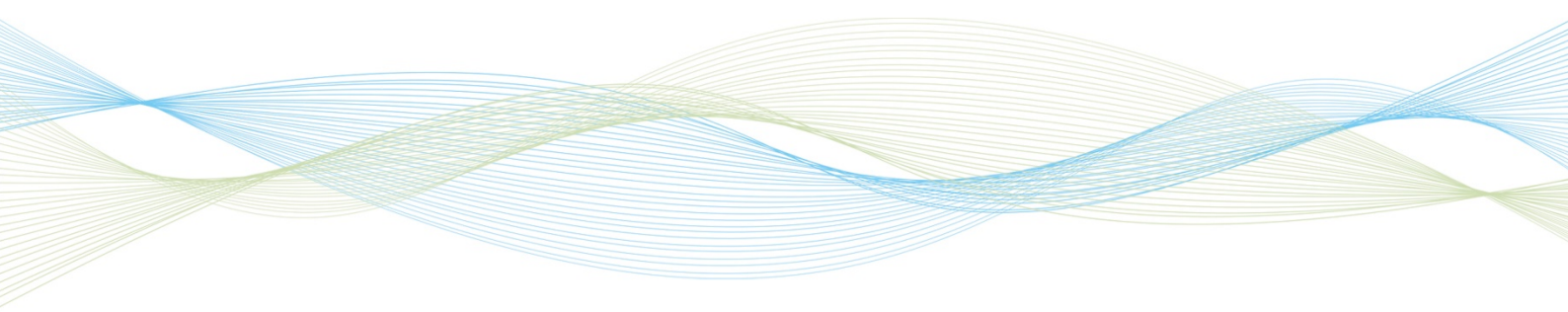
Financial Services Guide

ALTUS WEALTH PTY LTD



Version: 1.3

Date prepared: Monday, 20th December 2021



Not Independent / Our Lack of Independence

Altus Financial Services Pty Ltd, its Corporate Authorised Representatives and its Authorised Representatives receive commissions on the sale of life risk insurance products. As such, we are neither independent, impartial, or unbiased as defined in Section 923A of the Corporations Act.

What is a Financial Services Guide?

This Financial Services Guide ('FSG') helps you understand and decide if you wish to use the financial services we are able to offer you.

This FSG provides you with information about the entities that may provide you with financial services:

- the licensee's Corporate Authorised Representatives;
- individual Authorised Representatives of the licensee.

We collectively refer to Authorised Representative (s) in this FSG as "us, we, our". We are the providing entity and are the authorised representative(s) of the licensee.

This FSG sets out the services we provide. It tells you:

- who we are and how we can be contacted;
- what services and products we are authorised to provide to you;
- how we (and any other relevant parties) are paid; and
- how we deal with complaints.

We may provide you with personal advice that takes into account your needs, financial situation and circumstances. Where we provide you with personal advice, we will provide you with a Statement of Advice ('SOA'). The SOA outlines our advice and the basis on which the advice was given. It also outlines relevant information about us, our fees and charges associated with our advice. We are only able to provide personal advice about certain products as stipulated under our Australian Financial Services License ('AFSL').

If we provide further personal advice after providing our initial advice, we may record this in a Record of Advice, instead of an SOA. You may request a record of the further advice that is provided to you, if you haven't already been provided with it. You can also contact us, using the details at the start of this FSG, within 7 years from when the advice is provided to request this record.

Occasionally we provide general advice. This is where we may express an opinion or recommendation influencing you in making a decision in relation to a financial product, but where we HAVE NOT considered your personal objectives, financial situation or needs. If we provide you with general advice, we will provide you with a warning that the advice may not be appropriate to your needs, financial situation or objectives. Additionally, we will provide you with an applicable Product Disclosure Statement ('PDS') (if one is available) which you should read before making a decision that the product is right for you.

When a financial product is recommended to you, you will be provided with a PDS issued by the product provider / the Licensee / us. The PDS contains information about the product to assist you in making an

informed decision about the financial product. It will outline relevant terms, significant risks, and fees and charges associated with the product.

The Licensee has an Approved Product List which includes a range of financial products from product providers not associated with the Licensee.

The Licensee has arrangements in place to maintain professional indemnity insurance. This insurance satisfies the requirements under section 912B of the Act.

Please retain this FSG for your reference and any future dealings with us. We may also add documents at a later date which will also form part of this FSG, and these should be read together with the FSG. These documents will include the word 'FSG' in the heading.

Who will be providing the financial services to you?

The Licensee

The Licensee is the authorising licensee for the financial services provided to you, and is responsible for those services.

The licensee authorises, and is also responsible for, the content and distribution of this FSG.

The licensee's contact details are as follows:

Licensee name: Altus Financial Services Pty Ltd (AFS)
AFSL number: 520266
Address: Level 12, 10 Spring Street, Sydney NSW 2000
Website: www.altusfinancial.com.au
Phone: 02 8908 3444
Email: mail@altusfinancial.com.au

Corporate Authorised Representative details

Name: Altus Wealth Pty Ltd
ASIC number: 1287625
Address: Level 12, 10 Spring Street, Sydney NSW 2000
Website: www.altusfinancial.com.au
Phone: 02 8908 3444
Email: mail@altusfinancial.com.au

The individual authorised representatives are:

| Authorised Representatives | ASIC Register Number | Position | Qualification |
|------------------------------|----------------------|--|---|
| George Caredes | 250639 | Director of AFS and Altus Wealth and Adviser | Diploma of Financial Planning, Bachelor of Mathematics and Finance and Graduate Diploma in Financial Planning |
| Gregory Mifsud | 287870 | Director of AFS and Altus Wealth and Adviser | Diploma of Financial Planning, Bachelor of Mathematics and Finance and Diploma of Superannuation Management |
| Luke Mansell | 422499 | Adviser | Graduate Diploma in Financial Planning |
| Melissa Rethati | 1270970 | Adviser | Bachelor of Business (Accounting & Financial Planning) |
| Rodney Dickinson | 242238 | Director of AFS and Altus Wealth and Adviser | Bachelor of Economics and Diploma of Financial Planning |
| Matthew William Barton Smith | 242317 | Director of AFS and Altus Wealth and Adviser | Bachelor of Economics, Diploma of Business and Diploma of Financial Planning |
| Adam Montana | 328516 | Adviser | Bachelor of Business (Economics and Finance) and Graduate Diploma of Financial Planning |
| Robert Montgomery | 241846 | Adviser | Certified Financial Planner™ |
| Marcus Thistleton | 1271912 | Adviser | Bachelor of Commerce (Finance & International Business) and Diploma of Financial Planning |
| Karen Doutty | 1269595 | Adviser | Bachelor of Commerce (Economics) and Diploma of Financial Planning |

The authorised representatives named above share the same office as the corporate authorised representative.

You can provide instructions to us by contacting us using the contact details above.

The Licensee and the Authorised Representatives listed above act on your behalf when we provide financial services to you.

What services and products are we authorised to provide to you?

We are authorised to provide financial product advice and deal in the following financial products:

- Basic Deposit Products
- Non-basic Deposit Products
- Non-cash Payment Facilities
- Life Products – Investment Life Insurance
- Life Products – Life Risk Insurance
- Superannuation (including Self Managed Super Funds)
- Retirement Savings Accounts
- Managed Investment Schemes:
 - including Investor Directed Portfolio Services (IDPS)
 - limited to Managed Discretionary Account (MDA) Services
- Government Debentures, Stocks or Bonds
- Securities
- Standard Margin Lending Facilities

and to provide financial advice in the following areas:

- Wealth Accumulation
- Income & Asset Protection
- Tax Strategies
- Superannuation
- Retirement & Redundancy Planning
- Estate Planning
- Government Benefits
- Debt Management

We are authorised to provide these services and products to both retail and wholesale clients.

All Advisers are authorised to provide and deal in the financial product advice areas listed above with the exception of the following advice restrictions areas:

| Melissa Rethati | Marcus Thistleton | Karen Doutry |
|--|--|----------------------------------|
| Standard Margin Lending Facility | Standard Margin Lending Facility | Standard Margin Lending Facility |
| Securities | Self Managed Super fund | Self Managed Super Fund |
| Investor directed portfolio services and limited to MDA services | Investor directed portfolio services and limited to MDA services | Limited to MDA services |

There is an important difference between ‘general advice’ and ‘personal advice’. If we provide you with ‘general advice’ it means that we have not considered any of your individual objectives, financial situation and needs.

If we provide you with ‘personal advice’ we will consider your individual objectives, financial situation and needs when making our recommendation to you.

We will only provide services to you, with your prior, informed consent. If you do not understand any of the information in this Financial Services Guide or have any other questions relating to the terms on which we will be acting, please contact us.

In providing our services, other financial matters may arise, however, we are not authorised to assist with any financial and products and services except those explained above. You should seek specific advice from the appropriate professionals on other matters relevant to you.

Managed Discretionary Account Services

Altus Financial Services offers Managed Discretionary Account (**MDA**) Services through an agreement with clients called a MDA Contract.

By accepting the terms of a MDA Contract you will be granting your adviser an authority to take action on your investment portfolio (e.g. buy or sell investments) without first consulting you.

This will change the nature of the adviser-client relationship.

Normally, your adviser provides you with advice and recommendations supported by research or other information to assist you to make an informed decision on those recommendations. Your adviser then implements whatever action you decide to take.

If you accept the terms of an MDA Contract, you will, to some degree depending on the limitations/restrictions detailed in the MDA Contract, provide your adviser with the authority to make decisions on your investment portfolio and to implement investment transactions without consulting you.

You may give instructions to your adviser on how rights relating to the financial products in your investment portfolio are to be exercised by providing those instructions to your adviser in writing.

The decision to surrender full or partial control of your investment portfolio to your adviser is an important decision.

You should not accept the terms of a MDA Contract provided by your adviser unless you are confident that he/she has a clear understanding of your circumstances, needs and objectives.

The significant risks of accepting the terms of a MDA Contract provided by your adviser are:

- Your adviser may make investment decisions that you disagree with. Provided your adviser’s actions are within the law and the scope of the authority you have granted and the adviser has acted efficiently, honestly and fairly, you will have no right of recourse.
- This means that you will have to accept the tax consequences, transaction costs and any capital loss resulting from any transaction validly executed by your adviser and any “reversal” of that transaction that you may request.
- If you do not promptly inform your adviser of any changes in your situation, needs and objectives, there is a risk that your adviser may make inappropriate investment decisions.

You may only enter into a MDA Contract where your investment portfolio is held via a regulated platform such as an investor directed portfolio service (IDPS), IDPS-like scheme, superannuation wrap or master trust. The assets that will be managed under the terms of your MDA Contract will be held as part of your account on the relevant platform, and the MDA services does not include custodial or depository services.

You must enter into the MDA Contract provided by your adviser before he/she can provide you with MDA services. Your MDA Contract will include an Investment Program prepared by your adviser that complies with Division 3 of Part 7.7 and Division 2 of Part 7.7A of the Corporations Act, and that will contain:

- Statements about the nature and scope of the discretions your adviser will be authorised and/or required to exercise under the MDA Contract and the investment strategy that is to be applied in exercising those discretions;
- Information about any significant risks associated with the MDA Contract;
- The basis upon which your adviser considers the MDA Contract to be suitable for you; and
- Warnings that the MDA Contract:
 - May not be suitable to you if you have provided limited or inaccurate information relating to your relevant personal circumstances; and
 - May cease to be suitable if your relevant personal circumstances change.

Note that your adviser will exercise, on your behalf, all rights that relate to your portfolio arising from corporate actions and communications about your portfolio assets.

Your adviser will be responsible for reviewing the suitability of the MDA Contract (including the Investment Program that forms part of it) to your relevant personal circumstances at least once every thirteen (13) months, unless the MDA Contract is terminated earlier.

Fees and Costs

The table below shows the fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the assets managed in connection with the MDA services.

You should read all the information about fees and costs because it is important to understand their impact on your investments managed in accordance with the MDA services.

| Managed Discretionary Account | | |
|--|---------------|--------------------------|
| Type of fee or cost | Amount | How and when paid |
| Fees when your money moves in or out of the managed investment product | | |
| Establishment fee The fee to open your investment | Nil | Not applicable |
| Contribution fee¹ The fee on each amount contributed to your investment | Nil | Not applicable |
| Withdrawal fee¹ The fee on each amount you take out of your investment | Nil | Not applicable |
| Exit¹ fee The fee to close your investment | Nil | Not applicable |
| Management costs The fees and costs for managing your investment ¹ | | |
| MDA advice fee | Nil | Nil |

| Managed Discretionary Account | | |
|---|--------|-------------------|
| Type of fee or cost | Amount | How and when paid |
| Service fees² | | |
| Switching fee | Nil | Not applicable |
| The fee for changing investment options | | |

1. This fee includes an amount payable to an adviser.
2. Refer to the 'Schedule of Fees' section

Example of annual fees and costs for Altus Exchange Portfolio.

This table gives an example of how the fees and costs for the Altus Exchange Portfolio can affect your investment over a 1 year period. You should use this table to compare this product with other similar investment products.

| EXAMPLE — MDA service | | BALANCE OF \$50 000 WITH A CONTRIBUTION OF \$5 000 DURING YEAR |
|-----------------------------------|-----|--|
| Contribution Fees | Nil | For every additional \$5,000 you put in, you will be charged \$0. |
| PLUS Management Costs | Nil | And, for every \$50,000 managed under the MDA service, you will be charged \$0.00 each year. |
| EQUALS Cost of MDA service | | If you had an investment of \$50,000 at the beginning of the year and you put in an additional \$5,000 during that year, you would be charged fees of \$0.00 What it costs you will depend on the investment option you choose and the fees you negotiate. |

This example is illustrative only and fees and costs may vary for your actual investment. This example only shows the fees and costs that relate to receiving the MDA services, which can only be received in connection with your platform account. The example does not include the fees and costs of the underlying investments acquired through that platform. Additional costs will be charged by the issuers of the products that may be acquired as part of your MDA service via your platform account. Refer to the disclosure document for your platform for an explanation of the fees payable in connection with your platform account.

DID YOU KNOW?

Small differences in both investment performance and fees and costs can have a substantial impact on your long term returns.

For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100 000 to \$80 000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower contribution and management costs where applicable. Ask the fund or your financial adviser.

TO FIND OUT MORE

If you would like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** website (www.moneysmart.gov.au) has a managed funds fee calculator to help you check out different fee options.

What fees and commissions are payable to us?

Fees and Commission for providing you with our services are received by the Licensee. The licensee received 100% of these fees. The licensee retains 5% of the revenue for licensee related expenses and the rest is paid to the corporate authorised representative Altus Wealth Pty Ltd to cover other costs including salaries. All fees described in this FSG include GST.

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;
- Ongoing or fixed-term advice and services.

Please note that for services in relation to insurance, commissions will be paid by the product provider as follows:

- Initial commission - a percentage of your first year's premium; and
- Ongoing commission - a percentage of your premium for the second and subsequent years.

Payment methods

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

- Electronic Funds Transfer or cheque; and
- Deduction from your investment.

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. An advice fee may be charged on a set dollar amount at an hourly rate between \$220 and \$450 inclusive of GST. However, we will agree all additional costs with you prior to incurring them.

Placement fees

From time-to-time AFS will receive fees from brokers or product issuers 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 AFS. We may share in this fee based on the level of participation by our clients.

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 meeting/consultation

Our first meeting with you provides us the opportunity to get to know you and we are happy to meet for up to one hour to ascertain if we can be of assistance to you. It should be noted that **no** fee is charged for this meeting as the Corporate Authorised Representatives covers the cost of this meeting for you.

Plan Preparation Fee

If we agree that advice is required, a fee will be agreed with you prior to us preparing your Statement of Advice.

- The fee for research and preparation of your Advice document will be determined and confirmed to you at the conclusion of our initial meeting. This will be dependent upon the level of complexity and advice required.

The fee will be determined on the hours it has taken to research and produce the Statement of Advice, plus the time to present the advice to you.

Please note that a plan fee from \$1,650 inclusive of GST applies.

Before providing you with advice we will prepare an Initial Advice Agreement. The Initial Advice Agreement sets out what our advice will cover and how much it will cost you.

The initial advice fee will also be disclosed in your Statement of Advice.

Advice implementation

The costs of implementing the agreed strategies and advice covers the administrative time spent including:

- preparation and completion of documentation with you
- lodgement of the documentation to relevant parties
- monitor the process to ensure that all actions are correctly actioned for you.

This fee may be incorporated with the Plan Preparation fee. If the implementation is complex or outside the scope of the initial advice, an additional fee may be charged. This fee will be disclosed in the Initial Advice Agreement and the Statement of Advice which will be discussed with you.

Service fees

We will discuss and agree our fee structure with you before we provide you with services. The types of fees you can be charged are listed below. You may be charged a combination, or part of, any of these fees.

Fees for advice

We may charge fees for the preparation, presentation and implementation of our advice. These fees will be based on your individual circumstances, the complexity involved in your situation, and the time it takes to prepare personal financial advice for you. We will discuss these fees with you and gain your agreement to the fees before we provide you with advice. E.g. Our hourly rates range from \$220 per hour to \$500 per hour, depending on who provides services to you OR Our hourly rates vary depending on the level of expertise of your adviser.

Annual advice fees

We may charge a fee to provide annual portfolio reviews and/or for the provision of annual services. This fee will be agreed with you and is either a set amount or an amount based on the amount of funds under our advice, and/or the time involved in reviewing your portfolio and circumstances.

Life Insurance Products

Initial and ongoing commissions from insurance providers may be received by AFS. These commissions are paid to AFS by the company that issues the product that we recommend to you, and they are included in what you pay for the product. The commissions vary and are based on the policy cost, which is the sum of the premiums you pay and may include other fees related to the product. The initial commission is paid in the first year by the product issuer to AFS. Ongoing commissions are payments paid by product issuers to AFS in the years after the first year.

If you initiate an increase to your cover, AFS may receive an initial commission and ongoing commissions on the increase to your policy cost. The ongoing commission on a client-initiated increase is only paid in respect of the period that starts from the first anniversary of the increase.

If the initial commission is equal to the ongoing commissions (as a percentage of your policy cost), AFS may receive up to 38.5% (excl. GST) of your annual policy cost. If the initial commission is higher than the ongoing commissions, the maximum commission that AFS may receive is set out in the table below:

| Date a new product is issued | Initial commission (% of annual policy cost or increase excl. GST) | Ongoing commission pa (% of annual policy cost or increase excl. GST) |
|--|--|---|
| Before 1 January 2018 or before 1 April 2018 when the application was received prior to 1 January 2018 | 0 - 140% | 0 - 38.5% |
| 1 January 2018 - 31 December 2018* | 0 - 80% | 0 - 20% |
| 1 January 2019 - 31 December 2019* | 0 - 70% | 0 - 20% |
| From 1 January 2020* | 0 - 60% | 0 - 20% |

* AFS may receive the pre 1 January 2018 commission rates above from the product issuer if:

- your policy was issued before 1 January 2018 and you exercise an option or apply for additional cover under your policy after 1 January 2018; or
- your policy was issued before 1 January 2018 and is replaced after 1 January 2018 to correct an administrative error.

Example

We recommend an insurance product to you, and it is applied for and issued on 2 February 2018. The annual policy cost is \$450. AFS may receive up to \$360 (80% excl. GST) as an initial commission and may pass up to \$360 to us. Assuming the policy cost stays the same each year, AFS may receive up to \$90 pa (20% excl. GST) as an ongoing commission and may pass up to \$90 pa to us.

From 2 April 2020, you decide to increase your insurance cover. The cost of this increased cover is \$100. The initial commission payable to AFS in respect of this increase will be \$60 (60% excl. GST). The ongoing commission payable to AFS in respect of this increase will be \$20 pa (20% excl. GST), payable in respect of the period starting from the first anniversary of the date on which you increased your insurance cover (i.e. 2 April 2021). These commissions may be passed onto us.

You'll find details of how your insurance policy cost is calculated in the relevant PDS that we provide you. Where personal advice is provided to you, you'll also find details of the commission that AFS and we are entitled to receive, if you decide to purchase a life insurance product, in your SOA or ROA.

How are we and third parties remunerated?

The Licensee's directors are not remunerated as part of their role in running the Licensee (AFS).

Altus Wealth Pty Ltd directors, secretary and advisers are remunerated by salary and may receive an annual bonus. Bonuses will depend on several factors including:

- company performance;
- professionalism and adherence to compliance procedures; and
- team performance.

Altus Wealth directors/shareholders will also receive a benefit based on the ongoing company performance such as dividends.

The directors of Altus Wealth Pty Ltd are also directors of Advisory Central Pty Ltd, a fully integrated advice centre incorporating chartered accountancy, wealth management, tax and business advisory services. The directors may also receive dividends based on Advisory Central Group's performance.

You may request more details about the way these people or entities are remunerated within a reasonable time after receiving this document and before any financial services are given to you. If remuneration or other benefits are calculable at the time personal advice is given, it will be disclosed at the time that personal advice is given, or as soon as practicable afterwards. If remuneration is not calculable at that time, a statement of how the remuneration is calculated will be given to you at the time the advice is given, or as soon as practicable afterwards.

By using or continuing to use our services, you agree that:

1. All fees and charges received by us as described in this FSG (other than third party fees and charges) are a benefit given to us by you, in exchange for the services provided by us.
2. We do not charge asset-based fees where you are investing using borrowed money.
3. You understand, consent to, authorise and direct us to charge you in this way.

What arrangements may influence our advice to you?

From time to time we may accept alternative forms of remuneration from product providers or other parties, such as hospitality or support connected with our professional development (e.g. training or sponsorship to attend conferences). We maintain a register detailing any benefit we receive which is valued between \$0 and \$300, and other benefits that relate to information technology, software or support provided by a product issuer, or that relate to educational and training purposes. A copy of the register is available on request for a small charge.

What should you do if you have a complaint?

If you have a complaint, you can contact us and discuss your complaint.

Please contact the Complaints Manager of our Licensee using any of the contact details at the start of this FSG. We will try and resolve your complaint quickly, fairly and within prescribed timeframes.

If the complaint cannot be resolved to your satisfaction within 30 days, you have the right to refer the matter to the Australian Financial Complaints Authority (AFCA). AFCA provides a fair and independent financial services complaint resolution that is free to consumers.

Website: www.afca.org.au
Email: info@afca.org.au
Telephone: 1800 931 678 (free call)

In writing to: Australian Financial Complaints Authority
GPO Box 3, Melbourne VIC 3001

Compensation arrangements

We have arrangements in place to maintain adequate professional indemnity insurance as required by s912B of the Act. This insurance provides cover for claims made against us and our representatives, including claims in relation to the conduct of representatives who no longer work for us but who did so at the time of the relevant conduct.

Your Privacy

Our privacy policy is available at www.altusfinancial.com.au. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Privacy Act 1988 (Cth), or a registered privacy code and how we will deal with your complaint; and;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.