

<insert company logo>

## FINANCIAL SERVICES GUIDE<sup>1</sup> – FOR MDA PROVIDERS

[**USER NOTE:** Delete box if you qualify as independent pursuant to section 923A of the Corporations Act. As an MDA Provider it is unlikely that you will qualify as independent. However if you do not receive any fees for managing/operating the MDA, and you satisfy all of the other obligations of section 923A, you may qualify as independent.]<sup>2</sup>

### Not Independent

We are not independent, impartial or unbiased within the meaning of the Corporations Act because <insert the reason(s) why you are not independent e.g. we operate our own MDA service and receive fees from it, we receive life commissions, we recommend related party products, we are restricted to advising on a limited number of financial products etc>.

[**USER NOTE:** This is mandatory content.]<sup>3</sup> This Financial Services Guide describes our services to assist you to decide whether to use them. It describes how we are remunerated, our professional indemnity insurance and how we handle any complaints you may have.

## OUR AUTHORISATIONS

[**USER NOTE:** It is mandatory for the FSG to set out the financial services the provider is authorised to provide and the kinds of financial products to which those services relate.]<sup>4</sup>

We hold an Australian financial services licence [OR] are an authorised representative of Australian Financial Services (AFS) licensee, <insert name of AFS Licensee>.

We are authorised to provide <general/personal> advice and deal and provide a custodial or depository services in relation to the following financial products: [**USER NOTE:** Delete any products for which the FSG provider is not authorised]

- Deposit and payment products
- Life risk and investment products
- Managed discretionary account services
- Investor directed portfolio services
- Securities
- Managed investment schemes
- Superannuation, including SMSFs
- Government debentures, stocks and bonds
- Retirement savings accounts
- Foreign exchange contracts
- Derivatives
- Margin lending

## HOW YOU WILL DEAL WITH US

[**USER NOTE:** The 'How you will deal with us' section of this template describes your MDA service. It does not describe any other financial services you may provide. If you provide other services, insert a concise description of them here.]

[**USER NOTE:** Use the section highlighted in blue if an external MDA Adviser will prepare the client's SoA and Investment Program. Licensees who provide centralised investment management services for their corporate authorised representatives should also use this section as your advisers are also external MDA advisers] We offer a managed discretionary account (MDA) service. If you choose to use this service, we will manage your investment portfolio on a discretionary basis in accordance with an Investment Program recommended by your adviser. This means that we do not need to contact you for before making a change to your investments that is within the scope of the agreed Investment Program.

<sup>1</sup> See item 1 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"

<sup>2</sup> See item 18 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"

<sup>3</sup> See item 4 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"

<sup>4</sup> See item 6 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"

Your financial adviser will recommend our MDA service in a Statement of Advice if they consider it is suitable for you. You will need to enter into an MDA Contract with us before we can provide the service.

Your adviser will also recommend a suitable Investment Program for you. The Investment Program will explain:

- The investment strategy we will implement on your behalf;
- The nature and scope of the discretions you will authorise and require us to exercise when managing your investments;
- Any significant risks associated with the MDA Contract;
- The basis on which your financial adviser believes the MDA Contract is suitable for you; and
- That the MDA Contract may not be suitable for you if you have provided your adviser with limited or inaccurate information about your relevant personal circumstances or if those circumstances change.

Your financial adviser will review the suitability of the Investment Program and the MDA Contract for you at least every 13 months. You can request changes to your Investment Program at any time through your financial adviser, whose contact details can be found in their Statement of Advice.

**[USER NOTE: Use the section highlighted in green if the MDA Adviser who prepares the client's SoA and Investment Program is employed by the MDA Provider.]** We offer a managed discretionary account (MDA) service. If you decide to use this service, we will manage your investment portfolio on a discretionary basis in accordance with an Investment Program that we agree with you. This means that we do not need to contact you or before making a change to your investments that is within the scope of the Investment Program.

We will only recommend our MDA service if we consider it is suitable for you. You will need to enter an MDA Contract with us before we can provide this service.

We will also recommend a suitable Investment Program for you. The Investment Program will comply with Div 3 of Part 7.7 and Div 2 of Part 7.7A *Corporations Act 2001* (CA) and will explain:

- The investment strategy we will implement on your behalf;
- The nature and scope of the discretions you will authorise and require us to exercise when managing your investments;
- Any significant risks associated with the MDA Contract;
- The basis on which we believe the MDA Contract is suitable for you; and
- That the MDA Contract may not be suitable for you if you provide us with limited or inaccurate information about your relevant personal circumstances or if those circumstances change.

We will review the suitability of the Investment Program and the MDA Contract for you at least every 13 months. You can request changes to your Investment Program at any time by contacting us.

We will exercise any rights (such as voting rights) relating to the investments in your Investment Program on your behalf.

**[USER NOTE: The next sentence is mandatory content.]**<sup>5</sup> We act for you when providing this service. **[USER NOTE: The next sentence is mandatory content.]**<sup>6</sup> You can deal with us in person, by phone or email.

## SIGNIFICANT RISKS OF AN MDA SERVICE

The main risk of using our MDA service is that you will not know about the changes we make to your investments before they are made. However, we will only make adjustments which are consistent with our understanding of your relevant personal circumstances and the agreed investment strategy.

<sup>5</sup> See item 7 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"

<sup>6</sup> See item 5 of the Appendix to the User and Content Guide: "Standard FSG Content Requirements"