

# Financial Services Guide

This Financial Services Guide (“FSG”) is intended to inform you of certain basic matters relating to our relationship, prior to us providing you with any financial service. The matters covered by the FSG include who we are, how we can be contacted, what services we are authorised to provide to you, how we (and any other relevant parties) are remunerated, details of any potential conflicts of interest, as well as details of our internal and external dispute resolution procedures and how you can access them.

This FSG is provided to assist you to determine whether you wish to adopt any of the services described below.

You should be aware that you are entitled to receive a Statement of Advice whenever we provide you with any advice which takes into account your objectives, financial situation and needs. The Statement of Advice will contain the advice, the basis on which it is given and information about fees, commissions and associations which may have influenced the provision of the advice.

Key information is set out below:

## Who will be providing the financial service to me?

Horizon Wealth Management Pty Ltd (“Horizon”) ABN 90 115 657 693 holds an Australian Financial Services Licence number 353387. Horizon’s contact details are:

Horizon Wealth Management Pty Ltd, Suite 2006, Level 20, 44 Market Street, Sydney NSW 2000.

Telephone (02) 9392 8700  
Fax (02) 9392 8799  
Email [info@horizonwealth.com.au](mailto:info@horizonwealth.com.au)

## Who is my adviser?

Your adviser will be Brian May. Brian is specifically authorised by Horizon to act as its representative in providing financial services to clients and have specific formal industry qualifications. (Please refer to the Personal Profile documents attached.)

## Who do you act for when you provide financial services to me?

Horizon is responsible for the provision of any financial service that is given by any of its representatives.

Horizon is bound by the Conflict of Interest Policy. This ensures that all Horizon’s clients will receive sound, objective advice. Any conflicts of interest or potential conflicts of interest will be disclosed, avoided or controlled in the prescribed manner.

## What kind of financial services are you authorised to provide me and what kind of products do those services relate to?

Horizon is authorised to offer you the following services:

- \* Financial planning and investment advice
- \* Superannuation and rollover advice
- \* Retirement planning advice
- \* Estate planning advice of a general nature
- \* Life insurance advice
- \* Ongoing monitoring of your portfolio
- \* Investment portfolio management
- \* Social Security benefits planning

## How do you research products and service providers?

Each investment, insurance product or financial service that is recommended undergoes extensive research. Horizon undertakes extensive in-house analysis and sources qualitative research from a number of independent research houses. Only investments, insurance products and financial services that qualify for inclusion on our preferred product lists may be recommended.

## What type of advice do you offer me?

Prior to providing you with any advice, your adviser will review your situation and consider your overall financial strategy.

Horizon will provide two distinct types of advice to you in the course of preparing your financial recommendation. Strategic advice is advice we will give to you to explain how best to structure your affairs from investment, taxation, estate, income and expenditure planning perspectives. Personal investment and/or insurance advice is advice that we will give to you when recommending specific types of financial products and services relevant to your circumstances that will assist in achieving your future objectives.

After our strategic advice has been provided, in order for you to achieve your stated goals and objectives, we will select the investment and/or insurance products that have the relevant features to achieve your specific goals. We will only recommend investment and/or insurance products to you after considering their suitability for your individual investment objectives, financial situation and needs.

To ensure that you have the peace of mind of knowing that your finances are appropriately structured, we strongly recommend that you take advantage of our ongoing review service. This service provides you with an ongoing review of your portfolio, regular reports on its performance and the financial strategies we have implemented for you.

## How will I pay for your advisory services?

**Fee for service:** Horizon will provide an invoice for services directly to you

*or*

**Commission or Brokerage:** Commission payments come from commissions paid to Horizon from the product issuers whose products we recommend to you. These product issuers include Fund Managers that provide investment products and Life Insurance Companies that provide investment products and risk insurance products.



Horizon has a number of strategic referral relationships with other professionals. Typically, Horizon will pay up to 25% for a successful referral. The specific details of any referral fee paid is provided in the Statement of Advice. Details of Horizon's strategic referral relationships can be provided upon request.

## **If you charge me a fee for the service you provide, how are the fees calculated and paid?**

Any fee charged for subsequent services provided to you is based on an agreed service cost, which is set by Horizon.

A Horizon adviser will discuss the fees that will apply to your specific situation when you meet for your initial, obligation free consultation.

Statement of Advice (SOA) - Charges are dependent on the complexity of your individual circumstances but usually they will range between \$1,650 and \$11,000 (inclusive of GST).

Implementation – Before implementation of the agreed strategies, you will be quoted a fee based on complexity and assets. In most cases Horizon will not charge an implementation fee unless it is in substitute for the Statement of Advice fee.

Ongoing Advice Fees – For the provision of ongoing asset management, financial planning advice and review of your portfolio, we charge a fee based on the total value of your individual portfolio, the frequency of contact and the complexity of your situation.

## **If you charge me a commission, how much commission do you get? How is it calculated and deducted?**

Horizon typically receives between 0% and 2% commission of the funds invested from the investment Fund Managers or other parties with which Horizon has a relationship. This commission is not charged separately to you. The Fund Managers make the payment out of the entry/exit fees payable on your investment and pay it to us.

For example: For an investment of \$3,000 in a product whose manager pays 2%, Horizon will receive an initial commission payment of \$60. (Generally GST will not apply).

Some companies also pay us an ongoing commission (often called a trail commission). This is paid from the fund manager's annual management fee (this is not an additional fee). Both the upfront commission and the ongoing commission are outlined in the product disclosure statement that will be attached to any recommendations we make to you.

## **If you accept an insurance commission, how much commission do you get? How is it calculated and deducted?**

The commission or brokerage paid by life insurance companies varies from product to product and company to company.

Any commission or brokerage payable to Horizon is paid by the life Insurance Company as a result of the premium you pay. It is not an additional cost to you.

Initial commission can range from 0% to 121% of the first years premium. Ongoing or trail commission brokerage can range from 0% to 33% of the annual premium.

We will advise you of the specific commission brokerage applicable to any insurance recommendation prior to you applying for the insurance cover.

## **Do you receive any other benefits in relation to providing financial services to me?**

Details of any benefits exceeding \$300 that Horizon may receive are detailed in a publicly available register that is updated quarterly. Please ask Horizon for a copy as required.

Horizon may be paid a portion of the administration fee from the service providers. These payments are referred to as "commissions" and are detailed in any formal recommendation documents you receive.

## **What should I know about the risks of the investments or financial strategies you recommend to me?**

We will explain to you any and all risks associated with investments and strategies that we recommend to you. You should ask us to clarify any risks that are not clear to you.

## **Can I provide you with instructions and tell you how I wish to instruct you to buy or sell my investment?**

Yes. You may specify how you would like to give us instructions. For example, by telephone, fax or other means. If the execution is by telephone instruction we will require you to provide a letter of authorisation to serve as a record of the telephone instruction. This record will be kept on your file for future reference if required.

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

We maintain a record of your personal profile that includes details of your investment objectives, financial situation and needs. We also maintain records of any recommendations we have made to you and any discussions of significance we may have with you.

We are committed to maintaining and promoting a privacy policy, which will ensure the privacy and security of your personal information. A copy of our privacy policy follows. If you wish to examine your file, feel free to ask and we will make arrangements for you to do so.

## **How do you deal with the Anti-Money Laundering/ Counter-Terrorism Financing (AML/CTF) Act?**

Horizon adheres to all aspects of the AML/CTF Act. As such we require clients and prospective clients to provide us with identification in accordance with the legislation.

## How do you deal with ASIC's Professional Indemnity Insurance requirements?

Horizon is required by law to ensure it has adequate professional indemnity insurance to cover certain losses which may be suffered by Retail Clients. We confirm that Horizon has obtained professional indemnity cover to ensure it can meet the following circumstances:

- Losses or damage suffered by Retail Clients arising out of breaches of obligations under Chapter 7 of the Corporations Act 2001
- Breaches by both Horizon and its representatives
- Fraud by Horizon and its representatives, and
- Any award made against Horizon by an external dispute resolution scheme

Subject to its terms and conditions, this insurance will continue to provide coverage for representatives who have ceased work with Horizon for work done whilst engaged with Horizon.

## Our Privacy Policy

Horizon has and maintains a Privacy Policy to ensure it deals with its client's personal information in compliance with applicable Australian Privacy Principles. A copy of its Privacy Policy is available upon request.

## If You Have a Complaint

### Who can I complain to if I have a complaint about the provision of the financial services offered to me?

We are members of the Financial Ombudsman Service.

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

Contact us and tell us about your complaint.

If your complaint is not satisfactorily resolved within 30 working days please put your complaint in writing. This will ensure that the issues are fully documented and understood by all parties. Your complaint should be addressed to The Compliance Manager, Horizon Wealth Management Pty Ltd, Suite 2006, Level 20, 44 Market Street, Sydney, NSW, 2000. We will try to resolve your complaint quickly and fairly.

If the complaint cannot be satisfied to your satisfaction you can have the right to complain to the Financial Ombudsman Service (FOS). They can be contacted on 1300 78 08 08.

Stage 1 of the FOS process sees FOS facilitate discussions and negotiations between the parties. All relevant documents are exchanged and the issues in dispute are identified.

Stage 2 is conciliation and the parties come face to face with a conciliator from the FOS national panel. The role of the conciliator is to assist the parties to explore options for settlement of the dispute and to help parties to agree on their own outcome.

Stage 3 is where the independent adjudicator is requested to make a decision based on the relevant facts taking into account the relevant law, fairness and reasonableness. If you accept the adjudicator's decision it is binding on the member.



You may wish to contact the Financial Planning Association of Australia (FPA). You can write to:

PO Box 109  
Collins Street West  
Melbourne Victoria 8007

Alternatively you can phone the Australian Securities and Investments Commission (ASIC) toll free Infoline on 1300 300 630. Infoline consultants will talk to you about your rights as well as how to make a complaint which is suspected to be a breach of the law.

## Personal Profile

Your Horizon Wealth Management adviser is

### Brian May

**Bachelor of Commerce (Honours), F Fin, CFP  
Chartered Accountant & Financial Planning Specialist  
Managing Director**

Brian May is a financial planning and wealth management specialist, with over 20 years' experience in financial services and international merchant and investment banking.



Brian provides financial advisory and wealth management solutions to his clients in the areas of investments, superannuation, wealth protection, retirement and estate planning. His clients include a wide range of ASX-listed Corporations, Small to Medium Size Businesses, Professionals, Executives and Retirees.

He is an expert in guiding and advising clients on their strategic personal finances and investments.

Brian's expertise and professional client service ethic and focus enables him to provide clear practical financial advice and tax-effective wealth management solutions to help his clients achieve the long term wealth they need to fulfil their goals and aspirations.

Brian also designs and manages innovative corporate employee benefits programs and work-place solutions for Horizon Wealth Management's domestic and international corporate clients.

Brian is a member of the Institute of Chartered Accountants in Australia, Financial Planning Association of Australia and a Fellow of the Financial Services Institute of Australasia.

Brian May  
[brianm@horizonwealth.com.au](mailto:brianm@horizonwealth.com.au)



# Services and Fee Schedule for Horizon Wealth Management Pty Ltd

**Introduction** This is an outline of the fees charged by Horizon. We look forward to working with you.

**Initial Meeting** Obligation free – normally no charge applies.

The purpose of this meeting is for you and the Adviser to get to know each other, to discuss your objectives and to reach agreement that there is a reasonable basis for proceeding with the preparation of a Statement of Advice (“SOA or Report”). Once a fee estimate has been discussed, an agreement is reached that a report is to be prepared. Following this agreement, work and hence charges for report preparation will commence.

**SOA (Report) Preparation and Implementation Fee** The SOA or report preparation fee is quoted at the initial meeting stage and will be determined by the complexity of work to be undertaken and the size of assets to be invested.

A “Fact Find” document will be completed which will record the client’s information, and will be the basis on which the report is prepared. The report will address the strategies that are considered appropriate for your objectives. Report preparation includes all data collection, research, analysis and investigation that may be required to ensure that your objectives are correctly identified and the strategies needed to achieve the objectives are accurately specified. The report will also include advice on your investment, superannuation, retirement and insurance needs.

The fee for both the preparation of the SOA (report) and the implementation of the advice usually varies from \$1,650 to \$11,000 (inclusive of GST).

**Ongoing Fees** Whilst a critical part of our work is the development of your strategic financial plan and the design of the portfolio, our ongoing review services are also very important. When appropriate we review your financial needs and objectives, and also monitor the performance of your investments. This will provide you with the assurance that your needs are being met, and that changes to your financial circumstances are addressed when required.

The ongoing fees (inclusive of GST) are based on the following sliding scale:

First \$1,000,000	1.100%
Thereafter	0.825%

Your adviser will provide you with details of the level of ongoing service that is appropriate to your needs.

**Ongoing Hourly Fees** Where additional reviews or consultancy work is requested on an ad hoc basis, an hourly fee of \$385 (inclusive of GST) may be charged. This will be explained in more detail before any work commences.