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Australian Financial Services Licence: 317369

Financial Services Guide

This Financial Services Guide (FSG) is an important document that we are required to give you under the requirements of our Australian Financial Services Licence. It provides you with information about Wealth Leadership Services Pty Limited ("Wealth Leadership Services") to help you decide whether to use the financial services we provide. This FSG explains the services we can offer to you and the types of products we offer. It also explains how we (and other related persons) are remunerated for these services, and includes details of our internal and external complaints handling procedures and how you can access them. Wealth Leadership Services authorises the distribution of this FSG.

If you choose to use our services you may also receive from us a Product Disclosure Statement (PDS), Statement of Advice (SOA), and/or Record of Advice (ROA).

To invest in a financial product you will be provided with the relevant PDS. The PDS contains information about the particular product and will assist you in making an informed decision about that product.

If we provide you with personal financial product advice rather than general financial product advice we will give you an SOA. Personal financial product advice is advice that takes into account one or more of your objectives, financial situation and needs. The SOA will contain the advice, the basis on which it is given and information about fees, commissions and any associations which may have influenced the advice.

On an ongoing basis, an ROA will be provided instead of an SOA if there have been no significant changes in your personal circumstances or the basis of the advice has not significantly changed since your last SOA was provided. You have the right to request a copy of your ROA at any time.

We will not provide advice on products that are not on our Approved Products List. Your adviser does not have authority to advise on products that are not Wealth Leadership Services approved.

If you have a current industry or employer superannuation fund, we will only recommend a rollover to another superannuation fund if it is in your best interest. However please note, we do not recommend specific industry or employer funds as new funds as they are not on our Approved Product List.

We will not provide advice on classes of financial products other than those identified in Wealth Leadership Services AFS Licence.

Wealth Leadership Services is responsible for the advice provided and services offered to clients by an Authorised Representative of Wealth Leadership Services.

Who Are We?

Wealth Leadership Services Pty Limited is a licensed dealer providing dealer services via a boutique financial planning practice with the business name of Wealth Foundations based in Sydney, New South Wales. Wealth Leadership Services Pty Limited operates a business focusing on comprehensive financial planning and provides strategic advice to assist clients to make well informed decisions in terms of their lifestyle and financial objectives.

The aim of the service is to build financial awareness, create a goal driven approach to building financial wealth and to instill the discipline and focus to follow though with the agreed action plan. We seek mutually beneficial relationships that offer win-win outcomes.

We are committed to facilitating high quality advice and continued excellence in our service to you.

Why Are We Different?

We focus on assisting clients to become financially well organised to achieve financial success. Most financial planning practices focus on investment advice, with revenue earned heavily based on the products they sell. We consider our primary value is the comprehensive financial planning advice and transparent decision making framework we provide to our clients. Our offering is fee for service (generally with a minimum annual retainer) that aims to promote an alignment of interests and create win-win outcomes.

The service proposition includes

- the development and maintenance of a personal financial strategy;
- assisting clients to gain clarity regarding their current position;
- working with clients to develop their future life strategy;

- clear processes that facilitate decision making and encourage implementation of actions designed to move clients towards their life objectives;
- technical consultancy services covering all aspects of personal financial planning; and
- investment advice and ongoing portfolio management services.

What Do We Offer?

Our service may cover the following areas:

- Financial planning;
- Retirement planning advice;
- Superannuation strategies, including self managed superannuation funds;
- Life and disability insurance cover assessment;
- Estate Planning;
- Philanthropy;
- Investment strategy;
- Portfolio review services; and
- Ongoing advisory services.

What Are Our Authorisations?

We are authorised by ASIC to deal in and offer you financial product advice in relation to:

- Deposit and payment products
- Derivatives limited to old law securities options contracts
- Government issued debentures, stocks or bonds
- Investment life insurance products
- Life risk insurance products
- Managed investment schemes
- Investor directed portfolio services
- Retirement savings accounts
- Securities
- Superannuation
- Standard Margin Lending facilities

We provide an investment advisory service and only recommend securities/funds after considering their suitability for your individual investment objectives, financial situation and needs.

Advice given will usually be of a kind classified as personal advice.

Who are Wealth Leadership Services' Advisers?

Andrew Jenkins is an authorised representative of Wealth Leadership Services (Representative No. 319642).

Andrew has worked in the financial services industry since 1984. He has a Bachelor of Economics, a Graduate Diploma of Applied Finance and Investment, and has completed the Certified Financial Planner Certification Program in which he was awarded top graduate in NSW. He holds the Certified Financial Planner (CFP®) status through the Financial Planning Association of Australia and is a Fellow of the Securities Institute of Australia. His experience has been earned from holding a number of financial advising, consulting and managerial roles. He has been providing personal financial advice since 2000.

John Leske is an authorised representative of Wealth Leadership Services (Representative No. 319643).

John has worked in the financial services industry since 1982, following 7 years as a policy economist in the Departments of Treasury and Prime Minister and Cabinet in Canberra. He has a Bachelor of Economics (Honours, 1st Class) and a Masters Degree in Economics. He holds Certified Financial Planner (CFP®) status through the Financial Planning Association of Australia. He has been successfully providing a life goals oriented financial planning service to busy professionals and senior executives since 1999.

Joanne McKay is an authorised representative of Wealth Leadership Services (Representative No. 319644).

Joanne has worked in the financial services and property industry since 1992 She has a Diploma of Financial Markets through the Securities Institute of Australia as well as a Diploma in Financial Planning through Deakin University. Joanne is a member of the Financial Planning Association of Australia and in 2003 was awarded with the Certified Financial Planner designation (CFP®). She has worked specifically in the financial planning industry since 1998 primarily looking after high net worth clients, executives, and self-funded retirees.

Wealth Foundations is an authorised representative of Wealth Leadership Services (Representative No. 319641).

Wealth Foundations is a financial planning business owned and operated by Andrew Jenkins, John Leske and Joanne McKay. It was established in November 2007 as the legal entity, Wealth Foundations Australia Pty Ltd (ACN 128 438 013) as trustee for Wealth Foundations Unit Trust Wealth Foundations is the registered trading name of this entity. The primary aim of this business is to provide the financial planning services outlined in this Financial Services Guide. It is intended that each of the above individually authorised representatives will operate under the business of Wealth Foundations.

What Will We Not Do?

We will not provide advice on products that are not on our Approved Products List. Your adviser does not have authority to advise on products that are not Wealth Leadership Services approved.

We will not provide advice on classes of financial products other than those identified in Wealth Leadership Services' AFS Licence.

What Do We Expect From You?

We expect that you will provide us with accurate information that we request so that we have a reasonable basis on which to provide you with advice.

We expect that you will use our advice to enable you to make informed financial decisions.

We expect that where appropriate you inform your adviser of any changes that may influence your future objectives.

As a financial service provider, we have an obligation under the Anti Money Laundering and Counter Terrorism Finance Act to verify your identity and the source of any funds. This means that we will ask you to present identification documents such as passports and driver’s licence. We will also retain copies of this information. We assure you that this information will be held securely.

How Are We Paid for the Services We Provide?

Our initial meeting is free of charge. After the first meeting, your adviser will discuss the fees and charges that will be applicable to your individual circumstances.

We charge you on a fee for service basis that includes an annual retainer fee and/or percentage of funds under advice. It is not intended that Wealth Leadership Services will receive any upfront or ongoing commission payments directly from product providers in relation to investments implemented by us on your behalf. There are, however, some product providers on our Approved Product List that cannot 'turn off' commission payments associated with their products. In these cases, we generally retain the commissions as the administrative costs associated with rebating them outweigh the benefit of passing them on. Please refer to the Commissions section below.

<u>Fee for Service</u>

Due to the varying nature of individual client cases, our fee for plan preparation, implementation, ongoing strategic advice and our portfolio review service may vary and will be discussed and agreed on an individual basis. It may include any of the following fee components:

A Strategic Financial Planning Retainer payable quarterly in advance, commencing from the date of signing the "Terms of Business". This retainer provides for the preparation of your initial Personal Strategic Plan, (minimum) annual reviews of that strategy and personal financial planning advice on an as required basis. The retainer will generally be up to $11,000 per annum (unless otherwise agreed).

One off implementation charges cover the cost of establishing facilities and implementing the investment strategy. A one off investment strategy implementation fee may be up to 0.55% on the first $1 million of your portfolio, 0.275% on the next $1 million and 0.11% thereafter for managed investments recommended and placed by us on your behalf. The fee depends upon the complexity of the implementation process and provides for such matters as establishment of superannuation and custodian arrangements, redemptions of existing investments and implementation of new investments.

In addition, a one off fee applies for our involvement (where requested) in the establishment of self managed superannuation fund and family trust structures and for our involvement in implementing insurance and estate planning recommendations. For example, we will generally charge a fee of $825 to assist in the establishment of a self managed super fund on your behalf. These fees will be discussed and agreed prior to incurring any costs and will be included in your specific "Terms of Business".

A Portfolio Management Advisory Fee based on the funds under our direct management. This fee is set on a tiered basis up to 0.825% p.a. applying to the first $1 million of your portfolio, up to 0.66% p.a. on the next $2 million and up to 0.275% p.a. thereafter. The fee covers all ongoing investment issues including advice on legislative changes, strategy, structure and policy, risk profiling, investment and asset allocation selection, annual (or more regularly, if agreed) portfolio reviews and re-balancing of your portfolio.

Commissions

Wealth Leadership Services may receive and retain trailing commissions paid on cash accounts and insurance products held by you. We may also receive a rebate from recommended investor directed portfolio providers. This rebate is generally passed on to you. However where this option is not available, we may retain this income. In either case, your fee arrangements will generally be adjusted to compensate. This will be discussed and agreed on a case by case basis.

The treatment of commissions paid on existing investments and insurance products currently held and retained by you will be discussed and agreed with you on a case by case basis.

Share Management Service Fees

Where listed securities are purchased or sold on your behalf through one of our nominated broking firms, the brokerage is charged at 1.1% and the broker rebates half of the brokerage to our firm. The minimum brokerage rate is $99.00 per trade.

Your agreement to the fees you will pay will be confirmed prior to the formal commencement of your relationship with us and will be outlined in a "Terms of Business" document that will require your acknowledgement. You will not be charged unless you have agreed to engage our services.

All fee details are explained to clients at the time of making specific product recommendations. Full disclosure of all fees will be contained in the SOA that we prepare for you.

All fees quoted include GST.

What Commissions, Fees or Other Benefits are Received?

Upfront fees are calculated as a percentage of funds invested with a minimum invoice amount dependent on the level of service required.

Ongoing fees are calculated as a flat retainer and/or percentage of funds under management. All levels of service, their associated calculations for fees and charges and the ongoing services provided are discussed in the first meeting and subsequently disclosed, prior to implementation of any recommendations, in the SOA.

You have a right to request further information in relation to the remuneration and the range of amounts or rates of remuneration received by the licensee and/or authorised representative.

Do any relationships exist which might influence the service or advice I receive?

Wealth Leadership Services is owned by interests associated with Andrew Jenkins, John Leske and Joanne McKay. There are no ownership relationships with any fund managers or institutions that may influence the advice that you receive.

Your adviser may hold an interest in a financial product. Any significant interest/ownership will be recorded in a register of financial product holding and, where appropriate, this holding will be disclosed to you in the SOA or ROA.

Will you give me advice that is suitable to my investment needs and financial circumstances?

Yes. However, to do so we need to find out your individual objectives, financial situation and needs before we recommend any strategy and investment to you. You have the right not to divulge this information to us, if you do not wish to do so. In that case, we are required to warn you about the possible consequences of us not having your full personal information. You should read the warnings carefully.

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

We will explain to you any significant risks of investments and strategies that we recommend to you. If we do not do so, you should ask us for further clarification.

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 made to you. If you wish to examine your file, you should ask us and we will make arrangements for you to do so.

We are committed to implementing and promoting a privacy policy that will ensure the privacy and security of your personal information. A copy of our privacy policy will be provided upon your request.

Can I 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. However, in all cases we must receive a written confirmation of these instructions.

What kind of compensation arrangements are in place and are these arrangements complying?

Wealth Leadership Services Pty Limited confirms that it has arrangements in place to ensure it continues to maintain Professional Indemnity insurance in accordance with s.912B of the Corporations Act 2001 (as amended). In particular, our Professional Indemnity insurance, subject to its terms and conditions, provides indemnity up to the Sum Insured for Wealth Leadership Services Pty Limited and our authorised representatives / representatives / employees in respect of our authorisations and obligations under our Australian Financial Services Licence. This insurance will continue to provide such coverage for any authorised representative / representative / employee who has ceased work with Wealth Leadership Services Pty Limited for work done whilst engaged with us.

What should I do if I have a complaint?

We are committed to providing quality advice to our clients. This commitment extends to providing accessible complaint resolution mechanisms for our clients. If you have any complaint about the service provided to you, you should take the following steps:

1. Contact your adviser and tell your adviser about your complaint;

2. If your complaint is not satisfactorily resolved within 7 days please contact Wealth Leadership Services on **(02) 8249 8176** or put your complaint in writing and send it to us at, Wealth Leadership Services, GPO Box 2008, Sydney, NSW, 2001. We will try and resolve your complaint quickly and fairly;

3. If we cannot reach a satisfactory resolution, you can raise your concerns with the Financial Ombudsmans Service on 1300 780 808. Wealth Leadership Services Financial Services is a member of this complaints resolution service. The Australian Securities and Investments Commission (ASIC) also has a freecall Infoline on 1300 300 630 which you may use to make a complaint or obtain information about your rights.