

# Financial Services Guide and Adviser Profile

Version 1.0 Dated 5th November 2022



## **BPM Fin Pty Ltd**

ABN: 12 661 717 639

Australian Financial Services Licensee No: 542821

### **Head Office:**

Level 17, 1 Denison St  
North Sydney NSW 2060

**Phone:** 1300 276 346

**Email:** [info@bpmfin.com.au](mailto:info@bpmfin.com.au)

**Website:** [www.bpmfin.com.au](http://www.bpmfin.com.au)



## **BPM Financial Pty Ltd**

ABN: 99 141 020 788

Corporate Authorised Representative No. 344410 of  
BPM FIN Pty Ltd

### **Ben Maw CFP®**

Authorised Representative No. 253314  
of BPM FIN Pty Ltd

**Office:** Level 17, 1 Denison St  
North Sydney NSW 2060

**Phone:** 1300 276 346

**Mobile:** 0438 383 513

**Email:** [ben@bpmfinancial.com.au](mailto:ben@bpmfinancial.com.au)

**Website:** [www.bpmfinancial.com.au](http://www.bpmfinancial.com.au)

## PART 1 – FINANCIAL SERVICES GUIDE

This Financial Services Guide (FSG) is issued by **BPM Fin Pty Ltd** ABN 12 661 717 639 AFSL 542821, referred to as **BPM Fin**, “we”, “us”, and “our”.

**BPM Fin** is a diversified financial services group that provides wealth management and financial planning licensee services. **BPM Fin** is privately owned and is not related to any Bank or Financial Institution.

Please refer to the website [www.bpmfin.com.au](http://www.bpmfin.com.au) for details on the company.

There are two parts to this FSG. Please make sure that you read both parts before making any decision based on our advice. This document is Part one and Part two is the Adviser’s Profile, which includes information about your financial adviser (“adviser”), who is one of our Authorised Representatives. Any reference to an adviser will include the deals of the adviser’s company if they are part of a corporate entity. If the adviser’s profile is not attached, please ask the adviser for this profile or contact BPM Fin Head Office whose contact details are in the next section. Your adviser is authorised by us to distribute this FSG.

### WHAT IS A FINANCIAL SERVICES GUIDE (FSG)

The Financial Services Guide (FSG) is an important document that is designed to help you decide whether to use the financial services offered. The main purpose of the Financial Services Guide (FSG) is to give you an overview of the financial services that are being offered and it provides you with the following information:

- About us;
- What kinds of financial services we are authorised to provide to you;
- The process we follow to provide financial services;
- How we, our Authorised Representatives (and any other relevant persons) are remunerated;
- Are there any of our associations or relationships that might influence the financial services we offer?
- How we collect, use and disclose the information you provide to us
- Our complaints handling procedures and external dispute resolution procedures including how you can access them.

The terms Representative, Authorised Representative, Corporate Authorised Representative, and Advice Provider means that a person, or entity, is authorised to represent a business that holds an Australian Financial Services (AFS) licence. BPM Fin is the holder of an AFS Licence and is therefore responsible for the financial services provided, including the distribution of this Financial Services Guide (FSG).

As there are many different titles in the marketplace describing such Authorised Representatives and advice providers throughout this document we are describing them as Adviser(s) or Your Adviser(s).

## WHAT KINDS OF FINANCIAL SERVICES WE ARE AUTHORISED TO PROVIDE TO YOU AND WHAT KINDS OF FINANCIAL PRODUCTS DO THESE SERVICES RELATE TO?

**BPM Fin** is authorised to provide product advice on and to deal in the following strategies and classes of products:

### Strategies

Financial planning strategies including:

- Tax (financial) advice service on matters related to any financial advice provided to you
- Tax planning (in consultation with your tax adviser)
- Estate planning
- Business succession planning including life risk insurance
- Life Insurance and risk management
- Pre and post retirement planning
- Retirement income
- Social security advice
- Investments
- Self-managed superannuation funds (SMSF)
- Wealth accumulation
- Wealth creation
- Gearing
- Standard Margin lending
- Superannuation and rollover advice
- Asset allocation and management advice
- Ongoing advice and review services

### Product Classes

- Deposit and payment products limited to; basic deposit products and 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, and Life Risk Insurance Products (Life, TPD, Trauma, Income Protection and Business Expense Insurance).
- Interests in managed investment schemes including: Investor directed portfolio services.
- Retirement savings accounts ("RSA") products (within the meaning of the Retirement Savings Account Act 1997).
- Securities including ASX listed direct shares and Exchange Traded Funds (ETF's).
- Standard Margin Lending Facility.
- Superannuation, including Self Managed Superannuation Funds (SMSF's).

**Your Adviser may only be authorised to provide advice in some of the above areas. Please refer to the Adviser Profile (Part 2 of this FSG) which sets out those areas your Adviser is authorised to provide you with advice and recommendations.**

Please note that only products approved by BPM Fin may be recommended by the adviser.

If you hold a specific product which is under a class of product covered by the BPM Fin licensee, your adviser may review and advise you on this product even though it is not on our APL. However, your Adviser will not be able to deal in, write or arrange further business on this product if it is not on our:

- Approved Product List (APL);
- is a product on which they are not authorised to provide personal advice. The Adviser Profile (Part two of this FSG) outlines the classes of financial products on which they can provide advice.

Your adviser may also conduct separate business activities and other services not provided under our licence. We are only responsible for the financial products and services described in this FSG and on our APL. From 1 July 2014, new regulation requires your financial adviser to declare whether they are a registered (tax) adviser and the tax (financial) advice service they are authorised to provide.

### **NOT INDEPENDENT**

**BPM Fin** receives commission payments on Life Insurance Products. This allows us to advise and place your insurance without charging you, the client, directly but rather receiving remuneration from product issuers. By doing this we are not allowed to use the words Independent, Impartial or Unbiased when describing our business. For more information on this please ask your adviser.

## THE PROCESS WE FOLLOW TO PROVIDE FINANCIAL SERVICES

Your adviser acts as our Authorised Representative when providing personal advice to you and therefore we are responsible for any advice given. Your adviser is under an obligation to act in your best interests in relation to any personal advice provided to you (known as the 'best interest duty').

Your adviser is authorised by us to give you personal advice, but in order for them to do so, you need to provide them with information about your needs, goals and objectives. If you choose not to provide your adviser with this information, any advice they provide may not be appropriate to your needs. Your adviser will follow a 5 step process when providing financial advice.

**Step 1 - IDENTIFYING YOUR GOALS** – We will work with you to identify your short, medium and long term financial goals – which will form the foundation for your financial plan.

**Step 2 - ASSESSING YOUR FINANCIAL SITUATION** – We will review your current position – your assets, liabilities, insurance coverage, estate plan, and currently used investment and tax strategies.

**Step 3 - PREPARING YOUR FINANCIAL PLAN** – We will analyze and consider various financial strategies, assess appropriate financial products to meet your needs and objectives and put all of this in writing via a written financial plan, referred to as a Statement of Advice (SoA). We will present this advice and answers any questions you may have to make sure you fully understand the advice being provided to you.

**Step 4 - IMPLEMENTING THE RECOMMENDATIONS** - Once you have understood and agreed to the advice being provided to you, we will then move to implementing the advice. Where appropriate, we may work with specialist professionals, such as an accountant or solicitor when implementing this advice. If the advice we are implementing for you requires us to invest funds, or purchase insurance products, these actions will be taken at this time.

**Step 5 - REVIEWING THE PLAN** - Circumstances, lifestyle and financial goals are expected to change over time, so it's important that your financial plan is regularly reviewed and adjusted as required. Generally we review your financial plan on an annual basis, but if there is a significant change in your circumstances we would suggest you contact us at the time of the event so we can discuss how this change may impact your financial strategy.

## PROVIDING YOUR ADVISER WITH INSTRUCTIONS ON HOW TO BUY OR SELL FINANCIAL PRODUCTS.

You may specify how you would like to give your adviser instructions, for example, in writing, by telephone, fax or other means. However, in some instances your adviser will require your instructions to be in writing. For your own protection, you should not:

- sign any blank forms or documents
- appoint any financial adviser to act as your attorney or authorised signatory
- nominate any financial adviser to receive your statements without you also receiving a copy, or
- give your adviser unclear or misleading instructions or false information.

Other documents that you may receive in addition to the FSG and Adviser Profile, your financial adviser may provide you with the following documents:

- **A Statement of Advice (SoA) or Record of Advice (RoA)**

Before your adviser provides you with any personal financial product advice (personal advice), they will collect information about you, your objectives, financial situation and needs. The SoA will set out the advice and the basis upon which it is given. You may then decide whether or not to act on it. It will also set out information about our remuneration and your adviser's remuneration and disclose any associations or relationships which might reasonably be expected to influence them when providing the advice. Any subsequent personal advice that is provided to you may, if it is in relation that has already been provided to you, be documented in an ROA, provided there has not been a significant change in your personal circumstances or the basis upon which the initial advice was provided. Copies of all advice documents will be retained on your client file and you may request a copy by contacting your adviser.

- **A Product Disclosure Statement (PDS)**

If a particular financial product (other than securities) is recommended by your adviser you must also be provided with a PDS issued by the product issuer. The PDS contains information about the benefits, risks and other features of the product, which will enable you to make an informed decision about whether to purchase the product.

## HOW WE, OUR ADVISERS (AND OTHER RELEVANT PERSONS) ARE REMUNERATED

Both we, and your adviser receive remuneration from:

- service and advice fees paid by you;
- Remuneration and other payments paid by product providers;
- other benefits.

All Fees and Remunerations must be paid to us, the Financial Services Licensee. We will then forward on to your adviser their share of the fee or remuneration. No Fee or Remuneration is allowed to be paid to your Adviser directly or by way of a direct debit to your adviser's bank account.

### Service and advice fees paid by you (all GST inclusive)

Your adviser will discuss and explain our fee structure with you before we provide you with any financial advisory services. The types of fees you can be charged are listed below. Also, you may be charged a combination, or part of, any of these fees:

- **Consultation fee** – aside from the first hour of any initial meeting (which is offered with no charge / obligation) your adviser may charge an hourly rate for any extended consultation at a rate of \$330 per hour.
- **Advice Fee / Plan preparation fee** - your adviser may charge fees for the preparation of any written advice provided to you. These fees will be based on an hourly rate of \$330 per hour and will be dependent on your individual circumstances, the complexity of your situation and the time it takes to prepare personal financial advice for you. The Advice fee starts at \$3,300 (10 hour minimum) up to a maximum of \$9,900.
- **Implementation fee** – your adviser may charge an implementation fee to implement any product recommendations / strategies provided to you. The implementation fee starts at \$1,650 up to a maximum of \$16,500.
- **Ongoing advice fee** - your adviser may charge a fee to provide ongoing portfolio reviews and/or for the provision of ongoing financial advice and services. This fee will be either a set amount based on an hourly rate of \$330 and/or based on the amount of funds under our advice. Your adviser will discuss these fees with you prior to offering ongoing advice. Ongoing advice fees start at \$1,650 per annum up to \$16,500 per annum.
- **Special requirements** – our fees may exceed from the above noted ranges in certain circumstances, based on higher levels of investable funds and/or higher advice requirements.

### Remuneration and other payments paid by product providers - specifically insurance providers (all GST inclusive)

- If we assist you in arranging for the purchase of an insurance policy, we may receive payments in the form of initial remuneration and/or ongoing remuneration directly from the relevant insurance product provider. Any remuneration we receive from an insurance policy you have purchased is factored into the price of the premiums you pay for the product and will be disclosed in the advice provided to you. We may receive initial remuneration of between 0% to 66% of any initial premium paid by you in the first year the policy is held. We may also receive ongoing remuneration in subsequent years (year two onwards) of between 0% to 33% of the annual premium.

### Payment methods

Our fees are either invoiced to you directly, or deducted from your investments, or a combination of these methods. Where it is debited from your investments, it is normally referred to as the Adviser Service Fee. In most instances, you will be able to select the method of payment that suits you best. The specific fees and services that you will pay for will be set out in your SoA or other advice documents, your annual fee disclosure statement or client service agreement.

Your current options:

- You may choose to be charged a financial planning advice fee that is based on the time spent preparing your SoA (or other advice document) and is dependent on the complexity of the advice; or
- You may enter into an ongoing service agreement with your adviser that covers items such as ongoing advice, newsletters, annual reviews. You and your adviser should discuss the services to be included and the fee that you will pay. Details of any ongoing service agreement will be presented with your initial written advice.

### Referral Arrangements / Other benefits:

BPM Fin and your adviser may have referral arrangements or associations with other financial service providers, such as Accountants, Lawyers. BPM Fin and your adviser does not receive any fees or other benefits where we may refer you to an external party. Should this position ever change in the future, any fee or benefit received would be fully disclosed to you in writing. Any benefits provided by product providers valued at between \$100 to \$300 will be included on an alternative remuneration register held by the adviser, a copy of this register can be provided to you if requested. Benefits above \$300 are generally not permitted.

## HOW WE COLLECT, USE AND DISCLOSE INFORMATION

Your adviser will retain the following personal information on your client file:

1. A record of what you tell your adviser about your objectives, financial situation and needs to enable your adviser to give you personal advice.
2. A copy of all personal advice provided to you. This includes the Statement of Advice or Record of Advice (SoA or RoA) provided to you when you initially received personal advice, as well as any subsequent advice. and
3. Other records relating to the provision of financial services and advice given to you. Ask your adviser if you would like to examine your client file. You can request a copy of any advice document either by phone or in writing. Please allow at least seven working days to process your request.

If your adviser leaves our licence and starts providing financial services under another licensee, your information may be transferred to the new licensee. You will be advised of any such transfer prior to it taking place and you will be given the opportunity to remain with one of our BPM Fin advisers if you prefer to do so.

### Your privacy

We are committed to maintaining the privacy and security of your personal information. Your personal information will be collected for the primary purpose of providing you with the services described in this FSG. If you do not provide the personal information requested, we may be unable to provide you with the financial services you have requested.

### Anti-Money Laundering and Counter Terrorism

As a financial service provider, we have an obligation under the Anti-Money Laundering and Counter Terrorism Finance Act 2006 (Cth) to verify your identity and the source of any funds. This means that we will ask you to present identification documents to meet the ID requirements which are determined by the relevant regulator AUSTRAC. We will also retain copies of this information. In connection with providing our services to you, we may disclose information about you to your Authorised Representatives and to other professionals, such as insurance providers, superannuation trustees, product issuers, auditors and our service providers.

We are unlikely to disclose your personal information to overseas recipients. However, any overseas disclosure does not affect our commitment to safeguarding your personal information and we will take reasonable steps to ensure any overseas recipient of your personal information complies with the Australian privacy law. Should your adviser utilise an overseas service provider, these arrangements will be detailed in their Adviser Profile.

### Your Privacy

Your personal information will be handled in accordance with our Privacy Policy which outlines how we collect, use, store and disclose your personal information. For more information, including how to access or correct your personal information, or how to complain about a breach of the Australian Privacy Principles, please read our Privacy Policy which can be accessed by contacting us on 1300 276 346 or by writing to:

Privacy Officer  
BPM Fin Pty Ltd  
PO Box 1920  
North Sydney  
NSW 2059

or by asking your adviser for a copy.

## OUR COMPLAINTS HANDLING PROCESS

If you have a complaint about the financial services provided to you, you should take the following action:

1. Speak to your financial adviser about your concerns, or
2. Call the compliance manager on 1300 276 346

If after speaking to us or your financial adviser, and your complaint is not resolved within five business days, please write to:

Compliance and Professional Standards Manager  
BPM Fin Pty Ltd  
PO Box 1920  
North Sydney  
NSW 2059  
**Or Email** [admin@bpmfin.com.au](mailto:admin@bpmfin.com.au)

We will try and resolve your complaint quickly and fairly. If your complaint cannot be resolved by us to your satisfaction or within 30 days, you may refer your complaint, free of charge, to the Australian Financial Complaints Authority (AFCA), an External Disputes Resolution Scheme of which BPM Fin Pty Ltd is a member.

AFCA can be contacted on:-

Freecall: 1800 931 678  
Mail:  
Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001  
Email: [info@afca.org.au](mailto:info@afca.org.au)  
Website: [www.afca.org.au](http://www.afca.org.au)

Alternatively, other matters can be referred to the industry regulator, the Australian Securities and Investments Commission (ASIC) on 1300 300 630 or via the website [www.asic.gov.au](http://www.asic.gov.au).

### **Professional Indemnity (PI) Insurance Cover**

Our professional indemnity insurance covers us and our authorised representatives for the services provided under our Australian Financial Service Licence. This includes claims relating to the conduct of staff and representatives who no longer work for us, but did so at the time of relevant conduct. Our policy meets the requirements of the Corporations Act 2001.

## PART 2 - ADVISER PROFILE

### INTRODUCTION

This Adviser Profile is Part 2 of our Financial Services Guide (FSG) and provides you with further information about your Authorised Representative of BPM Fin. The Adviser Profile must be read in conjunction with Part 1 of the FSG and if Part 1 is not attached please ask the adviser for this profile or contact BPM Fin's Head Office on 1300 276 346.

### WHO IS MY ADVISER?

Your adviser is Ben Maw (ASIC Authorised Representative No. 253314) of BPM Financial Pty Ltd Trading As BPM Financial whose Australian Securities and Investments Commission (ASIC) number is 344410. BPM Financial Pty Ltd is a Corporate Authorised Representative of BPM Fin Pty Ltd.

Ben's contact details are:

Office Address:	Level 17, 1 Denison Street NORTH SYDNEY NSW 2060
Postal Address:	PO Box 1920 NORTH SYDNEY NSW 2059
Telephone:	1300 276 346
Mobile:	0438 383 513
Email:	ben@bpmfinancial.com.au
Company Website:	www.bpmfinancial.com.au

#### **Experience:**

Ben has been working in the financial services industry since 1999, and running his own business since 2006. BPM Financial is a boutique financial planning business that provides tailored counsel to people who wish to build a secure financial future. We assist individuals who are looking to maximise their financial potential, effectively prepare for retirement, protect their existing wealth or restructure their affairs following a significant life event.

#### **Qualifications:**

Ben holds the following qualifications:

- Diploma of Financial Services (Financial Planning)
- Advanced Diploma of Financial Services (Financial Planning)
- Financial Planning Association - Certified Financial Planner
- Registered Tax (financial) adviser – Registration Number: 26125382

#### **Memberships:**

Ben is a member of:

- Financial Planning Association of Australia

#### **Referral Relationships:**

Ben Maw does not receive any fees or other benefits where we may refer you to an external party. Should this position ever change in the future, any fee or benefit received would be fully disclosed to you in writing.



## HOW ARE ANY REMUNERATIONS, FEES OR OTHER BENEFITS CALCULATED FOR PROVIDING THE FINANCIAL SERVICES?

The cost of providing a financial product or service to you will depend on the nature and complexity of the advice, financial product and/or service provided. The payment options for the provision of financial services will be discussed with you by your adviser and are as follows:

- Fee for service / Advice fee
- Implementation fees
- Ongoing service fees
- Or a combination of the above depending on what best suits the client.

Please note that the type of payment option can also depend on the type of product and/or advice implemented.

### **The following is the Fee Schedule of Ben Maw & BPM Financial Pty Ltd:**

Ben offers an initial consultation up to one hour at his own expense, to get to know you and to identify how he can help you meet your goals. At the initial consultation, he will explain how he operates, what you can expect and his payment options.

All fees and commissions payable by you will be explained to you at the time the advice is given and fully detailed in the SoA, RoA and PDS. You will have the ability to confirm your preferred payment option prior to the provision of any personal advice. Below is a summary of our payment options, which are inclusive of GST. The below payments will be made as agreed with you or to the extent permitted by law.

**Advice Fee / Extended Consultation Fee:** You may be charged a fee based on either the time we spend or the complexity of developing your plan. The current hourly base rate is \$330 per hour. The Statement of Advice base fee ranges upward from \$3,300. You can choose to either be invoiced directly or fees can be debited directly from funds invested.

**Implementation Fee:** You may be charged a fee based on the time spent implementing your recommendations and strategies. The current hourly base rate is \$330 per hour. The implementation fee ranges upwards from \$1,650 minimum fee or 1.65% brokerage on first \$1,000,000 (Nil thereafter). The price varies depending on the complexity and facilitation required to ensure correct and accurate action has been undertaken on your behalf.

**Ongoing Service Fee:** You may be charged an ongoing service fee. This fee will be dependent on the service levels required to provide ongoing advice, regular reviews and professionally manage your financial plan / portfolio to ensure that you are kept up to date and your strategies remain current. Ongoing service fee starts from \$1,650 p.a. and/or a 0.99% per annum of funds under management for portfolio management. This fee can be paid via monthly direct debit from your bank or investments.

**Initial & Ongoing Insurance Commission:** Where risk insurance products are recommended the insurance provider may pay us initial and ongoing commissions based on the value of your premium as detailed previously in this FSG. This is factored into the cost of the policy / premium and is not an additional cost to you. The amounts paid will depend on the value of the insurance premium and will continue to be paid for the duration that you continue to hold the insurance policy. If you cancel your insurance policy within the first 2 years, the insurance provider may claw back up to 100% of any initial commission that was paid to us. In the event this occurs, we reserve the right to invoice you for any loss of initial commission that the product provider clawed back due to the early cancellation of an insurance policy.

**Life Insurance Claims Assistance:** In the event we provide assistance to you in relation to an insurance claim we may charge you a claims management fee, up to 5.5% of any eventual lump sum claim/gross payment (capped at \$55,000 or 5.5% on the first \$1,000,000 of gross payment), or 5.5% of the first 24 months of any income protection claim amount paid before tax. We will confirm an estimation of the possible claims management fee with you before we provide this service to you.

All fees, remuneration and brokerage payments received for the financial services provided are paid to BPM Fin Pty Ltd and then forwarded to BPM Financial Pty Ltd.

## ACKNOWLEDGEMENT OF RECEIPT

Signing this page confirms receipt of both Part 1 and Part 2 of the Financial Services Guide issued by BPM Fin Pty Ltd and Ben Maw of BPM Financial Pty Ltd trading as BPM Financial.

PLEASE RETAIN BOTH PARTS 1 AND 2 FOR YOUR REFERENCE AND FOR ANY FUTURE DEALINGS



**BPM Fin Pty Ltd**  
ABN: 12 661 717 639  
Australian Financial Services Licensee No: 542821

**Head Office:**

Level 17, 1 Denison St  
North Sydney NSW 2060

**Phone:** 1300 276 346  
**Email:** [info@bpmfin.com.au](mailto:info@bpmfin.com.au)  
**Website:** [www.bpmfin.com.au](http://www.bpmfin.com.au)



**BPM Financial Pty Ltd**  
ABN: 99 141 020 788  
Corporate Authorised Representative No. 344410

**Ben Maw**

Authorised Representative No. 253314  
of BPM FIN Pty Ltd

**Office:** Level 17, 1 Denison St  
North Sydney NSW 2060  
**Phone:** 1300 276 346  
**Mobile:** 0438 383 513  
**Email:** [ben@bpmfinancial.com.au](mailto:ben@bpmfinancial.com.au)  
**Website:** [www.bpmfinancial.com.au](http://www.bpmfinancial.com.au)

## VERSION DETAILS

<b>Financial Services Guide:</b>	1.0	05.11.2022
<b>Adviser Profile:</b>	1.0	05.11.2022

## DECLARATION

I / We acknowledge receipt of both Parts 1 and 2 of this Financial Services Guide

Name:		Name:	
Date:		Date:	
Signature:		Signature:	