

# Financial Services Guide and Adviser Profile

Version 522613.01

Dated 28<sup>th</sup> September 2020



Issued by

**Arete Life Solutions Pty Ltd**

ABN 27 637 890 763

AFSL 522613

**Office:** 67 McDowall Street  
ROMA QLD 4455  
**Phone:** (07) 4622 8819  
**Mobile:** 0429 779 619  
**Email:** [admin@cjadvisory.net.au](mailto:admin@cjadvisory.net.au)  
**Website:** [www.cjadvisory.net.au](http://www.cjadvisory.net.au)

## PART 1

This Financial Services Guide (FSG) is issued by **Arete Life Solutions Pty Ltd** ABN 27 637 890 763 AFSL 522613, referred to as **Arete Life Solutions**, “we”, “us”, and “our”.

Our advisers are employed by CTFS Pty Ltd T/A CJ Advisory & Co and are authorised as representatives of Arete Life Solutions Pty Ltd.

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 **Arete Life Solutions** 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. **Arete Life Solutions** 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?

Arete Life Solutions is authorised to provide product advice on and to deal in the following strategies and classes of products:

### Strategies

Financial planning strategies including:

- 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
- 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.
- 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.
- Superannuation.

**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 **Arete Life Solutions** may be recommended by the adviser.

If you hold a specific product which is under a class of product covered by the Arete Life Solutions 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:

- 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 such as accounting, mortgage advice 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.

## 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.

## 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 direct debt to your adviser's account.

### Service and advice fees paid by you

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:

- **Fee for advice** - your adviser may charge fees for the preparation and implementation of the advice. These fees will be based on your individual circumstances, the complexity of your situation and the time it takes to prepare personal financial advice for you.
- **Ongoing advice fee** - your adviser may charge a fee to provide ongoing portfolio reviews and/or for the provision of ongoing services. This fee will be either a set amount or based on the amount of funds under our advice, and/or the time involved in reviewing your portfolio, e.g. an hourly rate. Your adviser will discuss these fees with you prior to giving you the advice.
- **General Advice / Execution Only instructions**  
Where "General Advice" or an "Execution Only" instruction is provided, you may request particulars of remuneration payable to us and to your adviser, directly from your adviser. Please refer to the Adviser Profile attached for information about any portion of these fees that we may retain and please ask your adviser, or us, if you require further information about any of the fees and charges that you pay.

### **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. Your Adviser will discuss and agree the method of payment with you before providing you with services. 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 a service agreement with your adviser that covers items such as ongoing advice, newsletters, annual reviews and portfolio valuation reports. You and your adviser should discuss the services to be included and the fee that you will pay. Alternatively, it will be set out in the service agreement provided by your adviser either before, or at the time, you are presented with your SoA.

### **Remunerations and other payments paid by product providers**

If you implement a financial product through us, we may receive payments in the form of initial remuneration and/or ongoing remuneration from the financial product providers. These remunerations are included in the fees and premiums you pay for the product. This is not an additional cost to you.

### **Risk insurance products**

We may receive initial remuneration from the life insurance company for risk insurance products that you purchase and we may also receive ongoing remuneration when you renew your policy. This remuneration is taken out of the premium that you pay and is not a separate charge to you. Applicable risk insurance remunerations are included in the Adviser Profile and will be detailed in your SOA. No remuneration is payable on group insurance policies held within your superannuation that commenced after 1 July 2013. For group insurance policies within superannuation that commenced prior to 1 July 2013, remunerations may be received. Remunerations may also be received in relation to retail insurance policies held within superannuation irrespective of the date of commencement.

### **Referral arrangements**

Arete Life Solutions may have referral arrangements or associations with other financial services providers, such as accountants. These are detailed in the Adviser Profile and may be referred to in any advice document provided to you.

## 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. 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 **Arete Life Solutions** 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 on our website ([www.cjadvisory.net.au](http://www.cjadvisory.net.au)) or by contacting us on (07) 4622 8819 or by writing to:

Privacy Officer

**Arete Life Solutions Pty Ltd**

PO Box 469

ROMA QLD 4455

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 (07) 4622 8819.

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

**Arete Life Solutions Pty Ltd**

PO Box 469

ROMA QLD 4455

Or Email [admin@cjadvisory.net.au](mailto:admin@cjadvisory.net.au)

We will try and resolve your complaint quickly and fairly. If your complaint cannot be resolved by us to your satisfaction or within 45 days, you may refer your complaint, free of charge, to the Australian Financial Complaints Authority (AFCA) of which **Arete Life Solutions Pty Ltd** is a member.

AFCA can be contacted on:-

1800 931 678 or via mail:

Australian Financial Complaints Authority Limited

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 (Cth).

## PART 2 - ADVISER PROFILE - CARLA COSGROVE

Version 1001331.1 Dated 28<sup>th</sup> September 2020

### INTRODUCTION

This Adviser Profile is Part 2 of our Financial Services Guide (FSG) and provides you with further information about your Authorised Representative of Arete Life Solutions. 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 Arete Life Solutions's Head Office on (07) 4622 8819.

### WHO IS MY ADVISER?

Your adviser is Carla Cosgrove, and her Australian Securities and Investments Commission (ASIC) number is 1001331. Carla is an Authorised Representative of Arete Life Solutions Pty Ltd.

Carla's contact details are:

Office Address:	67 McDowall Street, ROMA QLD 4455
Postal Address:	PO Box 469, ROMA QLD 4455
Telephone:	(07) 4622 8819
Mobile:	0428 852 687
Email:	carla@cjadvisory.net.au
Company Website:	www.cjadvisory.net.au

### Experience, qualifications and professional memberships:

My qualifications and designations include:

- Advanced Diploma of Financial Planning
- Associate Financial Planner

I am also a member of the following professional associations:

- Financial Planning Association of Australia (FPA)

### WHAT KINDS OF FINANCIAL SERVICES ARE YOU AUTHORISED TO PROVIDE ME AND WHAT KINDS OF FINANCIAL PRODUCT/S DO THOSE SERVICES RELATE TO?

Carla is authorised by Arete Life Solutions Pty Ltd to provide financial services including advice or services in the following areas:

- Superannuation
- Retirement Planning
- Managed Investments
- Gearing
- Cashflow and debt management
- Personal Risk Insurance
- Business Protection Insurance
- Direct Equities
- Specific aspects of Self Managed Superannuation Funds (suitability, comparison with other types of superannuation vehicles, general structure, investments and personal risk insurances, pension structuring and LRBA's)

### REMUNERATION OR OTHER BENEFITS ARISING FROM MY REFERRAL ARRANGEMENTS

If you require services that are outside the areas stated above, which I am not authorized to provide advice on, I can provide a referral to a professional who can assist.

If I receive a specific fee for this referral, it is disclosed below. It will also be disclosed in an advice document such as a Statement of Advice (SoA) or Record of Advice (RoA), if I provide you with personal advice.

Only products approved by Arete Life Solutions Pty Ltd may be recommended by the adviser.



## FEES THAT YOU PAY FOR THE FINANCIAL SERVICES I PROVIDE

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
- Implementation fees
- Transaction fees
- Brokerage/Remuneration
- 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, and your adviser will discuss this with you.

All fees, remuneration and brokerage payments received for the financial services provided are paid to Arete Life Solutions Pty Ltd. Arete Life Solutions Pty Ltd retains a percentage of these payments and forward the balance to CTFS Pty Ltd. CTFS Pty Ltd then pays Carla a combination of salary and other benefits for the provision of financial services.

### The following is the Fee Schedule of Carla of CTFS Pty Ltd Trading As CJ Advisory & Co:

All fees shown below are exclusive of GST.

#### Initial Advice Fees:

Fees are charged for my initial advice and the preparation of an SoA. Fees are based on the complexity of the advice provided and range from \$800 (minimum) to \$10,000 (maximum). I will confirm the exact amount, which we will agree on before commencing any work.

You will be sent an invoice and payment is required within 7 days from the invoice date. Please note that my initial advice fees still apply where you decide not to implement my advice.

#### Implementation Fees:

If you proceed with the advice given and additional work is required for implementing that advice, I may charge to cover the costs associated with implementing the recommendations in your SoA. The fee could range from \$150 to \$5,000.

#### Execution-only service or ad hoc advice fees:

Fees for execution only services and ad hoc advice may be charged at an hourly rate in the range of \$100 and \$300 per hour depending on the complexity of the work involved.

An estimate of the time required will be provided and agreed upon prior to commencing the work. You will be invoiced for these fees after the service is provided and payment is required with in 7 days from the invoice date.

#### Ongoing Service fees:

Once your financial plan is implemented, you may choose to participate in an ongoing review service.

Fees for ongoing service and reviews are all based on an annual fee, ranging from \$1,650 to \$30,000. The agreed ongoing service will comprise review meetings (with the frequency and number of reviews per annum agreed with you) and other ancillary services such as invitations to educational seminars and newsletters. Full details of the services offered in the ongoing service package will be provided at the time my advice is given.

#### Methods of payment for my fees include:

- Invoice directly to you
- Deducted from your investments (where this option is available and your authorisation to do so is obtained)

Full details of all fees and commissions for my financial services will be provided to you in an SoA or RoA and Product Disclosure Statements at the time of receiving any recommendation.

## OTHER BENEFITS AND PAYMENTS WHICH MAY BE (DIRECTLY OR INDIRECTLY) RECEIVED BECAUSE OF THE SERVICES PROVIDED TO YOU

### **Investment Products:**

For investments products held prior to 1 July 2013, a commission may be payable from the product provider to Arete Life Solutions. Where such payment is made, it will be disclosed to you in your SoA or RoA and the method of calculation fully explained.

### **Insurance Products:**

Where we arrange a life insurance product, the insurer pays us an upfront commission and an ongoing commission when the product is renewed each year. The rate of upfront commission payable ranges from 0% to 66% of the base premium. The rate of ongoing commission payable ranges from 0% to 22%. Importantly, the choice of commission payment arrangements does not affect the amount of premium payable.

For example, if you purchase a life insurance policy with an annual premium of \$1,500 Arete Life Solutions may receive an initial payment of up to \$990, calculated as  $\$1,500 \times 66\% = \$990$ ; and an ongoing commission of \$330 calculated as  $\$1,500 \times 22\% = \$330$ .

You should also refer to Part 1 of the FSG "The benefits or payments which may be (directly or indirectly) received by us because of the provision of financial planning services" for details of payments and benefits which my licensee may receive in consequence of individual services provided by me to you.

## ALTERNATIVE BENEFITS THAT I MAY RECEIVE

From time to time, I may receive alternative forms of non-monetary benefits from product providers or other parties which have a value of less than \$300. These may include hospitality or education and training in relation to my professional development. Details of any alternative benefits I receive are maintained on a register. A copy of the register is available upon request.

## ACKNOWLEDGEMENT OF RECEIPT

Signing this page confirms receipt of both Part 1 and Part 2 of the Financial Services Guide issued by Arete Life Solutions Pty Ltd and Carla Cosgrove of CTFS Pty Ltd Trading As CJ Advisory & Co.

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



Arete Life Solutions Pty Ltd  
 ABN: 27 637 890 763  
 Australian Financial Services Licensee No: 522613

**Carla Cosgrove**  
 Authorised Representative No.1001331  
 of Arete Life Solutions Pty Ltd

**Head Office:** 67 McDowall Street  
 ROMA QLD 4455  
**Phone:** (07) 4622 8819  
**Email:** admin@cjadvisory.net.au  
**Website:** www.cjadvisory.net.au

**Office:** 67 McDowall Street  
 ROMA QLD 4455  
**Phone:** (07) 4622 8819  
**Mobile:** 0428 852687  
**Email:** carla@cjadvisory.net.au  
**Website:** www.cjadvisory.net.au

## VERSION DETAILS

<b>Financial Services Guide:</b>	522613.01	28.09.2020
<b>Adviser Profile:</b>	FSG Part 2	28.09.2020

## DECLARATION

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

<b>Name:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>