

# Financial Services Guide

**Version:** 1 July 2021

## Licensee:

Divitia Pty Ltd (AFSL 412 113)

This Financial Services Guide (FSG) is authorised for distribution by Divitia.

## Authorised Representatives:

Divitia Advisers Pty Ltd  
ABN 65 645 540 978 (ASIC# 128 4565)  
Malcolm Wicks (ASIC# 311 135)

The Authorised Representatives act on behalf of Divitia who is responsible for the services that they provide.

## Contact Details

Suite 10b, 461 Ipswich Rd  
Annerley QLD 4103  
Phone: 07 3899 9888  
admin@divitia.com.au  
[www.divitia.com.au](http://www.divitia.com.au)

## Purpose of this FSG

This FSG will help you decide whether to use the services that we offer. It contains information about:

- The services we offer and their cost
- Any conflicts of interest which may impact the services
- How we are remunerated
- How we deal with complaints if you are not satisfied with our services.

## Our services

We are authorised to provide general advice, personal advice and dealing services in the following areas:

- Portfolio management
- Managed investments
- Securities (direct shares)
- Superannuation and SMSF
- Retirement planning
- Personal risk insurance
- Margin lending

## The financial advice process

We recognise that the objectives and personal circumstances of each client are different.

Where we provide personal advice, we will listen to you to understand your objectives and circumstances. We will also ask questions to make sure we provide advice which is in your best interests.

Prior to your first appointment which is free of charge and obligation, we will provide you with a letter of initial engagement that outlines the steps and processes towards achieving your financial goals and your agreed scope of advice.

Should we both agree to proceed to the next step in providing you with personal advice, we will present you with a documented Statement of Advice that you can take away and read. The SoA will explain the basis for our advice, the main risks associated with the advice, the cost to you of implementing the advice, the benefits we receive and any conflicts of interest which may influence the advice.

### Lack of Independence

Apart from recommendations in relation to life risk insurance products, Divitia charges a dollar based fee for advice services and does not receive commissions or other payments from product providers. Although Divitia utilises and recommends a number of life insurance providers, Divitia is not independent, impartial or unbiased because Divitia receives commissions for the advice provided on life risk insurance products.

For administration platforms, managed funds and personal risk insurance products we will provide you with a Product Disclosure Statement. This contains information to help you understand the product recommended.

At all times you are able to contact us and ask questions about our advice and the products we recommend. You can provide instructions to us in writing, via phone or via email. In some cases, we may require you to provide signed instructions.

We may provide further advice to you to keep your plan up to date for changes in your circumstances, changes in the law and changes in the economy and products.

If we provide further advice it will be documented in a Record of Advice which is retained on file. You can request a copy of the RoA document at any time up to 7 years after the advice is provided.

## **Fees**

All fees are payable to Divitia Advisers Pty Ltd.

### **Initial Fees**

The advice preparation fee includes discussions and the time we take to determine our advice and the production of the SoA. It is based on the scope and complexity of advice provided to you. The minimum fee for the SoA preparation is \$1,100. We will confirm your SoA preparation fee with you before preparing the advice.

If you decide to proceed with our advice, we may charge an implementation fee for the time we spend assisting you with implementation. The SoA will detail any fees for the implementation of our advice.

### **Annual Fees**

Our annual fees depend on the services that we provide to you. It will be an agreed fixed fee which is payable in monthly instalments.

Each year we will seek your engagement on the services to be provided and the fees payable.

## **Insurance Commissions**

We may receive an upfront commission when you take out an insurance policy we recommend. We may also receive a monthly commission payment for as long as you continue to hold the policy. The commission will vary depending on the recommended product and will be documented in the SoA or RoA.

## **Adviser Remuneration**

Malcolm Wicks is the owner of the practice, receives a salary and shares in the profits that the practice makes.

## **Other Benefits**

We may receive additional benefits by way of sponsorship of educations seminars, conferences or training days. Details of any benefits received above \$100 will be maintained on a register which is available to you on request.

## **Associated Services**

In addition to the financial services outlined in this FSG, we may also provide you with accounting and taxation services. The fees for these services will be invoiced separately to financial advice fees.

## **Making a Complaint**

We endeavour to provide you with the best advice and service at all times. If you are not satisfied with our services, then we encourage you to contact us. Please call us or put your complaint in writing to our office.

If you are not satisfied with our response you can refer it to the Australian Financial Complaints Authority. You can contact AFCA on 1800 931 678 or via their website [www.afca.org.au](http://www.afca.org.au). This service is provided to you free of charge.

Divitia is required to hold adequate Professional Indemnity insurance for the financial services that it and its current and past representatives provide.

## Your Privacy

We are committed to protecting your privacy. We have a Privacy Policy which sets out how we collect, hold, use and disclose your personal information. It also sets out how you can access the information we hold about you, how to have it corrected and how to complain where you are not satisfied with how we have handled your personal information. Our Privacy Policy is available on request and on our website.