

Financial Services Guide

Part Two

This document is part two of a Financial Services Guide and should be read in conjunction with part one.

This Financial Services Guide (FSG) Contains Important information about:

- Your Authorised Representative/s;
- The Financial Products and Services provided by your Authorised Representative;
- How your Authorised Representative charges for their services; and
- How Australian Finance Group Financial Planning Pty Ltd (the Licensee, 'AFGFP') and its Authorised Representatives are paid.








1. Details of Your Representative

1a. Corporate Authorised Representative Profile

Corporate Authorised Representative Name	ENCITE Financial Planning Pty Ltd
Australian Business Number	32 123 506 641
Corporate Authorised Representative ASIC Number	311292
Business Address	 9 Levy Road, Elimbah Qld 4516
Postal Address	 PO Box 1128, Caboolture Qld 4510
Telephone	 07 5496 7333
Fax	 07 5496 7444
Mobile	 0408 885 624
Email	 sharlene@encite.com.au
Web Page	 www.encite.com.au

ENCITE Financial Planning Pty Ltd is an Authorised Representative of AFGFP Australian Financial Services Licensee Number 247105.

1b. Authorised Representative Profile

Authorised Representative Name	Sharlene Halvorsen
Authorised Representative ASIC Number	302494
Business Address	 9 Levy Road, Elimbah, Qld 4516
Postal Address	 PO Box 1128, Caboolture Qld 4510
Telephone	 07 5496 7333
Fax	 07 5496 7444
Mobile	 0408885624
Email	 sharlene@encite.com.au
Web Page	 www.encite.com.au

Sharlene Halvorsen is a Sub Authorised Representative of ENCITE Financial Planning Pty Ltd.

1c. Authorised Representative Background

Sharlene Halvorsen has been in the financial services industry since 1994. In previous roles, Sharlene has worked as a Superannuation Administrator, Adviser Services Consultant, UK Pensions Administrator, Assistant Financial Adviser and Financial Adviser. Sharlene has a Bachelor of Applied Science Mathematics degree majoring in Finance. She also has a Graduate Diploma of Financial Planning.

Sharlene is a member of the Financial Planning Association of Australia and strongly supports the FPA's code of ethics. Sharlene is also a member of the Business and Professional Women's group.

2. Products and Services

2a. Financial Products Offered

The representative named in this Financial Services Guide has been authorised by AFGFP to provide Financial Product Advice & Deal in the following products:

- Life Products – Life Risk Insurance Products;
- Life Products – Investment Life Insurance Products;
- Superannuation;
- Managed Investments;
- Securities;
- Deposit & Payment Products;
- Government Debentures, Stocks and Bonds; and
- Retirement Savings Accounts.

Only products researched and approved by AFGFP can be recommended by your Authorised Representative.

2b. Services Offered

The representative named in this Financial Services Guide is able to offer you the following services:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Risk & Insurance Analysis | <input checked="" type="checkbox"/> Guidance on Budgeting |
| <input checked="" type="checkbox"/> Investment Strategies | <input checked="" type="checkbox"/> Socially Responsible Investments |
| <input checked="" type="checkbox"/> Superannuation Strategies | <input checked="" type="checkbox"/> Business Succession Planning |
| <input checked="" type="checkbox"/> Debt Management | <input checked="" type="checkbox"/> Centrelink & Veteran Affairs Planning |
| <input checked="" type="checkbox"/> Wealth Accumulation Strategies | <input checked="" type="checkbox"/> Tax Minimisation / Agribusiness |
| <input checked="" type="checkbox"/> Pre-Retirement Strategies | <input checked="" type="checkbox"/> Direct Property |
| <input checked="" type="checkbox"/> Estate Planning Strategies | <input checked="" type="checkbox"/> Salary Packaging |
| <input checked="" type="checkbox"/> Gearing Strategies | <input checked="" type="checkbox"/> Self Managed Superannuation Funds |

2c. Services and Products NOT Offered

Your Authorised Representative is unable to provide advice on the following financial strategies and products; we may have referral arrangements in place for a service or financial product listed below. Please inform us if you wish to receive advice in these areas and we will be happy to refer you to a suitably qualified adviser.

It is important for you to understand that we do not endorse, recommend or accept responsibility for the services, strategies and/or products provided by external referral service providers.

- Derivatives

3. Remuneration

AFGFP receives all remuneration upon implementation of the products and services provided by your adviser.

AFGFP then pays ENCITE Financial Planning Pty Ltd 85% of all commissions and fees received.

Sharlene Halvorsen is an employee, director and shareholder of ENCITE Financial Planning Pty Ltd. ENCITE Financial Planning Pty Ltd pays Sharlene Halvorsen a salary, bonuses, dividends and directors fees if certain targets are achieved in addition to funding the costs associated with operating the business.

In addition, ENCITE Financial Planning Pty Ltd may receive a referral fee from services provided to you from other professionals that were introduced to you by us. This will be disclosed to you when a referral is made.

ENCITE Financial Planning Pty Ltd will retain an agreed fee for the services we provide, from commissions received. Any remaining amounts will be rebated back to you and offset against any other services provided to you by us.

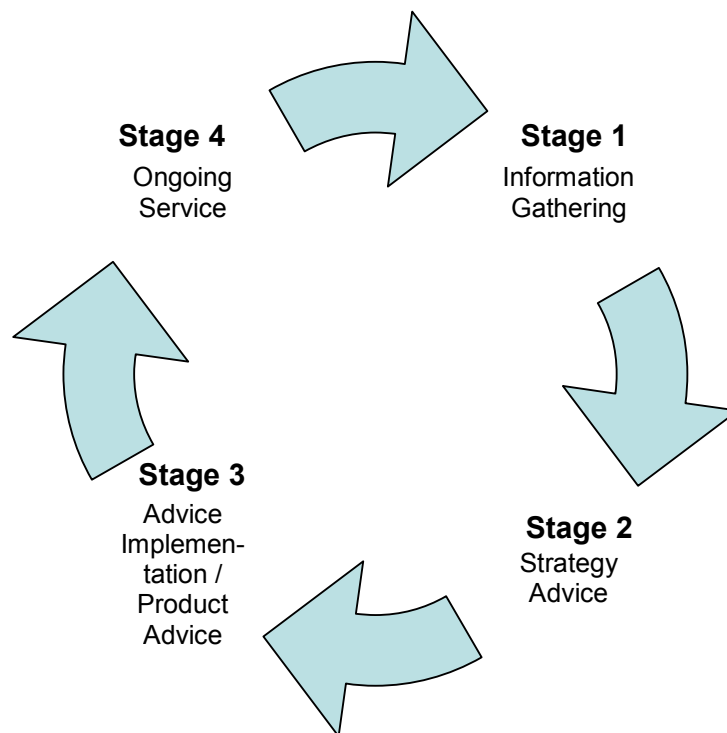
Following is a guide as to how commissions and/or fees may be charged. If you choose to receive personal advice, the Statement of Advice you receive will detail the specific payments in relation to the products recommended.

To better serve our clients needs and deliver superior service, ENCITE Financial Planning Pty Ltd offer fee for service throughout the four financial planning stages which are information gathering, strategy advice, product advice and/or implementation and ongoing service.

All fees/commissions are inclusive of GST.

Our Four Stage Advice Process Tailored to Meet Your Needs

To provide you with more flexibility in the type of service you require we have designed a four stage process.



Stage 1: Information Gathering

First Consultation

COMPLIMENTARY – 1 ½ hours

(\$220 per hour thereafter)

- Discuss needs
- Collect data
- Establish scope of advice
- Letter of engagement outlining fees and scope of advice

Additional Consultation

\$220 per hour

- As required

Stage 2: Strategy Advice Preparation

Your previous discussions with your adviser and subsequent strategy advice will be provided to you in a written report called a Statement of Advice (SOA). ENCITE Financial Planning Pty Ltd offers the following advice packages.

The packages are indicative only; a firm proposal will be provided to you prior to the commencement of the provision of the financial service.

Comprehensive Analysis Package

\$2,500 – \$20,000

- Multiple strategies required to meet your needs and objectives.
- Tailored Estate Planning Packages.
- Strategies for a number of entities (eg. trusts, companies, SMSFs).

Or

Single Strategy Package

\$1,200 – \$2,500

- One strategy required to meet your needs and objectives.

Or

Wealth Protection Analysis Package

\$440 – \$720

- Personal insurance needs analysis and strategy advice to meet your needs and objectives.

Stage 3: Advice Implementation and/or Product Advice

To implement the strategy advice agreed upon between your adviser and yourself, an implementation fee will be payable dependent on the recommended strategy. The actual investment into this service will be provided with your initial SOA or subsequent product SOA. The initial advice may not include product recommendations and therefore, you may require an additional SOA which outlines the recommended product/s.

The packages are indicative only; a firm proposal will be provided to you prior to the commencement of the provision of the financial service.

Estate Planning Implementation Packages

\$1,000 – \$10,000

We work with you and your solicitor to ensure your estate planning needs are aligned with your financial strategy advice.

General Implementation

\$500 – \$6,000

Implementation of recommended strategy advice. These include (but are not limited to) superannuation and investments.

Insurance Implementation

Implementation of personal and business insurance applications and medical underwriting.
(Example, if your annual premium was \$500 AFGFP would receive up to \$650 in the first year based on the maximum)

Payable by insurance provider through commissions
From 0% to 130%

Please note that should a contract for Insurance be cancelled within the Commission responsibility period [usually the first 12 months] then a fee equal to the amount of commission which is clawed back by the insurance company will be charged to you and payment of this fee is expected within fourteen [14] days of the cancellation.

Stage 4: Ongoing Advice

Ongoing advice and review regarding your strategy should be of high priority and in fact, is an aspect of our service that we believe is essential to ensure that your strategy continues to meet your objectives.

Your financial strategy or your investment portfolio may become unsuitable for a range of reasons. Examples are changes in the economic environment, changes in your needs and objectives, changes in investment sector or fund manager performance and changes to the tax position of various investments.

Essential

\$4,200 pa max

- Multiple strategy advice areas
- Face to face annual review
- Ongoing Adviser initiated reviews
- Ongoing budgeting advice
- Quarterly review of your budget
- Unlimited access to ENCITE Financial Planning Pty Ltd's dedicated team

Standard

\$2,500 pa max

- Multiple strategy advice areas
- Face to face annual review
- Ongoing Adviser initiated reviews

Economy

\$900 pa max

- Single/limited strategy advice areas
- Annual review

Should you find that our standard service packages do not meet your individual needs, your ENCITE Financial Planning Pty Ltd adviser is able to work with you to tailor a service package to suit your ongoing requirements.

If you do not choose one of our service packages, then you will become a policy holder client which will entail commissions being paid to ENCITE Financial Planning Pty Ltd. If you would like any further financial planning advice this can be offered to you at our hourly rate or you can commence one of our service packages.

Method of Payment

For your convenience we have two methods for payment of the fees indicated in each of the four stage of advice listed in the previous sections. The options are direct payment by you or via your investment/ superannuation/ insurance product. The preferred method will be discussed with your adviser and outlined in your Statement of Advice. The amount received through a product will depend on the product that is recommended to you and whether commission is paid by the product provider.

Should you choose to pay via your investment or insurance product, then any amount in excess of your chosen service will be rebated against future financial advice services provided by ENCITE Financial Planning Pty Ltd. Any excess commission may also be rebated back into the product, however this will depend on the product recommended and whether a rebate is possible.

Please note that should a contract for Insurance be cancelled within the Commission responsibility period [usually the first 12 months] then a fee equal to the amount of commission which is clawed back by the insurance company will be charged to you and payment of this fee is expected within fourteen [14] days of the cancellation.

Commission Examples

An indication of the type of revenue your adviser may receive is below:

Product	Implementation	Ongoing
Life Insurance	0% to 130% of annual premium	5% to 30% of annual premium
Investment	0% to 4% of amount invested	0.60% of amount invested
Tax Effective Investment	0% to 13.2% of amount invested	0%

The below table is an example of the amount of revenue your adviser may receive based on the above fees/commissions and an amount of \$100,000 investment and a \$500 per annum insurance premium.

Product	Implementation		Ongoing	
	%	\$	%	\$
Life Insurance	130%	\$650	30%	\$150
Investment	1.66%	\$1,660	1.95%	\$1,950
Tax Effective Investment	1.66%	\$1,660	1.95%	\$1,950

3a. Alternative Remuneration I may receive.

Sharlene has elected to opt out of the AFG FP Adviser Profit Share as detailed in the F.S.G. Part 1, as such Sharlene will receive no benefit under this scheme.