

# FINANCIAL SERVICES GUIDE PART ONE

Infocus Securities Australia Pty Ltd  
ABN 47 097 797 049  
AFSL No. 236523.  
Level 2, Cnr Maroochydore Road & Evans St,  
Maroochydore QLD 4558  
07 5406 5000

VERSION 15  
Date Effective: July 2024

WE ARE REQUIRED BY LAW TO GIVE YOU A FINANCIAL SERVICES GUIDE (FSG), THAT HELPS EDUCATE, PROTECT AND ASSIST YOU TO MAKE AN INFORMED DECISION ABOUT THE FINANCIAL SERVICES WE OFFER.

# HOW TO READ THIS FINANCIAL SERVICES GUIDE

Infocus Securities Australia Pty Ltd ABN 47 097 797 049  
'Infocus' is providing you with this FSG to assist you in making an informed decision about the financial services and products we offer. Infocus ('we,' 'us' or 'our') provides financial services through its Australian Financial Services Licence (AFSL) No. 236523.

Your financial adviser ('Adviser') is an Authorised Representative of Infocus and provides services on behalf of Infocus. Infocus is responsible for the services and product advice provided to you by your Adviser, in line with their authorisation, as well as the content and distribution of this FSG.

Infocus' Financial Services Guide is comprised of two parts and both parts must be read together.

## **Lack of Independence**

Infocus, our Related Parties and Representatives are not independent in that they may receive life risk commissions, volume-based payments or other gifts or benefits from some products recommended to clients. This is described in further detail throughout this FSG and will be disclosed in your advice document.

Recommendations are made with a focus on client best interest and in accordance with the FASEA Code of Ethics.

## **Part One – Includes general details about:**

- About Infocus?
- Financial Services and Products we provide
- Advice Process
- Documents you may receive
- Our Associations and Relationships
- Fees and Other Costs
- What you should do if you are not satisfied with our services
- Professional Indemnity Insurance

## **Part Two – Provides your Adviser's details including:**

- Advisers Details and Remuneration
- Fees and other costs you may incur when engaging with an Adviser

# FINANCIAL PLANNING PROCESS

## About Infocus

For more than 30 years, Infocus has helped thousands of Australians see what's possible when they work with a trusted and professional financial adviser. Quality financial advice helps you develop a plan and structure so you can achieve, protect, and enjoy what matters most to you, and we've seen the positive difference it can make in the lives of our clients.

## Financial Services and Products we provide

We can provide personal financial advice, general financial advice and transact on your behalf in relation to the following types of financial products:

- Deposit and payment products;
- Government debentures, stocks or bonds;
- Life products including investment life insurance products, life risk insurance products as well as any products issued by a Registered Life Insurance Company that are backed by one or more of its statutory funds;
- Managed Investment Schemes;
- Retirement savings account products;
- Derivatives;
- Securities;
- Standard margin lending facility; and
- Superannuation products.

Additional specialist advice areas may include Aged Care, Self Managed Super Funds (SMSFs), Direct Equities and Exchange Traded Funds (ETFs), Margin Lending, Gearing and Credit Assistance. Some of the financial services or products that we are authorised to provide may be beyond those which we authorise your Adviser to offer. Please refer to Part Two for your Adviser's scope of authorisation.

Your Adviser can recommend products listed on the Infocus Approved Product List. When it is appropriate and depending on your objectives, financial situation and needs, your Adviser may need to recommend a financial product that is not on the Approved Product List. If this happens, this recommendation must meet our selection criteria and approval process.

## General Advice

When engaging with your Adviser you may receive General advice. General advice is different from personal advice as it does not take into account your personal circumstances, needs or objectives. When receiving General advice, you should consider whether you need personal advice.

## Personal Advice Process

<b>ENGAGE</b>	<ul style="list-style-type: none"><li>• Establish relationship</li><li>• Understand your personal and financial circumstances</li></ul>
<b>COLLECT</b>	<ul style="list-style-type: none"><li>• Determine personal and financial goals and timeframes</li><li>• We discuss your comfort level in relation to taking financial risks</li></ul>
<b>ANALYSE &amp; DEVELOP</b>	<ul style="list-style-type: none"><li>• Analyse your current data and determine options to address your goals and objectives</li><li>• Develop your financial plan and include the rationale behind the recommendations</li></ul>
<b>ADVISE</b>	<ul style="list-style-type: none"><li>• Present our recommendations</li><li>• Discuss benefits of strategy</li><li>• Explain costs and guide you on next steps</li></ul>
<b>IMPLEMENT</b>	<ul style="list-style-type: none"><li>• We manage the implementation of your plan</li><li>• Complete applications, follow up with product providers</li><li>• Provide you with regular updates</li></ul>
<b>REVIEW</b>	<ul style="list-style-type: none"><li>• Review your goals, objectives and personal circumstances annually</li><li>• Ensure your financial plan is still appropriate to your situation</li><li>• Adjust as required</li></ul>

## **DOCUMENTS YOU MAY RECEIVE**

You may receive other documents in addition to this FSG when your Adviser provides you with personal financial advice.

### **Statement of Advice**

Advice provided to you by an Adviser that is personal in nature, in that it considers your individual needs, objectives and financial circumstances, and must be presented to you in a written Statement of Advice (SoA). The SoA includes the advice recommended by the Adviser and the basis on which the advice is given, details of the providing entity and information on any payments or benefits the Adviser or licensee will receive. This document will contain enough detail for you to make an informed decision as to whether to act on the advice provided.

### **Record of Advice**

When providing personal advice, your Adviser may provide you with a Record of Advice (RoA). A RoA is provided to existing clients to confirm changes to, or implementation of, advice provided in a previous SoA. A RoA is only appropriate if there have been no significant changes to your personal circumstances. Where your circumstances or the basis of the SOA are significantly different, your Adviser will provide you with a SoA.

### **Product Disclosure Statement**

A Product Disclosure Statement (PDS) is a document that your Adviser will provide to you when recommending or offering a financial product. It includes information about the product's key features, fees, commissions, benefits, risks and the complaints handling procedure.

## **OUR ASSOCIATIONS AND RELATIONSHIPS**

### **Related Parties**

Infocus has a number of related parties. Each entity and their Advisers are liable only for the services provided within their discipline.

The following entities are all subsidiaries of Infocus Wealth Management Ltd ABN 28 103 551 015:

- Infocus Securities Australia Pty Ltd ABN 47 097 797 049 Australian Financial Service Licence and Australian Credit Licence No. 236523 provides financial and mortgage broking services;
- Infocus Lending Advisory Pty Ltd ABN 19 134 237 031 and Australian Credit Licence Number 392704, trading as Infocus Lending Advisory, provides all mortgage and lending services;
- Infocus Tax & Business Advisory Pty Ltd ABN 40 615 064 983, trading as Infocus Tax & Business Advisory, is responsible for the provision of tax, accounting and business advisory services;
- Infocus Financial Planning Pty Ltd ABN 78 129 238 099, trading as Infocus Financial Advisory, is a Corporate Authorised Representative of Infocus Securities Australia Pty Ltd and provides financial services;
- Alpha Investment Management Pty Ltd ABN 13 122 381 908 Australian Financial Services Licence 307379 provides investment management services;
- Alpha Fund Managers Pty Ltd ABN 37 124 085 883 is the Investment Manager for the Alpha Fund Series;
- Commission Refunders Pty Ltd ABN 35 151 902 457 provides commission collection services;
- Portfoliofocus Pty Ltd ABN 40 098 278 589 provides marketing and promotional services;
- Portfolio Administration and Reporting Pty Ltd ABN 85 145 006 757 provides marketing and promotional services;
- Platformplus Pty Ltd ABN 46 103 551 533 is the entity responsible for Platformplus Wealth Management System and is the Promoter of PlatformplusWRAP.
- Madison Financial Group Pty Ltd ABN 36 002 459 001 Australian Financial Services Licence 246679 provides financial services; and
- Wealthportal Pty Ltd ABN 61 131 002 036 is a promoter of the WealthPortal investment and superannuation platform.

### **Our Relationships**

Where acting in capacity as Promoter, the Group or its related parties may receive payments from PlatformplusWRAP and WealthPortal, the promoters, for investments recommended by Advisers of the Groups. Payments can be received as a percentage of the investment balance and/or a fixed dollar fee. Should these payments apply to you, they are made by the product provider to the Group from the administration fees charged to your accounts and the information will be disclosed in your advice document.

Financial institutions may contribute to the cost of providing training opportunities throughout the year as part of our Alliance Partner Program. This support helps to offset the costs associated with the delivery of training and support to our Advisers. Our alliance partners we receive payments from are Insignia, Netwealth, Praemium, Zurich, TAL Life Limited, AIA Australia Limited, MLC, BT Financial Group, Morningstar, Generation Life, First Sentier, Fidelity, Blackrock/iShares, Yarra Capital Management, Cromwell, Challenger, Fidante, Dexus, Clearbridge, NEOS Life, Centuria Capital Limited, Clime Captial, Milford, Russell Investments, Global X Management and Magellan.

## **Benefits I should be aware of**

From time to time, your Adviser may be entitled to receive benefits, at no additional cost to you, such as:

- Educational conferences and seminars: these are arranged by Infocus and attendance may be fully or partially subsidised by Infocus;
- Non-monetary benefits: these may include business lunches, tickets to sporting and cultural events, promotional goods or other minor benefits from Infocus or product providers.

Any benefits that Infocus or its Adviser may receive will only be accepted to a value of less than \$300 per provider per year. Any benefits received exceeding this limit will not be accepted. Infocus and its Advisers maintain a register for any alternative remuneration received, where such remuneration has a value greater than \$100. The 'Alternative Forms of Remuneration Register' includes details is maintained by fund managers, IDPS (platform) providers, A and licensees. Registers are publicly available and can be provided upon request.

## **Applicable Client Rebates**

Infocus may receive one-off payments where you decide to purchase products or services from Provider direct marketing. We currently have arrangements in place with AIA Vitality, myOwn Health Insurance and TAL Health Insurance. If Infocus receives these payments for services provided or products purchased by you, we will disclose further detail in your advice document.

## **Fees and Other Costs**

Fees and other costs may be paid for the advice you receive and the financial products used, when engaging our services. Your Adviser will describe their fees and what services this includes, upon initial engagement and before providing any financial advice.

All fees and other costs will be disclosed, in a written disclosure or advice document, to you at the time of personal financial advice or when transacting on your behalf. Part Two of this FSG describes what types of costs you may incur and the value of these, should you decide to receive personal financial advice from your Adviser. The fees charged are inclusive of Goods and Services Tax (GST).

The license may receive a flat fee per Adviser for provision of services required under its AFSL. Where any additional remuneration is received to the Adviser, this will be disclosed in Part two of the FSG.

## **What should you do if you are not satisfied with our services?**

If you are not happy with your Adviser or the services provided to you, we encourage you to:

- If you feel it is appropriate, discuss the issue with your Adviser in the first instance,
- If you are unable to resolve the issue, please contact Infocus Professional Standards by either;

**Phone:** (07) 5406 5000

**Mail:** Complaints Manager  
PO Box 1856  
Sunshine Plaza QLD 4558

**Email:** Professional.Standards@infocus.com.au

We will aim to resolve your complaint quickly and fairly. If the complaint cannot be resolved to your satisfaction within 30 calendar days, you have the right to refer the matter to an external dispute resolution scheme. Lodgement of complaints should be directed to Australian Financial Complaints Authority (AFCA), of which Infocus is a member. You can contact AFCA by;

**Phone:** 1800 931 678

**Mail:** Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001

**Website:** [www.afca.org.au](http://www.afca.org.au)

**Email:** [info@afca.org.au](mailto:info@afca.org.au)

## **Professional Indemnity Insurance**

Infocus maintains Professional Indemnity (PI) Insurance which covers claims in relation to the conduct of Advisers who are no longer authorised by Infocus, but who were at the time of the relevant conduct.

**Infocus' Financial Services Guide is comprised of two parts and both parts must be read together.**

**The information in this document is considered to be true and correct at the date of publication. Changes to circumstances after the time of publication may impact on the accuracy of the information held.**

**If you have any questions about the financial services Infocus provides, please contact your Financial Adviser.**

# PART TWO REPRESENTATIVE DETAILS

Version 10.1 Date Effective 11/09/2024

Bayside Retirement Planning is operated by Matthew Kerr through Nepean Group Pty Ltd t/a Bayside Retirement Planning ABN 22 119 081 140, who is a Corporate Authorised Representative (No. 344180 for financial services) of Infocus.

## Office Contact Information

<b>OFFICE ADDRESS</b>	Building 28, 328 Reserve Road Cheltenham, VIC 3192
<b>POSTAL ADDRESS</b>	PO Box 570 Mentone, VIC 3194
<b>PHONE NUMBER</b>	(03) 9585 1977
<b>WEBSITE</b>	baysiderp.com.au
<b>EMAIL</b>	info@baysiderp.com.au

The following individual is an Authorised Representative of Infocus and provides personal financial advice through Nepean Group Pty Ltd:

**Matthew Kerr** BEcon, ADFS(FP), CFP®  
Financial Adviser  
Authorised Representative - No. 264945

## Financial services and product types your Adviser can provide

Matthew is authorised to provide personal financial advice, general financial advice and transact on your behalf (dealing) in relation to the following types of financial products:

- Deposit and Payment Products
- Government Debentures, Stocks or Bonds
- Life Products (Investment Life Insurance and Life Risk Insurance Products)

- Managed Investment Schemes
- Retirement Savings Account Products
- Superannuation (investment and risk)
- Securities - Excluding Direct Equities and ETFs

There are some additional specialist advice areas your Adviser is authorised for as indicated below by a tick '✓'.

### SPECIALIST AREA

MATTHEW

### DIRECT EQUITIES

✓

In addition, if your adviser identifies that you require specialist advice on a particular product or service outside of their authorisation, they will provide recommendations to seek further advice.

## Representative Remuneration

Nepean Group Pty Ltd receives 95% of the fees and or commission; the licensee, Infocus Securities Australia Pty Ltd (Infocus), receives the balance, being 5%.

Matthew Kerr is remunerated by means of a salary. Further, as a shareholder of Nepean Group Pty Ltd, Matthew and his associates, will receive other benefits from all fees and commissions such as dividends that may be paid by Nepean Group Pty Ltd.

# HOW WILL I PAY FOR SERVICES PROVIDED?

A breakdown of the types of payments we may receive is set out in the following.

## INITIAL ADVICE FEES

Initial advice fees may be invoiced directly or collected from the product. Such fees include:

**Initial Consultation** - No fee is charged for an initial consultation with your Adviser.

**Advice Preparation** - This includes the costs associated with the enquiries made to collect and confirm your circumstances and financial position, the research and analysis of suitable strategies to achieve your goals and objectives, investment and product selection and suitability to your needs and goals as well as amalgamating this into your financial plan and presenting it to you. This fee will vary based on the complexity and type of strategy. Your Adviser will discuss this with you prior to commencement, to ensure you can make an informed decision.

This fee may be based on a hourly rate of between \$165 and \$250 per hour. Alternatively, we may charge a set fee between \$2,200 to \$5,500, for preparation of a SoA.

## ONGOING SERVICE ADVISER

Additional fees may sometimes be charged when you take up our ongoing services, or invest in retail products through us. Any ongoing service fees that we charge will be detailed in your advice document and client service agreement.

Ongoing fees may be charged based on a fixed dollar amount, the value of the funds invested, or a combination depending on the methodology agreed to in your client service agreement. Ongoing fees will be agreed with you and can range from 0.5% to 1.1% p.a., charged monthly.

Alternatively, an Adviser service fee of up to 2.2% of funds under management (e.g. if your investment amount is \$100,000, then Infocus may receive up to \$2,200pa). These fees will typically be paid on an ongoing basis while the investment is still in place.

## HOURLY RATE DIRECT CHARGES

We may charge for agreed services based on a hourly rate of between \$165 and \$250 per hour or up to a maximum total fee of \$2,200.

Ad-hoc services can be provided on an as needs basis. Fees will be agreed before any work commences.

**UPFRONT**

This is paid by the issuer of the financial product/s recommended when the product is issued to you. This may be deducted from the initial amount you have invested or it may be payable from the product provider's own resources.

**PERSONAL INSURANCES**

From 1/01/2020 the maximum amount of commission payable by providers to advisers is restricted to 66% of the premium payable in the first year. Based on a premium of \$1,000pa, this equates to a maximum of \$660 in year one.

**ONGOING**

This is paid by the issuer of the financial product/s recommended and is payable on an ongoing basis while the investment/insurance is still in place.

**PERSONAL INSURANCES**

From 1/01/2020 the maximum amount of commission payable by providers to advisers is restricted to 22% of the premium payable while the hybrid policy is in force (33% per annum of the premium for level policies). Based on a premium of \$1,000pa, this equates to a maximum of \$220 for hybrid policies or \$330 for level policies.

**Referral Fees**

Where we refer you to other product or service providers and you decide to purchase products or services from them, we may receive a payment as a result of our referral. Where you have been referred to us by someone else we may pay them a fee, commission or some other benefit in relation to that referral. If we pay or receive these payments for services provided or products purchased by you, they do not involve additional costs and we will disclose further detail in your advice document. All relevant referral arrangements will be disclosed in your advice document. Payment and receipt of referral fees is subject to regulatory change under the FASEA Code of Ethics.

**Your advice document will disclose any benefits or fees received by Infocus and/or your adviser.**

**All of the above fees and commissions are inclusive of GST.**

**This in combination with FSG Part One, concludes the Financial Services Guide.**