



Partners in Prosperity

# Financial Services Guide

Part 2 Version 3  
Adviser Profile: Arin Doig  
8<sup>th</sup> May 2020

HKS Group Licensee ABN 67 633 232 514  
Australian Financial Services License 516082

## PART 2 (Adviser Profile)

Part 2 (Adviser Profile) contains the following sections:

- About Your Adviser (Section 1);
- The Services I Provide (Section 2);
- Fees and Charges (Section 3); and
- Contact and Acknowledgment (Section 4).

This document is Part 2 (Adviser Profile) of the Financial Services Guide (FSG) dated 8<sup>th</sup> May 2020 and should be read together with Part 1. Part 2 sets out specific details about me as an Authorised Representative of HKS Group Licensee Pty Ltd (HKS Group) and HKS Financial Planning Pty Ltd (HKS Financial Planning).

I am authorised by HKS Group Licensee to provide the financial services described in Part 1 and Part 2 (Adviser Profile) of the FSG. I have also been authorised by HKS Group Licensee to distribute this FSG.

HKS Group Licensee Pty Ltd.  
ABN 67 633 232 514 holder of  
Australian Financial Services Licence No. 516082

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### SECTION 1

#### ABOUT YOUR ADVISER

##### WHO IS YOUR FINANCIAL ADVISER?

Your Financial Adviser is Arin Doig and HKS Financial Planning. In this document, the terms 'I', 'me', 'us', 'we' and 'our' refer to Arin Doig and HKS Financial Planning. The term 'Representatives' refers generally to HKS Group's Authorised Representatives.

My Authorised Representative number is 1270373 and the Corporate Authorised Representative number is 339043.

##### WHAT EXPERIENCE DOES YOUR FINANCIAL ADVISER HAVE?

I have experience in the financial planning industry.

After completing my degree, my career started with over 2 years in individual tax Accounting.

I then transitioned to financial planning, working for a firm on the Gold Coast for 3 years starting as a client services officer and working my way to becoming an Associate Advisor.

I joined HKS Financial Planning in 2019.

##### WHAT QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS DOES YOUR FINANCIAL ADVISER HAVE?

I graduated from James Cook University where I completed my Bachelor of Business – Accounting. I have also completed my Diploma in Financial Planning and Advanced Diploma in Financial Planning through Kaplan Professional.

I am an Associate member of the Financial Planning Association of Australia.

##### DOES YOUR FINANCIAL ADVISER HAVE ANY ASSOCIATIONS OR RELATIONSHIPS?

I have an association with HKS Group and HKS Financial Planning Pty Ltd ABN 86 137 839 984 as an Employee.

Fees and commissions are paid to HKS Group for distribution HKS Financial Planning Pty Ltd. HKS Financial Planning Pty Ltd's Authorised Representative number is 339043.

### SECTION 2

#### THE SERVICES I PROVIDE

##### WHAT AREAS IS YOUR FINANCIAL ADVISER AUTHORISED TO PROVIDE ADVICE ON?

I am authorised by HKS Group to provide financial services, including advice or services in the following areas:

- Deposit products;
- Government debentures, stocks or bonds;
- Life investment and life risk products;
- Managed investment schemes including investor directed portfolio services;
- Standard margin lending facilities;
- Retirement savings account products;
- Securities (e.g. shares); and
- Superannuation products
- Derivatives

##### HOW CAN YOU PROVIDE YOUR INSTRUCTIONS TO ME?

You may provide instructions to me by using any of the contact details provided in Section 4 'Contact & Acknowledgment'.

## PRIVACY STATEMENT

In addition to the information provided in the HKS Group FSG Part 1 on how we collect, hold, use and disclose your personal information, and how we manage this information, further details around privacy are available at [www.hksfp.com.au](http://www.hksfp.com.au) and/or by calling us on 07 3397 7315.

## SECTION 3

### FEES AND CHARGES

#### HOW WILL YOUR FINANCIAL ADVISER BE PAID FOR THE SERVICES PROVIDED?

All fees and commissions disclosed in this FSG which are attributed to the services provided to you by me are paid to HKS Group. HKS Group will pay up to 100% of those fees and commissions to HKS Financial Planning.

I receive profit share as a shareholder of HKS Financial Planning as determined by the company as appropriate from time to time.

#### WHAT IS YOUR FINANCIAL ADVISERS FEE STRUCTURE?

As part of detailed financial planning, there are costs to you at various stages of the process. Before making any recommendations, I will discuss and agree the fees with you.

Advice fees are inclusive of GST (unless otherwise stated) and payable by you at the following stages:

- 1.) **Recommendation:** For having a personalised financial plan (SoA) prepared, a plan preparation fee (up to \$10,000) is payable. The actual fee will depend on the complexity of your situation and the time it takes to prepare personal financial advice for you. There may be circumstances where a plan preparation fee may not be within this range i.e. we will charge a greater plan fee for very complex advice cases. In this instance we will provide you with a quotation prior to going ahead with preparing your plan.
- 2.) **Implementation:** I may charge a placement fee and/or implementation fee to implement the recommendations in your financial plan. These are payable when you decide to proceed with the implementation of any one or more recommendations that I provide to you. The actual fee will depend on the complexity of your situation and the amount of funds invested, but will not exceed:

- a. a range from \$500 (min.) to \$10,000 (max.); or
  - b. \$495 per hour; or
  - c. 4.00% of the initial funds invested, or 60% of premium; or
  - d. the maximum of entry fees or contribution fees specified in the Product Disclosure Statement (PDS) for the recommended product;
- whichever is the greater.

(Indicated values may exceed what is noted for more complex matters and/or as agreed. This would be agreed prior to advice being provided.)

- 3.) **Ongoing Advice Service and Reviews:** If you choose to have me conduct a review of your financial plan to ensure that your financial strategies and financial products remain appropriate for you, you may be charged a review fee. If you choose to have me provide an ongoing advice service, the actual fee will depend on the complexity of your situation and the amount of funds under advice, but will not exceed:
  - a) A fixed dollar amount up to \$5,000; or
  - b) up to 4% p.a. of total funds under management; or
  - c) 38.5% of the ongoing premium (exclusive of GST where applicable).

(Indicated values may exceed what is noted for more complex matters and/or as agreed. This would be agreed prior to advice being provided.)

**Note:** Full details of all fees and commissions for financial services will be provided to you in a Statement of Advice (SoA), or Record of Advice (RoA) and Product Disclosure Statements at the time of receiving any recommendation.

## WHAT AMOUNTS DO MY EMPLOYER AND OTHER RELATED ENTITIES RECEIVE FOR FINANCIAL SERVICES?

HKS Financial Planning receives up to 100% of fees, commissions and incentives. The shareholders of HKS Financial Planning have a profit share arrangement to distribute company profits annually to shareholders and staff.

### Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your account balance, rather than 1%, could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask HKS Group or your financial adviser.

### To find out more

If you would like to find out more, or see the impact of the fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) has a managed investment fee calculator to help you check out different fee options.

## ADDITIONAL EXPLANATION OF FEES AND COSTS

### Management fee

The management fee generally accrues daily and is payable quarterly. It is deducted from the MDA service's assets.

### Expenses

All properly incurred expenses can be recovered directly from the MDA service. When expenses are paid by the MDA service, they will be deducted from the MDA service assets. Expenses are generally paid when incurred.

### Administrative expenses

We currently don't seek reimbursement from the MDA service for administrative expenses such as custody fees, registry costs, audit, accounting and tax fees, postage and printing costs. Such expenses will be paid by us out of the management fee. We will provide prior notice to investors if we seek to recover these expenses from the MDA service in the future.

### Abnormal expenses

Abnormal expenses such as the cost of defending legal proceedings and the costs of terminating the MDA service will generally be paid by the MDA service. Abnormal expenses are not generally incurred during the day-to-day operation of the MDA service and may not be incurred in any year. Abnormal expenses are in addition to administrative expenses.

### Transaction costs

Transaction costs incurred in the acquisition or disposal of the assets of the MDA service such as brokerage, clearing costs, hedging costs, transaction fees, taxes and stamp duty will generally be paid for by the MDA service. Where the acquisition or disposal of assets relates to a subscription or redemption from the MDA service, the MDA service may recover an estimate of these costs from the investor who is applying for, or redeeming, units through the buy/sell spread.

### Buy/Sell spread

When financial products are acquired, a "buy spread" may be incurred. The buy spread is an amount which reflects the estimated transaction costs associated with acquiring the underlying investments and may take into account the difference between the bid/offer price of investments traded and/or the estimated market impact of the acquisitions on the price of the investments being acquired.

When financial products are disposed of, a "sell spread" is incurred. The sell spread is an amount which reflects the estimated transaction costs of disposing of the underlying investments and may take into account the difference between the bid/offer price of investments traded and/or the estimated market impact of the disposals on the price of the investments being sold.

A buy/sell spread seeks to ensure that the estimated transaction costs of the acquisition or disposal are borne by the investor, and not by the existing investors in the financial product. The buy/sell spread may apply even if no transaction to acquire or dispose of underlying assets is required (for example, where there is an acquisition by one investor and a corresponding disposal by another investor). The buy/sell spread for the MDA service, as at the date of this FSG Part Two Adviser Profile, is up to 1% for applications and up to 1% for redemptions, but may be varied from time to time. In certain circumstances, the buy/sell spread may increase significantly. Notice will not usually be provided for variations to the buy/sell spread.

### Information about fee changes

We may increase certain fees and expenses without your consent. We will provide at least 30 days' notice to you of any proposed increase in fees, charges or expenses (except any changes to the buy/sell spread).

The maximum fees we may charge (exclusive of the net effect of GST) are:

- a maximum contribution fee of 4% of the investment amount;
- a maximum redemption fee of 4% of the redemption amount;
- a maximum management fee of 4% pa of the value of the assets of the MDA service, and
- a maximum switching fee of Nil of the value of the investment switched.

Additional fees may be paid by you to me as your Adviser. You should refer to the SoA provided by me for details of those fees.

#### WHAT OTHER BENEFITS DOES YOUR FINANCIAL ADVISER RECEIVE?

In addition to the remuneration detailed above, I am eligible to qualify for other benefits and entitlements as detailed below:

- From time to time, we may accept alternative forms of remuneration from product providers or other parties (up to a value of \$300), such as hospitality or support connected with our professional development (e.g. training or sponsorship to attend conferences). We maintain a register detailing any benefit that we receive and other benefits that relate to information technology software support provided by a product issuer or that relate to educational and training purposes. A copy of the register is available on request for a small charge.

#### WILL YOUR FINANCIAL ADVISER BE PAID WHEN MAKING A REFERRAL?

If you have been referred to me by an external party and you accept the services I provide, I may make a payment to the external party for that referral. Any amount payable will be disclosed in the SoA provided to you. This will be paid by me to the external party and will be at no additional cost to you.

## SECTION 4

### CONTACT & ACKNOWLEDGMENT

#### HOW YOU CAN CONTACT YOUR FINANCIAL ADVISER

<b>Your Financial Adviser:</b>	Phone:	07 3397 7315
	Fax:	07 3324 1405
Arin Doig	Email:	arin.doig@hksfp.com.au
HKS Financial Planning	Website:	www.hksfp.com.au

#### ACKNOWLEDGMENT – CLIENT COPY

I/We acknowledge that I was/we were provided with the HKS Group Licensee Guide Part 1 dated 8<sup>th</sup> May 2020 and Part 2 (Adviser Profile) dated 8<sup>th</sup> May 2020.

Client name:		
Client signature:		Date received:
Client name:		
Client signature:		Date received:

OR complete as follows if Financial Services Guide is mailed to Client(s):

I confirm that I sent a copy of the HKS Group Licensee Guide Part 1 dated 8<sup>th</sup> May 2020 and Part 2 (Adviser Profile) dated 8<sup>th</sup> May 2020 as follows:

Sent to (Client name(s)): \_\_\_\_\_

Sent on (Date): \_\_\_\_\_

Sent by (Name): \_\_\_\_\_

**ACKNOWLEDGEMENT – ADVISER COPY (to be retained on client file)**

I/We acknowledge that I was/we were provided with the HKS Group Licensee Financial Services Guide Part 1 dated 8<sup>th</sup> May 2020 and Part 2 (Adviser Profile) dated 8<sup>th</sup> May 2020.

Client name: \_\_\_\_\_

Client signature: \_\_\_\_\_

Date  
received: \_\_\_\_\_

Client name: \_\_\_\_\_

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