



# FINANCIAL SERVICES GUIDE

Understanding the advice process  
and our relationship with you

## **LICENSEE: PARRISH ADVISORY PTY LTD**

Parrish Advisory Pty Ltd (ABN 51 616 430 623)  
Australian Financial Services Licence (AFSL) No. 494108  
4/473 Mulgrave Road, Earlville QLD 4870  
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## **PARRISH FINANCIAL PTY LTD**

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## PURPOSE

This Financial Services Guide (FSG) explains the financial services and advice provided by us. The FSG provides information on what to expect during the financial advice process including the types of documents you are likely to receive, our related parties and potential conflicts of interests, how we manage privacy and complaints. It also contains information about how we are paid and fees you may be charged.

This FSG contains important information about your Adviser including relevant authorised representative number and areas of authorisation.

Please take the time to review the FSG and details of your Adviser before engaging our services.

## WHO WE ARE

Parrish Advisory Pty Ltd ("Parrish Advisory") is an Australian Financial Services Licensee (AFSL number 494108). Parrish Financial Pty Ltd ("Parrish Financial") (Corporate Authorised Representative number 1252971) and its Advisers are Authorised Representatives of Parrish Advisory.

All Financial Advisers are employees of Parrish Financial. Parrish Advisory holds the AFSL licence and Parrish Financial operates the financial planning practice. This FSG has been authorised and issued by Parrish Advisory.

## NOT INDEPENDENT

Parrish Advisory Pty Ltd and your Adviser may receive commissions associated with the issue of life insurance products. We may receive benefits from product issuers.

For these reasons, we do not represent ourselves as independent, impartial or unbiased. Please refer to the 'Remuneration' section for more information.



## FINANCIAL SERVICES AND PRODUCTS WE CAN PROVIDE

Parrish Advisory can offer the following services and products. Your Adviser's specific authorisations are included on page 7.



### BUILD WEALTH INVESTMENTS

Cash and Term Deposits  
Investment Bonds  
Managed Investments  
Exchange Traded Products  
Listed Securities  
(Shares and other products)  
Margin Lending  
Gearing



### PROTECT WEALTH INSURANCE

Term Life Insurance  
Total and Permanent  
Disability (TPD) Insurance  
Trauma Insurance  
Income Protection  
Insurance  
Business Insurance  
Insurance Claims  
Assistance



### MANAGE WEALTH SUPERANNUATION & RETIREMENT PLANS

Personal Superannuation  
Corporate Superannuation  
Industry and Public Sector  
Superannuation  
Pensions and Annuities  
Self-Managed  
Superannuation  
Centrelink / Veterans'  
Affairs Assistance  
Aged Care

## OTHER FINANCIAL PLANNING SERVICES

Budgeting and Cashflow Management | Debt Management | Estate Planning Assistance

## THE ADVICE PROCESS AND DOCUMENTS YOU MAY RECEIVE

Your Adviser will guide you through the advice process. This includes the following steps:



### Engagement and Discovery

In the initial stages of the advice process your Adviser will work with you to define your financial goals and objectives, and gather relevant information required to provide you with appropriate advice.

Your Adviser will generally collect relevant information within a **Fact Find** and file notes. You can expect to be asked questions related to your income, expenses, assets, liabilities, insurances and superannuation. It is important that you provide accurate information and keep your Adviser informed of any changes to your relevant circumstances. Your Adviser will ask you to consent to your personal information being collected and stored. Please refer to the 'Privacy' section for more information on how we manage your privacy.

Where your goals relate to investment or superannuation advice your Adviser will also work with you to define your level of risk tolerance. A **Risk Profile Questionnaire** may be used to document and agree upon your level of risk tolerance.

Your Adviser may also use an **engagement document** to define the arrangement with you, and the fees that may apply. Your Adviser will also need to verify your identity to comply with Anti-Money Laundering and Counter Terrorism Financing laws.



### Strategy and Personal Advice

After obtaining relevant information, your Adviser will conduct research and develop a strategy to assist you to meet your goals and objectives. The strategy is typically developed utilising specialised financial planning software.

Where personal financial product advice is being provided, the strategy will be documented in a **Statement of Advice** (SoA). The Statement of Advice will include amongst other things, the basis of the advice, explanation of the strategies and products recommended and relevant disclosures including costs of advice and products. The Statement of Advice includes an authority to proceed section where you can consent to proceed with the recommendations.

Where a financial product has been recommended, you will generally be provided with a copy of the relevant **Product Disclosure Statement** (PDS). The PDS includes detailed information on the financial product including features, benefits, conditions, costs and cooling off rights (if applicable).



### Implementation

Where you elect to proceed with the recommendations your Adviser will work with you to implement the strategy. This may include liaising with various insurance, superannuation, or investment product issuers.

Where the recommendations include the purchase of a new financial product, your Adviser will work with you to complete the relevant **Product Application Form**. This may be online, or paper based.

Where the recommendations include the purchase of an insurance policy, you may also need to complete a **Health Questionnaire**. This could be online, paper-based or over the phone. It is important to disclose any health or personal matters truthfully. Failure to disclose certain matters may result in a claim being denied.

## GENERAL ADVICE

Your Adviser may provide you with general advice that does not consider your personal circumstances, needs or objectives. Your Adviser will give you a warning when they provide you with general advice. You should consider whether you need personal advice which takes into account your individual situation before you make any decisions.

## FURTHER ADVICE

Depending on your relevant circumstances, you may require further advice such as adjustments to superannuation contributions, insurance benefit amounts, or a review of your strategy.

Further advice can generally be documented in a [Record of Advice](#) (RoA) and relevant file notes. In some instances, a Statement of Advice may be required. You may request, in writing, a copy of any advice document up to seven (7) years after the advice has been given.

An [Ongoing Fee Arrangement](#) may be utilised to formalise the ongoing services that your Adviser has agreed to provide for a fee. Where you have entered into an ongoing fee arrangement for a period of greater than 12-months, you will receive a [Fee Disclosure Statement](#) (FDS) annually.

The FDS will detail services and fees paid for the previous 12-month period, and the services offered and estimated fees for the next 12-months.

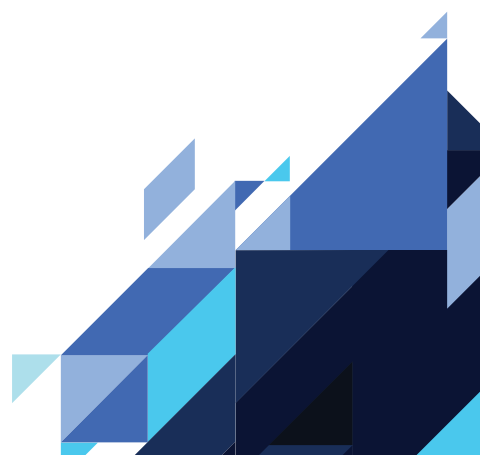
To ensure the ongoing fee arrangement continues, you will be required to confirm in writing annually. Confirmation may also include the requirement to sign a [Consent Form](#) that is provided to your relevant investment or superannuation provider.

Alternatively, you may agree to a [Fixed Term Arrangement](#) with your Adviser. This arrangement will outline the services you will be provided for a fee over a specific term not greater than 12 months. In this case, you will not be provided with an FDS. You may be required to sign a Consent Form where the fee is deducted from superannuation.

You may cease any fee arrangements or disengage from your Adviser by providing written notice to your Adviser or product issuer.

## HOW TO PROVIDE INSTRUCTIONS

Your Adviser may accept your instructions by phone, letter, or email. In some instances, your Adviser can only accept written instructions from you, and they will let you know when this is required. Your Adviser will also need to verify your identity prior to acting on instructions.



## REMUNERATION

The cost of providing financial advice or service to you will depend on the nature and complexity of the advice, financial product and/or service provided. Your Adviser or the financial planning business may be remunerated by:

- Advice and service fees paid by you
- Commissions paid by insurance providers

The following table summarises the types of fees or commissions that are applicable to the services that we provide. Before providing you with advice, your Adviser will agree with you the fees that apply. All amounts are inclusive of Goods and Services Tax (GST).

Remuneration	Fee Range
SoA Preparation Fee	Between \$2,200 - \$9,900
Implementation Fee	Between \$1,100 - \$3,300
Hourly Rate	Between \$110 - \$440

Remuneration	Initial	Per Annum
Adviser Service Fee (Flat Dollar)	Between \$3,300 - \$13,200	Up to \$22,000
Adviser Service Fee (Asset Based)*	Up to 2.2%	Up to 1.1%
Insurance Commission*	0% to 66%^	0% to 35%

\*Based on a % of insurance premiums

^Applicable from 1 January 2020 to new policies. If the policy was issued before 1 January 2020 commission of up to 130% will apply to additional cover. For example, a 1% Adviser Service Fee based on a \$200,000 investment would equal a \$2,000 fee payable.

## YOUR ADVISER

All fees and commissions are initially paid to Parrish Advisory before being distributed to Parrish Financial, the employer of your Adviser. Your Adviser does not receive fees or commissions.

Information about how your Adviser is remunerated is outlined in more detail on page 7.

Your Adviser may also receive non-monetary benefits which include benefits of less than \$300, benefits related to education and training (including attendance at professional development days and conferences), and provision of software related to the financial products being recommended.

## BENEFITS, INTERESTS AND ASSOCIATIONS

The Licensee, your Adviser and the financial planning business do not have related parties, shareholdings or referral arrangements that may influence the advice provided. Your Adviser does not pay or receive referral fees.







## Matthew Parrish

MComm (Finplan), BBus, CFP®

Authorised Representative (230661)

Corporate Authorised Representative: Parrish Financial (1252971)

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### About

Commencing in the financial services industry in 1997 Matthew has held various positions ranging from branch banking, asset management and lending through to financial planning. He worked in London for the HSBC Bank, as well as some of the largest financial institutions in Australia.

Matthew holds a Bachelor of Business (Banking and Finance), a Master of Commerce (Financial Planning).

Matthew is a Certified Financial Planner CFP® with the Financial Advice Association Australia (FAAA).

### Remuneration

Matthew is remunerated by salary and may receive dividends or distributions from Parrish Advisory and Parrish Financial.

### Authorisations

Matthew is authorised in the following financial services and products:

Services	Products
<ul style="list-style-type: none"> <li>Wealth creation</li> <li>Retirement planning</li> <li>Investments</li> <li>Personal life insurance</li> <li>Superannuation</li> <li>Centrelink planning</li> <li>Debt reduction</li> <li>Cash flow planning</li> <li>Tax (financial) advice</li> </ul>	<ul style="list-style-type: none"> <li>Deposit products</li> <li>Government debentures, stocks or bonds</li> <li>Managed investments</li> <li>Retirement savings accounts</li> <li>Securities, including shares and ETFs</li> <li>Superannuation products including Self Managed Super Funds (SMSF)</li> <li>Margin lending</li> <li>Life insurance</li> </ul>



## Rochelle Curtis

MComm (Finplan), Dip FP, CFP®

Authorised Representative (262000)

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### About

Starting in 2001 Rochelle had extensive strategic advice experience as a Paraplanner before moving into the Financial Planner role.

To accompany her Diploma of Financial Planning, Rochelle completed a Masters of Commerce in Financial Planning through the University of Western Sydney with Distinction and earned two awards - one from the Financial Planning Association and the Postgraduate Dean's Medal.

Rochelle is a Certified Financial Planner CFP® with the Financial Advice Association Australia (FAAA).

### Remuneration

Rochelle is remunerated by salary and bonus.

### Authorisations

Rochelle is authorised in the following financial services and products:

Services	Products
<ul style="list-style-type: none"> <li>Wealth creation</li> <li>Retirement planning</li> <li>Investments</li> <li>Personal life insurance</li> <li>Superannuation</li> <li>Centrelink planning</li> <li>Debt reduction</li> <li>Cash flow planning</li> <li>Tax (financial) advice</li> <li>Aged Care</li> </ul>	<ul style="list-style-type: none"> <li>Deposit products</li> <li>Government debentures, stocks or bonds</li> <li>Managed investments</li> <li>Retirement savings accounts</li> <li>Securities, including shares and ETFs</li> <li>Superannuation products including Self Managed Super Funds (SMSF)</li> <li>Margin lending</li> <li>Life insurance</li> </ul>

## COMPLAINTS

If you have a complaint about any financial service provided to you by your Adviser, you should take the following steps:

1. Contact us to discuss your complaint.

**Phone** 07 4054 7778  
**Email** [contact@parrishfinancial.com.au](mailto:contact@parrishfinancial.com.au)  
**Mail** Complaints Manager  
PO Box 98  
Earlville QLD 4870

2. We will acknowledge receipt of a complaint within 1 business day. Where this is not possible, acknowledgement will be made as soon as practicable.
3. We will then investigate the complaint and respond to you within 30 days. Some complex matters may require an extension to thoroughly investigate the complaint and bring it to resolution. If additional time is required, we will advise you in writing.
4. If you are not fully satisfied with our response, you have the right to lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

**Phone** 1800 931 678 (free call)  
**Online** [www.afca.org.au](http://www.afca.org.au)  
**Email** [info@afca.org.au](mailto:info@afca.org.au)  
**Mail** GPO Box 3  
Melbourne VIC 3001

## Compensation Arrangements

We have professional indemnity insurance in place that complies with the Corporations Act 2001.

Our insurance covers claims made against former representatives for their conduct while they were authorised by us.

## PRIVACY

Your Adviser is required to maintain documentation and records of any financial advice given to you, including information that personally identifies you and/or contains information about you.

These records are required to be retained for at least seven (7) years. If you want to access your personal information at any time, please let us know.

You have the right to not provide personal information to your Adviser. However, in this case, your Adviser will warn you about the possible consequences and how this may impact on the quality of the advice provided. Additionally, your Adviser may not be able to provide you with the advice you require.

Throughout the advice process, your personal information may be disclosed to other services providers. These may include:

- Financial product providers
- Financial planning software providers
- Administration and paraplanning service providers

We may engage third party service providers to assist in the provision of products or services. The purpose of such disclosure is to facilitate the provision of financial services including the preparation of financial advice documents.

Parrish Advisory respects your privacy and is committed to protecting and maintaining the security of the personal and financial information you provide us. For detailed information on how we handle your personal information, please refer to our Privacy Policy at our website [www.parrishfinancial.com.au](http://www.parrishfinancial.com.au)

