



FIRST CAPITAL  
FINANCIAL PLANNING

## Financial Services Guide

Version 9– 24 June 2021

## The Value of This Financial Services Guide

This Financial Services Guide (**FSG**) is an important document designed to provide you with information regarding the advice and services First Capital Financial Planning Pty Ltd trading as Edplan, ABN 35 003 212 717, (**First Capital, Edplan, we, our or us**) can offer you.

First Capital's aim is to provide advice and services which meet your needs and provide you with the security of knowing that you have a plan in place for your future.

The information in this FSG will assist you in deciding whether to take advantage of the financial services offered by First Capital. This FSG contains information about:

- the fees, commissions, charges and other benefits that may be paid to First Capital and our associates;
- associations and relationships that might influence the advice provided to you;
- the collection and handling of your personal information; and
- the receipt and handling of your complaints and concerns.

### NOT INDEPENDANT

While we will always seek to meet our legal obligations to act in our clients' best interests within the meaning of section 961B of the Corporations Act 2001, we do not fall within the strict definitions of "independent", "unbiased" or "impartial" under section 923A. The reason we do not fall within these definitions is because we give our clients the option to allow life insurance companies to pay us commissions for the services that we provide to our clients rather than for us to be required to directly invoice our clients and for our clients to be required to pay us directly. We remain committed to continue to give our clients this important choice.

## Documents you may Receive When we Provide you with Advice

You will receive a Statement of Advice (**SoA**) whenever we provide you with any advice which considers your objectives, financial situation and needs. The SoA will contain the advice, the basis on which it is given and information about fees, commissions and associations which may have influenced the provision of the advice.

In the event we make a recommendation to acquire a particular financial product (other than securities) or offer to issue or arrange the issue of a financial product, we must also provide you with a Product Disclosure Statement (**PDS**) containing important information about the particular product which will enable you to make an informed decision in relation to the acquisition of that product. You should read the PDS and SoA prior to implementing our advice.

A Record of Advice (**RoA**) may be provided if there has been no significant change to your personal circumstances, or the basis of the advice has not significantly changed since the last SoA was provided. You have the right to request a copy of your RoA up to 7 years from the day on which the advice was provided to you by us.

## Our History, Vision and Strengths

First Capital holds its own Australian Financial Services (AFSL number 281193). First Capital provides sound financial advice to individuals from all professions. Our specialist division Edplan focuses on giving advice to the teaching community and has done so since 1985.

## About Edplan

Edplan has specialised in providing tailored, financial advice to teachers since it was formed in 1985. Edplan prides itself on being the "expert adviser" to people in the teaching community because Edplan has depth of experience in understanding their needs.

Edplan's long-standing relationship with the teaching community has made us extremely proficient in understanding the needs of our clients in this profession. Edplan understands the complex workings of the various State Superannuation Schemes.

Edplan has advised over 2500 teachers in managing their salary packaging arrangements. The advice given is holistic and objective, and Edplan's industry specialisation provides Edplan's clientele with an in-depth content unmatched in other advisory practices.



Edplan's primary objective is to create confidence and peace of mind for teaching professionals in financing their lifestyle and retirement.

Having worked with the teaching profession for such a long period of time we understand teachers have a unique work pattern and availability.

Edplan is a regular contributor and sponsor at principal and executive conferences state-wide. Edplan often presents at these conferences, conducting informative talks on financial issues that affect the teaching community.

## First Capital is authorised to provide advice and deal in:

- ▶ Basic deposits and non-basic deposits products;
- ▶ Investment life insurance products;
- ▶ Life risk insurance products;
- ▶ Managed investment schemes, including IDPS;
- ▶ Superannuation funds;
- ▶ Retirement savings accounts;
- ▶ Government debentures, stocks or bonds;
- ▶ Securities; and
- ▶ Standard margin lending.

First Capital acts for you when giving advice and making strategy and product recommendations.

## Fees that are applicable to you

You know exactly how First Capital is paid as all fees applicable to you are fully disclosed. First Capital operates on an asset based fee for ongoing advice, and a fee-for-service for upfront strategic work.

This means that the fees applicable to you are related directly to the advice and services First Capital provides you during the course of the relationship. First Capital always ensures that you understand these fees as they relate to the advice provided to you.

### SOA Preparation Fee

In the initial meeting with your First Capital financial planner, you will decide if you wish to proceed to the next stage, which is the preparation of an SoA. The fee for preparing an SoA generally starts at \$440 up to \$4,500 according to the time, complexity and resources required for your individual circumstances.

Your SoA will outline other fees that are applicable to you if you proceed with the implementation of the advice that is provided within the SOA.

### Advice Implementation Fee

The fees payable upon implementation of our advice to you relate to the costs of formulating the advice, as well as costs for the administration and implementation of your SoA.

These fees are payable when the advice is implemented and are generally taken out of your investment proceeds or included in the fees you pay to the product provider for your investment or insurance policy.

The implementation fee is either a flat fee or based on a percentage of the value of the product you are investing in. It is usually paid when the product is issued or may be paid over the life of the product.

### Ongoing Fee

First Capital will also charge an ongoing fee for providing ongoing services to you. The ongoing fee is either a flat fee or percentage-based fee based on the value of the product you hold. These fees include management, account-keeping, or performance based fees.

### Payments from life insurance product providers

First Capital may receive upfront and ongoing commission payments from insurance providers for insurance products that First Capital recommends to you and that you acquire. First Capital will continue to receive an ongoing commission whilst the policy remains in force and while First Capital is listed as the servicing adviser.

### Fees received by First Capital Financial Planning

Fees and commissions that First Capital receives vary and are based on the amount of funds you invest, the premium that you pay or the loan amount.

Initial fees/commissions and ongoing fees/commissions are as follows:

	Fee or Commission	
	Initial	Ongoing
Investment	Fee of 0 – 5% of the investment amount	Fee of 0 – 1.6% of the balance in your account
Self Managed Superannuation Fund	Fee of \$1,000 - \$5,000	Fee of \$1,000 - \$20,000
Life Insurance	Commission of 0 – 66% of the first year's premium	Commission of 0 – 22% of the annual premium (excluding the first year)
Margin Lending	Fixed fee based on estimate of work required	

For example, if First Capital invested \$10,000 of your funds in an investment with an initial fee of 3% and ongoing fee of 1%, the initial fee that First Capital charges will be \$300 and the ongoing fee will be \$100 per annum, assuming no change in your investment amount in subsequent years.

All fees will be discussed and agreed with you prior to proceeding.

All fees and commission figures are GST inclusive.

### How your financial planner is paid

First Capital financial planners are employees of First Capital and are paid a salary, superannuation and may also receive bonus payments or other non-monetary benefits should they satisfy certain qualitative and quantitative key performance indicators.

Paul Hardick is a shareholder and a director of First Capital and is entitled to dividends.

### Other Benefits

From time to time, we may receive alternative types of benefits from financial product providers or other parties, such as hospitality or financial support for the professional development of its representatives (i.e., training or sponsorship to attend

conferences). We maintain a register detailing any benefits we receive that are valued between \$0 and \$300.

Separate from and in addition to this, we are lawfully permitted to obtain other benefits that are valued over \$300 if they relate to information technology software or support provided by a financial product issuer or benefits that relate to certain educational and training purposes. Our entitlement to these types of benefits are subject to strict conditions set out under the Corporations Regulations 2001. We maintain a register detailing any benefits we receive that are valued over \$300. You may request to view a copy of the register.

## Relationships, associations, and interests

We are not associated with any financial institutions. Our 'approved product list' includes a range of financial products from product providers that are not related to First Capital or its representatives.

Where we recommend any financial product issued by a financial product provider in which First Capital, its representatives or related entities have a relationship, association, or interest in which may reasonably be regarded as capable of influencing it, First Capital will disclose that information to you as part of the advice provided to you.

## First Capital Respects Your Privacy

First Capital aims to protect and maintain the privacy, accuracy, and security of your personal and financial information.

First Capital respects your privacy and is committed to protecting you. First Capital uses the information you supplied to provide you with comprehensive advice in relation to your financial circumstances, goals, and strategies.

First Capital will only use your information to assist you in setting up new investments with the product issuers with whom you choose to deal (and their representatives).

Keeping your information private is very important to us.

First Capital's Privacy Policy explains in detail its commitment to protecting your personal information, how your personal information will be collected, maintained and who will have access to your personal information.

A copy of First Capital's Privacy Policy is available at [www.firstcapital.com.au](http://www.firstcapital.com.au) or contact First Capital for a copy.

## What to do if you have a concern

If you are not fully satisfied with any part of the advice or services First Capital provides for whatever reason, please let First Capital know. First Capital is always striving to provide quality advice and service and is eager to hear feedback that allows First Capital to continue to improve its services.

First Capital is committed to resolving your concern. As such, you can direct your concerns to First Capital's Head Office on:

Phone: (02) 9222 1202, Email: [info@firstcapital.com.au](mailto:info@firstcapital.com.au), or via our website [www.firstcapital.com.au](http://www.firstcapital.com.au) click 'Contact Us'; or in writing to GPO Box 5133, Sydney NSW 2001.

If your complaint remains unresolved, or you remain dissatisfied with First Capital's decision, you may escalate the matter to the Australian Financial Complaints Authority (**AFCA**). AFCA is an external dispute resolution scheme approved by the Australian Securities and Investment Commission. You can contact AFCA on 1800 931678 or in writing, GPO Box 3, Melbourne, VIC 3001.

The Australian Securities and Investments Commission also has an info line on 1300 300 630. You can call this number to obtain further information about your rights.

First Capital holds a Professional Indemnity (**PI**) Insurance Policy, which complies with the requirements for compensation arrangements under section 912B of the Corporations Act 2001. Subject to its terms and conditions, this policy covers claims relating to the professional services provided by First Capital and its employees and representatives, including conduct of representatives who no longer work for First Capital but who did at the time of the relevant conduct.

## How to get in touch with us

You can contact your First Capital financial planner at any time regarding this FSG, our services or to provide instructions on implementing your strategies using the phone number or email address your planner provided you.

Alternatively, you can contact First Capital regarding any of the above matters by:

- ▶ calling us on (02) 92221202
- ▶ writing to us at GPO Box 5133, Sydney NSW 2001; or
- ▶ visiting our website at [www.firstcapital.com.au](http://www.firstcapital.com.au)