

# MUNRO PARTNERS



## Financial Services Guide

Dated: November 2018



# FINANCIAL SERVICES GUIDE

## Introduction

This Financial Services Guide (“FSG”) is an important document. It is designed to assist you in deciding whether to use any of the financial services and products offered by Munro Asset Management Limited ABN 28 163 522 254. As an Australian Financial Services Licensee (AFSL No. 480509), we are required to provide you with this FSG.

This FSG provides you with important information about:

- the types of services and products we can offer to you;
- how we (and other relevant persons) are remunerated for these services and products;
- our internal and external complaints handling procedures and how you can utilise them; and
- how you can contact us.

This FSG is designed to help you understand our services and products before you use them or invest in them.

You will receive other disclosure documents as well if you use some of our products and services. You should read them carefully and consult with your licensed financial adviser if required.

## Information about us

We are part of Munro Partners, an investment management group based in Melbourne, Australia and formed in 2016. We do not act as a representative of any other licensee in relation to the services we provide you. Munro’s responsibilities and obligations as the Responsible Entity of a fund are governed, where appropriate, by the Fund’s Constitution, the Corporations Act and general trust law.

## Our financial services and products

We are authorised under our AFSL to provide the following financial services with respect to the following financial products:

Provide general product advice in respect to the following:

- deposit and payment products limited to basic and non-basic deposit products
- derivatives;
- foreign exchange contracts;
- government debentures, stocks and bonds
- managed investment schemes (excluding investor directed portfolio services). and
- securities;

Deal in a financial product by:-

(i) issuing, applying for, acquiring, varying or disposing of financial products with respect to the the following:

- derivatives;
- foreign exchange contracts; and
- securities; and

(ii) applying for, acquiring, varying or disposing of financial products with respect to the the following:

- deposit and payment products limited to basic and non-basic deposit products
- derivatives;
- foreign exchange contracts;
- government debentures, stocks and bonds;
- managed investment schemes (excluding investor directed portfolio services); and
- securities;

We are authorised to provide financial services to retail and wholesale clients.

## Product Disclosure Statement (PDS)

Before you can invest in our financial product we are required to provide you with a PDS. The PDS contains important information regarding the features, benefits, risks, terms and conditions and fees applicable to an investment in that financial product, and should be read carefully to enable you to make an informed decision about whether to invest in the financial product.



## **Statement of Advice (SOA)**

A SOA will normally be given when you are provided with any personal advice which takes into account your objectives, financial situation and needs. We do not provide personal advice. Therefore, we will not provide you with an SOA, but an intermediary (such as a financial planner, stockbroker or dealer group) may provide you with an SOA.

## **Record-keeping**

We will seek to ensure that comprehensive and accurate records of all transactions and investments undertaken, and documentation executed, are properly maintained.

## **Remuneration or other benefits received by us**

If you invest in a financial product we provide, we will receive remuneration in relation to your investment in the financial product. This remuneration may include management costs (which include transaction, ongoing and, if applicable, any borrowing costs). Withdrawal fees and transaction fees may apply. We may also be entitled to recover expenses incurred on behalf of the financial product or service. The remuneration and expense recoveries we will receive will be set out in the financial product's PDS.

We do not receive any fees, nor do we charge you additional fees, for providing financial product advice. Financial advisers and intermediaries may also receive fees and typically, this will be disclosed in their SOA. Some advisers may receive remuneration from one or more entities in the Munro Partners group for distributing or marketing financial products

## **Remuneration or other benefits received by Munro Asset Management Limited**

Our employees who give you advice do not receive specific payments or commissions for the giving of that advice. These employees and our directors and company secretary receive salaries, bonuses and other benefits from us. Bonus payments and other benefits are discretionary, and based on achievement of predetermined objectives.

You may receive advice in relation to the products we offer from financial advisers that do not work for us. These advisers may receive remuneration from us. The adviser's remuneration is included in the fees you pay when investing in our products. The amount of this remuneration is set out in the PDS for the financial product. Your adviser is also required to set out the remuneration and commissions they receive in the FSG and SOA which they must give to you.

Various members of Munro Asset Management Limited and their directors, company secretaries and employees have agreed to provide certain financial, information technology, human resource and other services to us to enable us to provide the services described in this FSG. They will not be separately remunerated by you. The costs of providing these services will be paid by us from the fees we receive and investors in our products will not pay a separate fee for these services.

## **Remuneration or benefits paid to other parties**

Where you have been referred to us by someone else, or a third party, we may pay them a fee or rebate in relation to that referral. If so, separate disclosure will be made to you.

## **Compensation Arrangements**

We have professional indemnity insurance cover in place in respect of financial services provided to our clients. This insurance covers claims in relation to the conduct of our past and present representatives. These arrangements comply with the requirements of section 912B of the Corporations Act 2001.

## **Disclosure of Relevant Conflicts of Interest**

We do not have any relationships or associations which might influence us in providing you with our financial products and services.

## **Professional Indemnity Insurance**

Munro maintains a Professional Indemnity policy that meets the requirements of s912B of the Corporations Act 2001. This policy provides indemnity for breaches of the Corporations Act by Munro and its representatives.



## Privacy

Your right to privacy is important to us. A statement explaining your privacy rights and our rights and obligations in relation to your personal information is contained in the PDS for each of our financial products.

## Complaints Handling

We have established procedures for dealing with complaints. In the first instance, you can make a complaint by calling +61 3 9290 0900 or by writing to:

### Complaints Officer

Munro Asset Management Limited  
Level 19  
80 Collins Street  
Melbourne VIC 3000  
[contact@munropartners.com.au](mailto:contact@munropartners.com.au)

We will acknowledge your complaint within 14 days of receipt and will generally investigate complaints and aim to provide a response (if not resolve the complaint) within 45 days of receipt of the complaint.

If you are ultimately dissatisfied with the outcome of your complaint you may refer the matter, free of charge, to the Australian Financial Complaints Authority (AFCA) which is an external dispute resolution scheme. The contact details for AFCA are:

### Australian Financial Complaints Authority

Phone: 1800 931 678  
Email: [info@afca.org.au](mailto:info@afca.org.au)  
Website: [www.acfa.org.au](http://www.acfa.org.au)  
Mail: GPO Box 3, Melbourne VIC 3000

## Contacting Us

You can contact us by mail, telephone, email or via our website:

### Munro Asset Management Limited

Level 19  
80 Collins Street  
Melbourne VIC 3000  
+ 61 3 9290 0900  
[contact@munropartners.com.au](mailto:contact@munropartners.com.au)  
[www.munropartners.com.au](http://www.munropartners.com.au)

## Australian Securities and Investments Commission

The Australian Securities and Investments Commission's (ASIC) website contains information on complaints about companies and people and describes the types of complaints handled by ASIC. To obtain further information, contact the ASIC information line:

### ASIC

Phone: 1300 300 630  
Email: [infoline@asic.gov.au](mailto:infoline@asic.gov.au)  
Web: [www.asic.gov.au](http://www.asic.gov.au)

