

## Financial Services Guide

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Contact details:

Concise Asset Management Ltd  
Level 26, North Tower 459 Collins Street  
Melbourne VIC 3000  
Phone: 03 96428968  
Fax: (03) 96003124  
Email: [info@conciseam.com.au](mailto:info@conciseam.com.au)  
Website: [www.conciseam.com.au](http://www.conciseam.com.au)

Purpose:

This Financial Services Guide (FSG) is issued by Concise Asset Management Ltd (“Concise”), ABN 62 126 975 282, AFSL 320497 as Responsible Entity for the registered managed investment scheme:

Concise Mid Cap Fund (ARSN: 130 041 119) (“the Concise Fund”)

### **IMPORTANT NOTICE**

**IF YOU ARE UNSURE ABOUT ANY ASPECT OF THE CONCISE FUND OR ANY INVESTMENT YOU ARE PROPOSING TO MAKE CONCISE STRONGLY ADVISES THAT YOU CONSULT A LICENSED FINANCIAL ADVISOR WHO CAN GIVE YOU PERSONAL ADVICE THAT TAKES INTO ACCOUNT TO YOUR PARTICULAR FINANCIAL CIRCUMSTANCES AND NEEDS.**

**CONCISE DOES NOT PROVIDE PERSONAL FINANCIAL ADVICE.**

**PLEASE READ THIS FSG CAREFULLY BEFORE CHOOSING TO DOWN LOAD CONCISE PRODUCT DISCLOSURE STATEMENT.**

This FSG is designed to provide information about the financial services provided by Concise, (“us” and “we”) and to assist a potential retail client (“you” and “your”) to identify: • who we are and our contact details; • potential conflicts of interest; • the services and types of products we are authorised to provide; • fees and charges; • how we deal with privacy; and • how we deal with complaints.

This FSG is not intended for wholesale clients as defined by the Corporations Act 2001 (Cth) (Corporations Act) (i.e. professional investors).

### **WARNINGS**

The information contained in this FSG is general information only and has been prepared without taking into account any particular person’s needs or objectives. Concise provides no warranty regarding the suitability of any of the products or services described in this FSG for any person.

We provide general advice to wholesale and sophisticated investors (and on rare occasions to retail investors). That general advice may be passed on to retail clients and as such, we provide, either verbally or in writing, the following warning:

### **GENERAL ADVICE WARNING:**

“The information provided is general information only. It does not constitute financial, tax or legal advice or a forecast. This information has been prepared without taking into account your objectives, financial situation or needs. Before acting on the information or deciding whether to

acquire or hold a product, consider its appropriateness and the relevant Product Disclosure Statement (PDS), available on the Concise Asset Management website, [conciseam.com.au](http://conciseam.com.au), or by phoning 03 96428968.”

#### Other documents you may receive

Before investing in any of our products, you will need to obtain a copy of the relevant Product Disclosure Statement (PDS). A PDS is an important document designed to explain the key features of a financial product. A PDS includes information about fees and charges which may apply, including (if applicable) any fees, commission or other benefits, investment strategies, risks, taxes, dispute resolution and cooling-off rights amongst other things. You can download a copy of the relevant PDS from our website or call our Client Services team. Where a retail client receives personal advice (advice that takes into account the client’s objectives, financial situation and needs), the client is required to be given a Statement of Advice (SOA). As we do not provide personal advice to retail clients, no SOA will be provided.

#### What financial services are available through Concise?

Concise holds an Australian Financial Services Licence (No. 320497) (AFSL) under the Corporations Act. We are responsible for the financial services provided to you under our AFSL and do not act as a representative for any other AFSL holder. Concise is authorised by ASIC to provide general financial product advice to retail and wholesale clients on the following classes of financial products: deposit and payment products limited to basic deposit products; derivatives; interests in managed investment schemes (excluding investor directed portfolio services); and securities. We are authorised to deal in a financial product by issuing, applying for, acquiring, varying or disposing of a financial product in respect of the following classes of financial products: derivatives; and interests in managed investment schemes limited to our own managed investment scheme only. We are authorised to apply for, acquire, vary or dispose of a financial product on behalf of another person in respect of the following classes of products: deposit and payment products limited to basic deposit products; derivatives; interests in managed investment schemes excluding investor directed portfolio services; and securities. We are also authorised to operate a registered managed investment scheme (including the holding of any incidental property) in our capacity as responsible entity of "Concise Mid Cap Fund" scheme (ARSN: 130 041 119), a scheme which only holds the following type of property: financial assets.

Concise is responsible for ensuring that the registered managed investment scheme is operated in accordance with its constitution and the Corporations Act. Concise outsources the back office functions of its registered managed investment scheme to White Outsourcing. This arrangement is governed by management agreement

The investment management of Concise is undertaken by its employees who are responsible for making investment and divestment decisions in relation to the fund. They also manage and implement the investment strategy of the fund. Your dealings with Concise will be through your financial adviser, your platform provider or our Client Services team. Our Client Services team does not have any alliance with any other fund manager.

#### What are the fees, charges and commissions?

Concise as Responsible Entity of the Concise Fund receives management fees in relation to the investments we offer. The fees for the Concise Fund are described in detail in the PDS which may include: management fees; performance fees; expenses; and adviser remuneration applicable to the product. There are no commissions or fees payable to Concise’s staff directly for any general advice or service delivered. Concise staff receive a salary and may receive bonuses and other benefits from time to time. Bonuses and other benefits are subject to factors such as company performance,

volume of sales and performance of the individual employee. However, these bonuses and other benefits are a minority portion of their remuneration and are at no additional cost to you. You may receive advice about our products from financial advisers. Your adviser is required to set out their Adviser Remuneration in the FSG and/or SOA they give to you. If you have an ongoing fee arrangement with your financial adviser they must also provide you with a fee disclosure statement on an annual basis.

#### Public register of alternative remuneration

We may provide benefits to financial services intermediaries where the law permits us to do so. If we do, we will provide these benefits at no additional cost to you. Concise keeps a public register that details these benefits, or alternative forms of remuneration, which are worth more than \$300. The Register also records remuneration received by Concise. To request a copy of Concise's Alternative Remuneration Register, please contact Client Services at:

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Website: [www.conciseam.com.au](http://www.conciseam.com.au)

Please provide the following details: • your name; • address; • telephone numbers, email or fax, as applicable; and • any other relevant information. Concise will endeavour to provide a copy of the register within seven (7) days of the date of the request, by sending a copy of the register to the address, email or fax number provided.

#### Rebates and related payments

Subject to the Corporations Act and the constitution of the Concise Mid Cap Fund, Concise may negotiate lower or different fees with, or pay rebates to, certain investors that are wholesale clients as defined in the Corporations Act.

We may on limited occasions (less than 3 annually) provide sponsorships or other deemed 'soft dollar benefits' to licensees/representatives whose clients invest in any of Concise Mid Cap Fund but these are limited to payments less than \$300.00 per year.

#### Insurance coverage

Under the Corporations Act and regulations made under that Act, Concise as the holder of an AFSL is required to have professional indemnity insurance that is adequate having regard to the nature of our business and the potential for compensation claims. Concise has an investment managers' insurance policy in place which covers professional indemnity, crime and directors & officer's liability insurance. Concise is satisfied with the adequacy of that cover. The cover available to Concise extends to include losses arising from the conduct of former employees or representatives of Concise (which occurred during their employment with, or service for Concise) as if those persons were still employed by, or were still representatives of, Concise. Senior management reviews the insurance coverage and policies annually.

#### Conflicts of interest

Potential conflicts may occasionally arise between the interests of investors, ourselves and our related parties and other parties (including service providers appointed by us). We have statutory and common law fiduciary duties to manage conflicts of interest and act in the best interests of investors, and if there is a conflict, give priority to investors' interests. We have policies, procedures and organisational arrangements in place to manage conflicts of interest. We or any related parties

of Concise or any director or officer of any of them may invest in any financial product we issue or manage. We may receive fees or derive a profit as issuer of financial products and, where applicable, fees as the investment manager. Directors, being employees or independent directors, receive a salary (from employment) or director fees. From time to time the directors may hold interests in shares of financial products issued by us.

#### Privacy

We take reasonable steps to ensure that the personal information that we collect, use or disclose is accurate, complete and up to date. All personal information collected is handled in accordance with our Privacy Policy. Under the Privacy Act 1988 as amended, an investor may request access to the personal information we and our service providers hold about them. The investor may request to amend or correct information, however if we do not agree with the requested changes, we are not obliged to make those changes. The investor can request access to their personal information or a copy of our Privacy Policy by contacting the Privacy Officer at:

Concise Privacy Officer

Concise Asset Management Ltd

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Email: [info@conciseam.com.au](mailto:info@conciseam.com.au)

For complaints concerning privacy matters which have not been resolved to your satisfaction, you can then lodge your complaint with the Office of the Australian Information Commissioner via their online Privacy Complaint Form, available at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>

#### Providing instructions to us

Unless otherwise stated in our PDS, we require that you provide all instructions to us in writing, signed by you. Where your instructions are of a purely administrative nature, we will act in accordance with those instructions. Otherwise, we will consider those instructions in accordance with our legal obligations.

#### Complaints

If you have a complaint our complaints handling process is designed to ensure that any concerns or feedback you may have are dealt with appropriately, promptly and fairly. Your concerns may be provided either verbally or in writing in strict confidence to the Concise Complaints Officer via:

Concise Complaints Officer

Concise Asset Management Ltd

Level 26, North Tower 459 Collins Street

Melbourne VIC 3000

Phone: 03 96428968

Fax: (03) 96003124

Email: [info@conciseam.com.au](mailto:info@conciseam.com.au)

Please provide the following information in your correspondence or discussion: your contact details including name, address, telephone numbers, email and fax, where applicable, the nature of your complaint, relevant dates and persons involved and any other relevant information. We will acknowledge your complaint within 10 business days of receipt and will endeavour to resolve the complaint within 30 days. If we have not resolved the complaint within 30 days or you are dissatisfied with the outcome of our internal complaints process, you have the right to contact the Financial Ombudsman Service (FOS) about your complaint. FOS is an external dispute resolution

scheme that provides free advice and assistance to investors to help them in resolving complaints relating to financial services and products.

You may contact FOS at:

Financial Ombudsman Service

GPO Box 3 Melbourne VIC 3001

Phone: 1800 367 287