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# Financial Services Guide

A guide to our relationship  
with you and others



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# Financial Services

A guide to our relationship with you and others

THE FINANCIAL SERVICES REFERRED TO IN THIS GUIDE ARE OFFERED BY:

*Australasian Property Investments Limited (APIL),  
ABN 51 097 936 760 an Australian Financial Services  
Licensee (Licence Number 238795)*

*The contact details of APIL are as follows:*

Level 3, 50 Kings Park Road,  
West Perth. WA 6005  
Tel: (08) 9380 3222  
Email: [info@apilgroup.com](mailto:info@apilgroup.com)

*This guide contains important information about:*

- the services we offer you
- the name and contact details of the licensee
- how we and our associates are paid
- any potential conflict of interest we may have
- our internal and external dispute resolution procedures and how you can access them

We are authorised to provide general financial product advice and to deal in financial products as detailed below.

Your information will be kept confidential at all times and will not be divulged to other parties without your express authorisation.

*What financial services are APIL authorised to provide?*

*APIL and its' Representatives are authorised to provide the following financial services:*

(a) Provide general financial product advice for the following classes of financial products:

- Interests in managed investment schemes excluding investor directed portfolio services (wholesale and retail clients).

(b) Deal in a financial product in respect of retail and wholesale clients by:

Issuing, applying for, acquiring, varying or disposing of a financial product on behalf of another person in respect of the following classes of **financial** products:

- interests in managed investment schemes limited to own managed investment scheme only (wholesale and retail clients)

Applying for, acquiring, varying or disposing of a financial product on behalf of another person in respect of the following classes of **financial** products:

1. basic deposit products
2. general insurance products
3. interests in managed investment schemes excluding investor directed portfolio services (wholesale and retail clients)

(c) Operate a registered **managed investment** scheme

# Financial Services

## A guide to our relationship with you and others

<i>Who is responsible for the financial services provided?</i>	APIL is responsible for the financial services provided including the distribution of this Financial Services Guide.
<i>Do you have any relationships or associations with a Financial Product issuer?</i>	APIL is privately owned and does not have any association with other product issuers.
<i>Who does APIL act for when providing a financial service?</i>	APIL as the Responsible Entity is engaged by the fund in this capacity and is also the trustee, it has an obligation to act in the best interests of the beneficiaries of the trust – being the end investor. APIL as an Australian Financial Services Licensee also is required to meet a fiduciary duty to its clients.
<i>What information should I provide to receive personalised advice?</i>	<p>APIL is authorised to provide <b>general financial product advice only</b>. If you require personal financial product advice we will refer you to an AFS Licensee who is authorised to provide personal financial product advice. That Licensee will ask you to complete a detailed client data form from which they will be able to assess your financial position, financial goals and risk tolerance.</p> <p>You have the right to not seek financial product advice nor to provide your personal information, if you do not wish to. However, if you do not, the advice you receive may not be appropriate to your needs, objectives and financial situation.</p> <p>You should carefully read the product disclosure statement before making any decision to invest in the <b>managed investment scheme</b>.</p>
<i>What information do you maintain in my file and can I examine my file?</i>	<p>We maintain a record of your application for investment, investments you have made through us and distributions and dividends paid.</p> <p>As a financial service provider, we have an obligation under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 to verify your identity and the source of any funds. This means that we will ask you to present identification documents such as passports and driver's licence. We will also retain copies of this information. We assure you that this information will be held securely.</p> <p>We are committed to implementing and promoting a Privacy Policy, which will ensure the privacy and security of your personal information. A copy of our Privacy Policy is maintained on our website or can be provided to you on request.</p> <p>If you wish to examine your file please ask us. We will make arrangements for you to do so.</p>

# Financial Services

## A guide to our relationship with you and others

<i>How can I give you instructions about my Financial Product/s?</i>	You can only make an investment by completing an application form attached to a Product Disclosure Statement or Information Memorandum.
<i>How will I pay for the services provided? How are any fees or other benefits calculated for providing the financial services?</i>	You will not be charged a fee directly for our services as we will receive fees from the trust and property in respect of the services that we provide to the Scheme. This information is outlined in the Product Disclosure Statement and includes establishment and performance fees. If you require any clarification as to these arrangements please do not hesitate to ask us.
<i>Will anyone be paid for referring me to you?</i>	Where you have been referred to us by someone else we may pay them a fee. This information will be disclosed to you at the time they refer.
<i>What should I do if I have a complaint?</i>	<ol style="list-style-type: none"><li>1. Contact the Company Secretary, on the contact details provided above and tell us about your complaint .</li><li>2. We will respond acknowledging your complaint upon receipt and try and resolve the complaint within 45 working days.</li><li>3. If we cannot reach a satisfactory resolution, you can raise your concerns with the Australian Financial Complaints Authority on 1800 931 678. APIL is a member of this complaints resolution service.</li><li>4. The Australian Securities &amp; Investments Commission (ASIC) also has a freecall Infoline on 1300 300 630 which you may use to make a complaint or obtain information about your rights.</li></ol>
<i>Compensation Arrangements</i>	<p>APIL confirms that it has arrangements in place to ensure it continues to maintain Professional Indemnity Insurance in accordance with s.912B of the Corporations Act 2001 (as amended). In particular our Professional Indemnity Insurance, subject to its terms and conditions, provide indemnity up to the sum insured for APIL/ representatives / employees in respect of our authorisations and obligations under our Australian Financial Services Licence.</p> <p>This insurance will continue to provide such coverage for any representatives / employee who has ceased work with APIL for work done whilst engaged with us.</p>

If you have any further questions about the financial services APIL provides, please contact Adrian Di Carlo, Company Secretary on (08) 9380 3222

**Please retain this document for your reference and any future dealings with APIL.**