

Primary disclosure statement (Authorised Financial Adviser)

Name and registration number of Authorised Financial Adviser: **Simon Hassan FSP9881**

Address: 31 Meryl Avenue, Huapai
Trading name: Hassan & Associates
Telephone number: 09-412 5844
Fax number: 09-412 5845
Email address: info@hassan.co.nz
This disclosure statement was prepared on: 5 November 2011

It is important that you read this document

This information will help you to choose a financial adviser that best suits your needs. It will also provide some useful information about the financial adviser that you choose.

In addition to the information that I must disclose to you in this statement, I must also disclose other information to you in a separate disclosure statement (or statements), including information about the types of services that I provide, the fees that I charge, and any actual or potential conflicts of interest. If I have not provided that information to you at the same time as I give you this statement, I must provide it to you as soon as I can.

What sort of adviser am I?

I am an Authorised Financial Adviser. This means I have been authorised by the Financial Markets Authority (the government agency that monitors financial advisers) to provide the financial adviser services described below.

How can I help you?

I have been authorised to provide you with financial adviser services of the following categories:

- Financial advice
- Discretionary investment management services
- Investment planning services

When I do this, I will be able to give you advice/provide a service about—

- financial products provided by only 1 organisation
- financial products provided by a small number of organisations (2 to 5 organisations)
- financial products provided by a broad range of organisations (more than 5 organisations)

How do I get paid for the services that I provide to you?

Payment type	Description
<input type="checkbox"/> Fees only	My services are only paid for by the fees that you pay. I do not receive payments from other people or organisations that might influence my advice.
<input checked="" type="checkbox"/> Fees	My services are paid for by the fees that you pay as well as in other ways.
<input checked="" type="checkbox"/> Commissions	There are situations in which my employer will be paid by other organisations. How much that payment will be depends on the decisions that you make.
<input type="checkbox"/> Extra payments from my employer	I may receive extra payments from my employer depending upon the decisions that you make.
<input type="checkbox"/> Non - financial benefits from other organisations	Other organisations may give my employer/me non-financial benefits depending on the decisions that you make.

I am required to tell you the specific fees, commissions, extra payments, and other benefits that I have received or will, or may, receive in relation to the services that I provide to you. I must tell you these things before I give you advice/provide a service or, if that is not practicable, as soon as practicable after I give you that advice/provide that service.

What are my obligations?

As an Authorised Financial Adviser, I must comply with the Code of Professional Conduct for Authorised Financial Advisers. I also have other obligations under the Financial Advisers Act 2008 (including regulations made under that Act) and under the general law.

What should you do if something goes wrong?

If you have a problem, concern, or complaint about any part of my service, please tell me/my employer/my internal complaints scheme so that I/my employer/my internal complaints scheme can try to fix the problem. You may contact the internal complaints scheme by asking any staff member at Hassan & Associates.

If we cannot agree on how to fix the issue, or if you decide not to use the internal complaints scheme, you can contact the Office of the Insurance & Savings Ombudsman (ISO). This service will cost you nothing, and will help us resolve any disagreements.

You can contact ISO at—

Address: PO Box 10-845 Wellington

Telephone number: 0800 888 202

Email address: info@iombudsman.org.nz

If you need to know more, where can you get more information?

If you have a question about anything in this disclosure statement or you would like to know anything more about me, please ask me.

If you have a question about financial advisers generally, you can contact the Financial Markets Authority.

How am I regulated by the Government?

You can check that I am a registered financial services provider and an Authorised Financial Adviser at <http://www.fspr.govt.nz>

The Financial Markets Authority authorises and regulates financial advisers. Contact the Financial Markets Authority for more information, including financial tips and warnings.

You can report information or complain about my conduct to the Financial Markets Authority, but in the event of a disagreement, you may choose to first use the dispute resolution procedures described above (under **What should you do if something goes wrong?**).

Declaration

I, Simon Hassan FSP9881, declare that, to the best of my knowledge and belief, the information contained in this disclosure statement is true and complete and complies with the disclosure requirements in the Financial Advisers Act 2008 and the Financial Advisers (Disclosure) Regulations 2010.

Signed:



Primary disclosure statement (Authorised Financial Adviser)

Name and registration number of Authorised Financial Adviser: **Rosemary Hassan FSP10921**

Address: 31 Meryl Avenue, Huapai
Trading name: Hassan & Associates
Telephone number: 09-412 5844
Fax number: 09-412 5845
Email address: info@hassan.co.nz
This disclosure statement was prepared on: 5 November 2011

It is important that you read this document

This information will help you to choose a financial adviser that best suits your needs. It will also provide some useful information about the financial adviser that you choose.

In addition to the information that I must disclose to you in this statement, I must also disclose other information to you in a separate disclosure statement (or statements), including information about the types of services that I provide, the fees that I charge, and any actual or potential conflicts of interest. If I have not provided that information to you at the same time as I give you this statement, I must provide it to you as soon as I can.

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- Investment planning services

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- financial products provided by only 1 organisation
- financial products provided by a small number of organisations (2 to 5 organisations)
- financial products provided by a broad range of organisations (more than 5 organisations)

How do I get paid for the services that I provide to you?

Payment type	Description
<input type="checkbox"/> Fees only	My services are only paid for by the fees that you pay. I do not receive payments from other people or organisations that might influence my advice.
<input checked="" type="checkbox"/> Fees	My services are paid for by the fees that you pay as well as in other ways.
<input checked="" type="checkbox"/> Commissions	There are situations in which my employer will be paid by other organisations. How much that payment will be depends on the decisions that you make.
<input type="checkbox"/> Extra payments from my employer	I may receive extra payments from my employer depending upon the decisions that you make.
<input type="checkbox"/> Non - financial benefits from other organisations	Other organisations may give my employer/me non-financial benefits depending on the decisions that you make.

I am required to tell you the specific fees, commissions, extra payments, and other benefits that I have received or will, or may, receive in relation to the services that I provide to you. I must tell you these things before I give you advice/provide a service or, if that is not practicable, as soon as practicable after I give you that advice/provide that service.

What are my obligations?

As an Authorised Financial Adviser, I must comply with the Code of Professional Conduct for Authorised Financial Advisers. I also have other obligations under the Financial Advisers Act 2008 (including regulations made under that Act) and under the general law.

What should you do if something goes wrong?

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If we cannot agree on how to fix the issue, or if you decide not to use the internal complaints scheme, you can contact the Office of the Insurance & Savings Ombudsman (ISO). This service will cost you nothing, and will help us resolve any disagreements.

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Address: PO Box 10-845 Wellington

Telephone number: 0800 888 202

Email address: info@iombudsman.org.nz

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If you have a question about financial advisers generally, you can contact the Financial Markets Authority.

How am I regulated by the Government?

You can check that I am a registered financial services provider and an Authorised Financial Adviser at <http://www.fspr.govt.nz>

The Financial Markets Authority authorises and regulates financial advisers. Contact the Financial Markets Authority for more information, including financial tips and warnings.

You can report information or complain about my conduct to the Financial Markets Authority, but in the event of a disagreement, you may choose to first use the dispute resolution procedures described above (under **What should you do if something goes wrong?**).

Declaration

I, Rosemary Hassan FSP10921, declare that, to the best of my knowledge and belief, the information contained in this disclosure statement is true and complete and complies with the disclosure requirements in the Financial Advisers Act 2008 and the Financial Advisers (Disclosure) Regulations 2010.

Signed:



Working with Hassan & Associates

This information sheet accompanies and should be read after your Financial Adviser's Primary Disclosure Statement. It provides information required under the Code of Professional Conduct for Authorised Financial Advisers and is designed to help you to make an informed decision about working with us.

Hassan & Associates FSP9861 (the Company), has been providing financial services since 1995. The Company is owned by Simon and Rosemary Hassan and family interests. Simon and Rosemary are the Directors. The Company has two Auckland offices: at 31 Meryl Avenue, Huapai, and at 3 Margot Street, Newmarket.

The Company employs two Authorised Financial Advisers, and an Office Manager. Our financial advisers belong to the Institute of Financial Advisers and are bound by its rules in addition to legal obligations. They are also required to maintain the CFP^{CM} designation. All of our staff must act strictly in the interest of clients, and keep their knowledge and skills current by completing ongoing training and professional development.

How we work

We are comprehensive financial planners and work as a team, providing advice on investments, savings, insurance, estate and tax planning, and financial management to clients. As a small firm we can deal with each client personally, pooling our knowledge and skills in endeavouring to provide excellent service to each.

We are mainly fee-based advisers and accept commission only from providers of insurance and KiwiSaver products, and a small number of 'legacy' investment products that clients have chosen to retain. Our Advisers are paid salaries. Where the Company accepts commission we disclose this and often use it to offset or replace fees that would otherwise apply. Commission of all kinds makes up less than 10% of our total income.

When providing advice we follow the internationally recognised six step financial planning process:

1. Establish and define the client-planner relationship
2. Gather client data, including goals
3. Analyse and evaluate your financial status
4. Develop and present financial planning recommendations and/or alternatives
5. Implement the financial planning recommendations
6. Monitor the financial planning recommendations

When we meet a new client we start with a discussion of your needs and whether we can help. We can usually tell you what our advice is going to cost after this discussion. When preparing advice, we take account of your personal objectives, situation and needs. Our aim is to provide advice that is clear and concise, with enough detail to enable you to make an informed decision about whether to act on it. We manage agreed implementation actions, and offer an ongoing monitoring service to ensure that your goals can be met.

The Financial Markets Authority (FMA) may review our client files to ensure that we have complied with our obligations. The FMA must deal with personal information in accordance with the Privacy Act 1993.

Our current fee and approved product schedules are attached and may be downloaded from our [website](#).

Our financial advisers

Simon Hassan	Rosemary Hassan
Authorised Financial Adviser FSP9881 Role: Senior Client Adviser Mobile phone: 027-445 1550 Email: simon@hassan.co.nz	Authorised Financial Adviser FSP10921 Role: Senior Client Adviser Mobile phone: 021-223 8443 Email: rosemary@hassan.co.nz
Experience & qualifications <ul style="list-style-type: none"> • Adviser since July 1990. To July 1995, advisory and management roles with Prudential; current role since. • Certified Financial Planner^{CM} (CFP^{CM}) since 1995 and Chartered Life Underwriter (CLU) since 2004 • Graduate Diploma in Business Studies (Personal Financial Planning) Massey University, 1994 • MA (Hons) in English, Auckland University, 1991 	Experience & qualifications <ul style="list-style-type: none"> • Adviser since October 1993. To July 1995 in advisory and management role with Spicers and Prudential; current role since. • Certified Financial Planner^{CM} (CFP^{CM}) since 1997 • Graduate Diploma in Business Studies (Personal Financial Planning), Massey University, 1996
Professional memberships <ul style="list-style-type: none"> • Institute of Financial Advisers (Fellow) • SiFA, Professional Advisers Association • Financial Advisers Disciplinary Committee (FMA) • Standards Committee of international FPSB • Institute of Directors, Estate & Tax Planning Council 	Professional memberships <ul style="list-style-type: none"> • Institute of Financial Advisers • SiFA

This page updated: 7 Oct 2011

Fee schedule

1. Introduction

1. This schedule covers fees payable to Hassan & Associates. Commission arrangements and the cost of services we recommend are outlined in our Approved products, providers and commissions schedule and costs for products we may recommend are detailed in the relevant product documentation.
2. Before accepting instructions, or as soon as practicable afterwards, we advise the Client of the basis, the amount and or the rate of any fee or commission likely to apply.
3. Fees may be based on contract rates, hourly rates, a percentage of funds or a mix, and may be paid by cheque, direct credit, automatic payment, or by deduction from a Client Portfolio.
4. Fees vary with the nature and complexity of our work. Where possible we provide an estimate before starting work, and we advise the Client as soon as practicable if actual fees are likely to be higher.
5. Where we receive fees for a service any related commission is rebated to the Client or used to offset fees that would otherwise apply. The amount or rate of actual fees and commissions is disclosed in one or more secondary disclosure statements.
6. Some fees are subject to GST. 'Financial services' are not currently subject to GST. Some of our fees may be tax-deductible. We are not tax advisers and urge Clients to get professional tax advice.
7. We can change this fee schedule at any time, but any increase in Ongoing Fees will not apply until 30 days after we have advised affected Clients of the change in writing.

2. Fees for initial or one-off advice and services

These may be on a contract or hourly rate basis depending on the nature of the work. Where practicable we provide an estimate before starting work. We advise the Client promptly if actual fees are likely to be higher.

3. Establishment fees

1. We charge Establishment Fees (plus GST where applicable) for arranging purchases of financial products and services.
2. Where initial commission is not received our Insurance Establishment Fee is the greater of \$450 and up to 100% of the quoted total initial annual premium. Where applicable:
 - (a) An Insurance Establishment Fee is payable at the time an insurance proposal is completed, and
 - (b) If the actual initial premium is less than what was quoted, we rebate a pro rata portion of any fee, but retain a minimum of \$450 to cover our costs.
3. Investment Establishment Fees vary with the nature of the work and may be based on a contract rate, and hourly rate, up to 1% of the funds invested, or a combination of these.
4. Establishment Fees for regular additions to a Client Portfolio made by automatic payment or direct debit are 1% of the amount added, and are usually deducted from the amount being added or from the Client Portfolio.

4. Ongoing fees

Our Ongoing Fees for Client Portfolios are based on rates in the Ongoing Fee Table below, or as otherwise agreed, plus GST which applies to 70% of the total. Ongoing Fees are usually tax-deductible. They accrue daily and are deducted from the Client Portfolio monthly in arrears except in the case of a full withdrawal when a pro rata fee for any part final month applies is due and may be deducted during the withdrawal process.

Ongoing Fee Table (all commissions rebated to Client) ¹	Annual Rate		
	Pre GST	Incl GST	After tax ²
1. Client Portfolio – Diversified Portfolios			
First \$100,000	1.55 %	1.72 %	1.15 %
Next \$400,000	1.20 %	1.33 %	0.89 %
Next \$250,000	0.90 %	1.00 %	0.67 %
Next \$250,000	0.70 %	0.78 %	0.52 %
Balance of Portfolio	0.45 %	0.50 %	0.34 %
2. Client Portfolio – Bond-Only Portfolios and KiwiSaver Accounts			
Full Portfolio	0.55 %	0.61 %	0.41 %

Notes

1. For existing clients these rates apply from 1 September 2011.
2. The after-tax rate assumes a marginal tax rate of 33%.

5. Hourly rates and minimum total of annual fees and commissions

1. Our hourly rates are \$330 (Senior Client Adviser) and \$75 (otherwise) plus GST and costs.
2. Our minimum fee for a review meeting is \$330 plus GST, offset by Ongoing Fees and Ongoing Commissions (ie: trailing, service and renewal commissions) received by the Company as a result of business with the Client in the previous six months and not already offset in this way.
3. In all cases we reserve the right to charge the fee required to bring the annual total of Ongoing Fees and Ongoing Commissions received by the Company as a result of business with any Client to \$330 before GST.

This page updated: 5 July 2011

Approved products and providers schedule

1. Introduction

1. Approved products, suppliers and or our policies for selecting these are detailed below, together with maximum rates of commission, where this may be received.
2. This list is reviewed periodically by the Company Directors. Without clear evidence believing that this is in best interests of the Client, Advisers may not deviate from this list.
3. The amount and or rate of actual fees and commissions will be detailed with our written advice.
4. We do not accept material 'soft dollar' rewards from the providers of financial products.
7. This schedule was correct when it was prepared. Please contact us if you would like a current version.

2. Investments and savings products

We may recommend any savings or investment product meeting the 'Category 2' definition in section 5 of the Financial Advisers Act 2008, and any other security identified as suitable by our research processes.

KiwiSaver providers may offer us initial commissions of up to \$50 per new account and ongoing commissions of up to 0.50% pa of the average balance. Any KiwiSaver commission received is disclosed and either rebated to the Client or used to offset fees that would otherwise apply.

Providers of other investment products may offer us initial commissions of up to 3% of the sum invested, and ongoing commissions of up to 1% pa of the average balance. Any such commission received is disclosed. If we will be charging Ongoing Fees in relation to the related investment the commission is rebated to the Client.

3. Insurance products

We may recommend life, lump sum disability, trauma, income protection and health insurance products offered by any insurance company identified as suitable by recognised independent research. We arrange insurance either on a fee or a commission basis.

Where a fee basis applies we charge an Insurance Establishment Fee and accept ongoing commission from product providers as detailed below.

Remuneration Type	Fee or Commission Rate
Insurance Establishment Fee	The greater of \$450 and up to 100% of quoted initial annual premium
Ongoing Commission	Up to 20% of ongoing premiums as these are paid

Where a commission basis is used we accept commissions from product providers as detailed below.

Remuneration Type	Fee or Commission Rate
Initial Commission	Up to 180% of initial annual premium
Ongoing Commission	Up to 30% of ongoing premiums as these are paid

4. Investment custody and portfolio administration ('wrap') providers

We usually use the Aegis 'wrap' service to provide custodial, administration and portfolio management services for Client Portfolios. Their charges are detailed below.

Provider	Annual Fee
Aegis	0.25% pa for the first \$1 million per Client Portfolio, then 0.17%
Investor Choice	As for Aegis plus a total of 0.40% to the Trustee and Superannuation manager

Wrap fees do not attract GST and are usually tax-deductible. We do not accept commission from wrap providers.

5. Stock broker providers

We work with a range of stock brokers, and generally arrange business through ASB Securities, Direct Broking, and Westpac Institutional Bank whose brokerage rates and other charges are summarised below.

Broker	NZ Fixed Interest	NZ Shares	Overseas Listed Securities
ASB Securities	0.25%, min \$25	0.35%, min \$29.50	Aus: 0.4%, min AUD 40 UK: 0.6% min GBP 25 USA: 0.6%, min USD 50
Direct Broking	\$5.50 +0.35%, min \$30	\$5.50 +0.35%, min \$30	N/A
Westpac Institutional	0.10% to 0.25%, no min	N/A	N/A
Amscot Stockbroking	N/A	N/A	Aus shares: 0.1%, min AUD 20

State taxes and stamp duties also apply in some overseas jurisdictions. We do not usually accept commission from stock brokers. If it is received it will be disclosed.

This page updated: 13 October 2011