

# A NEW YEAR – A NEW HOME

This Christmas period is destined to be a little busier than most for us because:

- After 23 years in Melbourne Street NORTH ADELAIDE, we are moving!
- We are also completing a full upgrade and replacement of our IT systems;
- And we have a much larger than normal workload that we need to complete and manage during the period in which we would traditionally be closed for our Christmas break.

**We are preparing a detailed communication for you about our new office and will send this over the break, including new business cards and helpful information such as parking maps and transport information that we hope will make it easier for you.**

**Meanwhile it is important that you know that our existing Telephone number, Fax number, PO Box and Email address will continue to operate.**

We will be starting the move from our current premises this Friday afternoon and so the best way to reach us will be by one of the means listed above. Our IT systems will experience some interruptions due to both the office move and the upgrade. However, we expect to maintain a service most of the time, so please try again should you experience any difficulty.

Whilst our office will be closed to deal with the changes above and due to staff Christmas leave, we will be continuing to manage and complete time critical work during that period.

As a consequence of this we are extending our usual Christmas closure by a week, to allow some time for a break in January before resuming business as usual and our office will open in its new location on Monday 19<sup>th</sup> January 2015.

**So our current office will be closed from 12.00 noon on Friday 19th December 2014. We open at our new office on Monday 19<sup>th</sup> January 2015.**

This is a time of year where many of us take time for some rest and relaxation and enjoy the company of your family and friends and the special occasions that only Christmas seems to create. I am certainly looking forward to a few days much needed down time, after the move and the work is done.

At the same time I'm very excited about starting the New Year working in a new and modern office along with a fellow Godfrey Pembroke adviser and his staff. I believe the ability to collaborate and support each other will allow us to improve your experience as a client.

Finally, as has now become a Christmas tradition, we have again made the decision to make a donation to St Vincent de Paul in place of sending cards and calendars to our clients. We have again decided to support the **St Vincent de Paul Society – Vinnie's Christmas Appeal.**

Whilst we will be providing full details in a separate communication, as explained above, here are a few key details if you wish to update your records now.

**Our new office details are as follows:**

Level 7, BDO Centre  
420 King William Street  
ADELAIDE SA 5000

Tel. (08) 7324 6196

Fax. (08) 7324 6111

Email [North\\_Adelaide@godfreypembroke.com.au](mailto:North_Adelaide@godfreypembroke.com.au)

Web <http://www.gpadviser.com.au/north-adelaide-brosnan>

Simply take the lift to the 7<sup>th</sup> floor and walk directly to the Reception counter and ask for us.

If you need to contact us during the period we are closed, we have made the following arrangements:

1. You can telephone us on our **new** number (08) 7324 6196. You will be able to leave a message on our answering service. These messages will be checked regularly and answered as soon as possible. Any urgent matters will be dealt with accordingly.
2. You can contact us by e-mail. Our general e-mail address is:  
**[North\\_Adelaide@godfreypembroke.com.au](mailto:North_Adelaide@godfreypembroke.com.au)**

Further, we encourage you to always use this e-mail address whenever you contact us.

3. You can fax us on (08) 7324 6111.
4. Mail will be collected and time sensitive items processed on most, but not all business days.

Note that we have made arrangements for our current telephone and fax numbers to automatically divert through to our new numbers for a transition period.

We look forward to welcoming you at our new office in 2015.

Merry Christmas and every good wish for a Prosperous and Happy New Year in 2015!

Kind regards



**Tony Brosnan** CFP, Dip.FP, ProfCert SMSF, SSA  
Principal Adviser  
SA Portfolio Planners Pty Ltd  
Authorised Representatives  
Godfrey Pembroke Limited



[north\\_adelaide@godfreypembroke.com.au](mailto:north_adelaide@godfreypembroke.com.au)  
[www.gpadviser.com.au/north-adelaide-brosnan](http://www.gpadviser.com.au/north-adelaide-brosnan)