Item 1 Cover Page

# **Guidance Investments, LLC**

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Last Updated: March 28, 2025

This brochure provides information about the qualifications and business practices of Guidance Investments, LLC. If you have any questions about the contents of this brochure, please contact us at 703-885-0824 or tom.gainor@guidanceresidential.com. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority. Also, registration does not imply a certain level of skill or training.

Additional information about Guidance Investments, LLC also is available on the SEC's website at <u>www.adviserinfo.sec.gov</u>. You can look us up using our CRD number: 119897.

## Item 2 Material Changes

Our last annual update was filed on March 13, 2024.

This annual update to Guidance Investment LLC's ADV includes no material changes.

Please contact us to request a copy of our current ADV Part 2 brochure:

- By Phone: 703-885-0824
- By Fax: 877-378-6895
- By Email: tom.gainor@guidanceresidential.com
- Search for Guidance Investments on the SEC Adviser Search and navigate to "Part 2 Brochures": <u>http://adviserinfo.sec.gov/</u>

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Please note, "you", "your", "yours" mean the client. "Us", "we", and "our" means Guidance Investments, LLC.

#### A. <u>The Firm's Business</u>

Guidance Investments, LLC, a wholly-owned subsidiary of Guidance Financial Group, LLC, provides investment supervisory services to corporations or business entities affiliated with the Adviser. We have been in business since 2004.

The parent company of Guidance Financial Group (with ownership information) is below:

Parent Entity	Subsidiary Owned	Percentage Ownership
CG(IFS), Inc.	Guidance Financial Group, LLC	>75%
Capital Guidance America, Inc.	CG(IFS), Inc.	>75%

## B. Our Advisory Services

Guidance Investments, LLC provides investment supervisory services as a sub-manager. Our investment advisory agreement gives us only the authority to act as sub-manager under an investment policy provided by our client. This brochure will be provided to each client at or before the time of signing the investment advisory agreement. You have the right to terminate your investment advisory agreement without penalty within five (5) calendar days after entering into the contract unless we provide this brochure to you at least 48 hours prior to entering into an investment advisory agreement.

We make recommendation using our best judgment and good faith efforts. However, we cannot guarantee any performance result, or that your account will be profitable over time. <u>Our investment decisions and</u> recommendations will not all be profitable. Under the investment advisory agreement, you do not grant us discretion over the investment decisions and consequently you agree to bear all market risk for the implementation or decisions not to implement our recommendations. Market risk is the risk that the securities in your account could decline in value. In addition, the investment decisions we make and the value of your account is subject to other forms of market, currency, economic, political and business risks.

Unless there is a law that provides otherwise, we are not liable to you for:

(A) Any loss in your account caused by any investment decision or other action made or omitted in good faith by Guidance Investments, LLC with that degree of care, skill, prudence and diligence under the circumstances that a prudent person acting in a fiduciary capacity would use;

(B) Any loss arising from our adherence to your instructions; or

(C) Any act or failure to act third parties responsible for execution, settlement and clearance of transactions. Nothing in the investment advisory agreement relieves us from our responsibility or liability under State or Federal statutes.

We do not have custody of or discretion over the assets in your account and we are not liable to you for any loss or other harm to any property in the account, including losses caused by an insolvency of your custodian. We are also not liable for any acts of the agents or employees of the custodian, regardless of whether or not the full amount of loss is covered by the Securities Investor Protection Corporation ("SIPC") or any other insurance carried by the custodian. You understand that SIPC provides only limited protection of the loss of property held at your broker-dealer.

## C. Specialized advisory service

None. Please see Item 8 for more information on the Methods of Analysis, Investment Strategies and Risk of Loss.

# D. <u>Wrap Fee Programs</u>

None

## E. Assets Under Management

Our assets under management as of March 28, 2025 are:

Discretionary Assets Under Management	\$0.
Non-discretionary Assets Under Management	\$0.
Total Assets Under Management	\$0.

Item 5 Fees and Compensation

A. We charge a fee for our services that is described in "Schedule 1- Part C" of our Delegation Agreement . We will get your consent in advance of any change in the fee calculation evidenced by an amendment to the Delegation Agreement.

The fee is calculated as the trade date market value of the account on the final day of the preceding quarter times the agreed upon rate divided by four. The market value is the sum of the value of all assets in the account, not adjusted by any margin debt. We will provide you with an invoice showing the calculation method, value of assets on which we calculate the fee and the fee amount.

## **Standard Fee Schedule**

0.05% of Total Assets, capped at \$75,000 per annum

- B. The fees we charge you will be billed quarterly in arrears and we will send you a bill. We calculate the fees using the formula described above based on the agreed upon annual rate listed in "Schedule 1 Part C" of the Delegation Agreement. Payment is due within 30 days of the date of the invoice.
- C. In addition to Guidance Investment's fee, you are responsible for any other costs including a proportional share of the fund's expenses (as described in the fund's prospectus), commissions, stock transfer fees and other similar charges. It is your responsibility to verify the accuracy of the Guidance Investment's fee calculation.

In order to calculate value, securities and other instruments traded on a market for which actual transaction prices are publicly reported are valued at the last reported sale price on the principal market in which they are traded. If there are no sales on that date, the price will be reflected using the closing bid on that date. Other readily marketable securities and other instruments will be priced using a pricing service or through quotations from one or more dealers. We will value all other assets at fair value and the value we assign as fair value is conclusive. If you dispute the valuations, you should detail the disagreement in writing addressed to Thomas Gainor, CCO.

- D. We will bill you the sub-management fee in arrears. Fees for partial quarters at the commencement or termination of the investment advisory agreement will be prorated based on the number of days the account was open during the quarter. If you or we terminate the advisory agreement, we will refund the difference between the actual amount billed and the fee for the days when the account was open during the quarter.
- E. Guidance Investment's supervised persons do not receive compensation for the sale of securities or other investment products to our clients.

Item 6 Performance-Based Fees and Side-By-Side Management

## We do not receive performance-based fees from our clients.

# Item 7 Types of *Clients*

We provide investment advice to the following client(s):

• Corporations or other business entities, including other investment advisors

The minimum account size is \$25,000,000, although we may, at our sole discretion, accept accounts smaller than this amount.

## Item 8 Methods of Analysis, Investment Strategies and Risk of Loss

We manage our clients' portfolio with a focus on increasing diversification to minimize the risks that the performance of any one investment will have a large impact on the portfolio performance. However, other risks remain, including the risk of loss. Not every investment decision or recommendation we make will be profitable.

Our investment strategy is an asset allocation model. We invest in a mix of asset classes using mutual funds including:

- Fixed income
- Equities

We recommend mutual fund managers to implement our recommended asset class allocation. The risks to this investment strategy is that your investments will lose money if the markets fall broadly. Your investments will underperform the major indices that we select underperforming mutual fund managers or allocate more of the investments into underperforming asset classes.

Mutual fund due diligence: If we recommend a mutual fund to gain exposure to an asset class, we will research the portfolio's method of analysis to determine whether we believe it is compatible with our own process and to determine whether the portfolio manager's track record indicates that he/she has followed this policy in the past. If we incorrectly assess that a mutual fund manager's investment process is compatible with our own or that he/she does not follow this process, the investment may underperform its benchmark. In addition, even a mutual fund manager following a process we believe to be appropriate may underperform his/her benchmark or lose money.

Economic analysis: Economic indicators provide historical data on the current and recent history of the economy. While we use this historical data to guide our decision-making about whether the economy is expanding or contracting to project future economic growth, economic statistics are inherently backward-looking and are often revised after they are released, which makes forecasting an inherently risky strategy for investment decisions.

# Item 9 Disciplinary Information

There are no disciplinary actions against the firm or management persons.

# Item 10 Other Financial Industry Activities and Affiliations

Thomas Gainor, CCO, is also registered representative at and CCO of Guidance Securities LLC, member FINRA/SIPC, a broker-dealer. Mr. Gainor is also Senior VP and General Counsel for Guidance Residential, LLC, a mortgage originator and servicer

#### Item 11 Code of Ethics, Participation or Interest in *Client* Transactions and Personal Trading

Guidance Investments is committed to maintaining the highest ethical standards when dealing with client's accounts and our firm has a Code of Ethics to reinforce the importance we place on these standards. We will provide you with a copy if you request it. The core principles in our Code of Ethics are:

- 1. We place your interests above the interests of the firm and our own interests.
- 2. We expect our employees to conduct their personal securities transactions in accordance with our Code of Ethics and we strive to avoid any actual or perceived conflicts of interests.
- 3. We remind our employees that the firm's management—in particular our Chief Compliance Officer should be consulted whenever there is doubt about whether an action creates an actual or perceived conflict of interest.
- 4. Our employees must not take inappropriate advantage of their position with the firm.
- 5. Employees must always comply with Federal and State securities laws.

We do not have any financial interest in the securities we recommend. This means we are not paid by the issuer of any security we recommend and Guidance Investments and its employees, officers and directors do not invest in the same securities that we recommend.

#### Item 12 Brokerage Practices

We do not select or recommend broker-dealers for our clients to use to execute of our investment advice.

## Item 13 Review of Accounts

Guidance Investments LLC's Chief Compliance Officer reviews our investment advisory clients' investments based on each quarter. The review includes a review of the fund's performance, reviewing the manager commentary about its own investments as well as general market conditions. When appropriate, we will also communicate directly with the fund manager. We will report the findings in our review to our client with any recommendations for investment changes.

We do not provide our clients with any formal reports about their accounts, which are held by third-party custodians selected exclusively by the client. We meet with the client to discuss the review and provide a recommendation for investment reallocation, if appropriate.

## Item 14 Client Referrals and Other Compensation

We do not provide compensation for client referrals.

#### Item 15 Custody

We do not have custody of any client funds or securities.

#### Item 16 Investment Discretion

We do not have any discretion over client assets.

#### Item 17 Voting *Client* Securities

We do not have authority to vote on behalf of the securities you own. These proxy materials will be mailed to you directly and you are responsible for deciding whether and how to vote on the proposals in those materials. Although we can provide general information about the securities you own, we do not give specific advice on how to vote on proxies.

## Item 18 Financial Information

We do not solicit or require prepayment of more than \$500 in fees six months or more in advance, and are not required to provide a balance sheet. There are no financial conditions that would impair our ability to meet contractual commitments to our clients.

Item 19 Requirements for State Registered Advisors

A. Guidance Investments LLC Principal Executive Officers and Management Persons

#### **Thomas Gainor, Chief Compliance Officer**

Mr. Gainor has served as Senior VP, General Counsel and Chief Compliance Officer for Guidance Investments, LLC since 2002. He is also Senior VP, General Counsel and Chief Compliance Officer for Guidance Securities, LLC, a FINRA-member broker-dealer and Senior VP and General Counsel for Guidance Residential LLC, a mortgage company. He has held these positions with both companies since 2002. Prior to joining Guidance, Mr. Gainor was a partner with Moffa & Gainor, PC, a law firm. Mr. Gainor served as Partner with The International Investor in England and Kuwait from 1995 to 2000 and was previously an Advisor for Tax Strategy at Florida Power and Light Company from 1990 to 1995. Mr. Gainor holds a Master of Laws in Taxation (LLM) from the University of Miami School of Law and a J.D. from the from the University of Miami School of Law, where he graduated *cum laude*. He received a Bachelor of Science in Accounting from the University of Rhode Island.

- B. Guidance Investments LLC is not actively involved in any business besides giving investment advice.
- C. Guidance Investments LLC does not receive any performance-based fees
- D. No management persons of Guidance Investments LLC have been in any event requiring disclosure.
- E. There are no relationships or arrangements that are material to Guidance Investments LLC's investment advisory business or its clients other than what is disclosed in Item.

**Brochure Supplement** 

Item1. Cover Page A. 1. Supervised Person: Heidi Partida 11107 Sunset Hills Road, 3rd Floor Reston, VA 20190 703-885-0829 2. Our firm: Guidance Investments LLC 11107 Sunset Hills Road. 3rd Floor Reston, VA 20190 703-885-0824 3. Date of this supplement: March 28, 2025 B. This brochure supplement provides information about Heidi Partida that supplements the Guidance Investments LLC brochure. You should have received a copy of that brochure. Please contact Thomas Gainor, Chief Compliance Officer at 703-885-0824 if you did not receive Guidance Investment's brochure or if you have any questions about the contents of this supplement. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority. Also, registration does not imply a certain level of skill or training. Additional information about Heidi Partida is available on the SEC's website at www.adviserinfo.sec.gov. Her CRD# is 7837772. Guidance Investment's CRD# is 119897. Item 2. Educational Background and Business Experience Ms. Partida has been an investment advisor representative with Guidance Investments since March 2024. She is also Vice President of Guidance Securities LLC, a FINRA-member broker-dealer as well as the Executive Vice-President - Corporate Governance of Guidance Residential LLC and Guidance Financial Group LLC where she serves as 401K plan administrator, in addition to performing that role for Capital Guidance America. Ms. Partida was born in 1968. She attended Azusa Pacific University, where she received a Bachelor of Science in Organizational Leadership, and Ashford University, where she received her Master of Business Administration in Human Resources Management. Before joining Guidance Residential, Ms. Partida was the Vice President of Administration at HomeView Lending. Item 3. Disciplinary Information Ms. Partida has no disclosures of any criminal or civil actions in a domestic, foreign or military court. Ms. Partida has no disclosures of any administrative proceedings before the SEC, any other federal regulatory agency, any state regulatory agency or any foreign financial regulatory authority Ms. Partida has no disclosures related to any violation of a self-regulatory organization's rules resulting in a fine of more than \$2,500. Item 4. Other Business Activities In addition to being an investment advisor representative with Guidance Investments, Ms. Partida is Vice President of Guidance Securities LLC and EVP-Corporate Governance of Guidance Residential in Reston, Virginia. Item 5. Additional Compensation No additional compensation to disclose.

## Item 6. Supervision

Our supervisory personnel review the trading activity in your account to ensure that the commissions being charged are reasonable, that the trading activity in the account is not excessive and that the account is being managed in accordance with your stated investment objectives, risk tolerance, and liquidity needs. Ms. Partida is supervised by Thomas Gainor, Chief Compliance Officer. Mr. Gainor's telephone number is 703-885-0824.

Item 7. Requirements for State-Registered Advisers

No arbitrations other proceedings or bankruptcies to disclose.

**Brochure Supplement** 

Item1. Cover Page A. 1. Supervised Person: Mohamad Nasir 11107 Sunset Hills Road, 3rd Floor Reston, VA 20190 703-885-0829 2. Our firm: Guidance Investments LLC 11107 Sunset Hills Road. 3rd Floor Reston, VA 20190 703-885-0824 3. Date of this supplement: March 28, 2025 B. This brochure supplement provides information about Mohamad Nasir that supplements the Guidance Investments LLC brochure. You should have received a copy of that brochure. Please contact Thomas Gainor, Chief Compliance Officer at 703-885-0824 if you did not receive Guidance Investment's brochure or if you have any questions about the contents of this supplement. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority. Also, registration does not imply a certain level of skill or training. Additional information about Mohamad Nasir is available on the SEC's website at www.adviserinfo.sec.gov. His CRD# is 6591203. Guidance Investment's CRD# is 119897. Item 2. Educational Background and Business Experience Mr. Nasir has been Executive Vice President of Guidance Investments since March 2025. He is also Vice President and General Manager of Guidance Securities LLC, a FINRA-member broker-dealer. Mr. Nasir was born in 1966. He attended Temple University where he received a Bachelor of Science in Electrical Engineering and Western Governors University where he received a Master of Business Administration. Before joining Guidance Investments, Mr. Nasir was the Chief Compliance Officer for Allied Asset Advisors from 2022 to 2025 and General Manager beginning in 2011. Item 3. Disciplinary Information Mr. Nasir has no disclosures of any criminal or civil actions in a domestic, foreign or military court. Mr. Nasir has no disclosures of any administrative proceedings before the SEC, any other federal regulatory agency, any state regulatory agency or any foreign financial regulatory authority Mr. Nasir has no disclosures related to any violation of a self-regulatory organization's rules resulting in a fine of more than \$2,500. Item 4. Other Business Activities In addition to being an investment advisor representative with Guidance Investments, Mr. Nasir is Vice President of Guidance Securities LLC in Reston, Virginia. Item 5. Additional Compensation No additional compensation to disclose.

Item 6. Supervision

Our supervisory personnel review the trading activity in your account to ensure that the commissions being charged are reasonable, that the trading activity in the account is not excessive and that the account is being managed in accordance with your stated investment objectives, risk tolerance, and liquidity needs. Mr. Nasir is supervised by Thomas Gainor, Chief Compliance Officer. Mr. Gainor's telephone number is 703-885-0824.

Item 7. Requirements for State-Registered Advisers

No arbitrations other proceedings or bankruptcies to disclose.