



# DARLING DOWNS INSURANCE BROKERS

## Financial Services Guide

### **Australian Financial Services**

**Licence No. 241423**

**ABN: 17 054 206 656**

70 Grafton Street

Warwick Qld 4370

**Phone: 07 4661 7244**

“Willow Glen Centre”

833 Ruthven Street

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

This FSG applies from 01/01/2017

*“Large enough to trust, small enough to care”*

## THE PURPOSE OF THIS GUIDE

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This Financial Services Guide (FSG) is designed to assist you in deciding whether to use any of our services and contains important information about:

- The services we offer you
- How we and our associates are paid
- Any potential conflicts of interest we may have
- What to do in the event of a complaint amounts will be provided on request.

## RESPONSIBILITY FOR SERVICES PROVIDED

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We hold an Australian Financial Services Licence and are authorised to advise and deal in the full spectrum of general insurance products.

We are responsible for the financial services provided to you, or through you to your family members, including the distribution of this FSG.

We are required to meet high standards for staff training, organisational competence, management expertise, financial control and compliance disciplines.

## WHO DO WE ACT FOR

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We act on your behalf and in your interests in all matters. Sometimes, it may be more appropriate for us to access insurance or manage claims where we act as an agent of the insurer. If and when this situation arises we will explain and highlight this to you.

## OUR SERVICES

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We offer a range of services to assist you to protect your assets and guard against unexpected liabilities including:

- Reviewing and advising on your insurance needs
- Arranging, amending and renewing insurance contracts on your behalf
- Arranging premium funding if required
- Assisting with insurance claims • Identifying risk factors to avoid claims

## HOW TO CONTACT US

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You are able to contact us by phone, in writing, by fax, email or in person.

## RETAIL CLIENTS

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Under the Corporations Act 2001 (The Act) Retail Clients are provided with additional protection from other clients. The Act defines Retail Clients as:

Individuals or a manufacturing business employing less than 100 people or any other business employing less than 20 people And that are purchasing the following types of insurance covers:

Motor vehicle, home building, contents, personal and domestic, sickness/accident/travel, consumer credit and other classes as prescribed by regulations.

Some of the information in this FSG only applies to Retail Clients and it is important that you understand if you are covered by the additional protection provided.

## RETAIL CLIENT ISSUES

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We may provide General or Personal Advice to our Retail Clients. General Advice does not take into account your particular needs and requirements and you should consider the appropriateness of this advice to your circumstances prior to acting upon it. We will provide you with a General Advice Warning in such cases.

Personal Advice is advice given to you as a 'Retail Client' in response to one or more of your particular financial objectives, circumstances or needs. When we provide you with Personal Advice we will give you a Statement of Advice (SOA), that sets out the advice provided and the basis on which the advice is made and our remuneration should you purchase the product.

For existing Retail Clients we may not provide a SOA but rather provide the advice to you orally. In such cases you may request us to provide you with a Record of Advice which we will provide to you within 28 days of such request.

When you ask us to recommend an insurance policy for you, we will usually only consider the policies offered by the insurers or insurance providers that we deal with regularly. In giving you advice about the costs and terms of recommended policies we have not compared those policies to other policies available, other than from those insurers we deal with regularly.

If we recommend the purchase of a particular financial product to you as a 'Retail Client' and we have not previously supplied you with a Product Disclosure Statement, or if the Product Disclosure Statement that we previously supplied has been amended or replaced, we will give you an up to date Product Disclosure Statement, which sets out details specific to that product and the key benefits and risks in purchasing the product.

## WHAT WE EXPECT FROM YOU

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To enable us to provide the right advice we need you to provide us with complete information about the risk(s) that you face and those that you want to be insured for. You should also tell us about any relevant changes as they occur so that we can review your insurance needs.

## PERSONAL INFORMATION

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The Federal Privacy Act 2000 sets out standards for the collection and management of personal information. With your consent, we will only use your personal information for general insurance services. You may access the information we hold about you upon request. For more information about Our Privacy Policy ask us for a copy.

## COOLING OFF PROVISIONS

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All retail products are subject to a 14 day 'cooling off period'. This means that if you are not happy with the product, you have 14 days to withdraw from the contract at no cost to you.

## COMPLAINTS

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Clients not satisfied with our services should contact our Complaints Officer (please refer to the front page of this document for our contact details). We are members of the Financial Ombudsman Service Australia (FOS Australia), a free consumer service. Further information is available from our office, or contact FOSA directly on 1800 367 287 or visit [www.fos.org.au](http://www.fos.org.au). We also adopt the Insurance Brokers Code of Practice.

## COMPENSATION

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We hold a Professional Indemnity Policy. This policy is designed to pay claims by Third Parties (including our clients) arising out of our Professional Negligence. The policy extends to cover us for work done for us by representatives/employees after they cease to work for us and satisfies the requirements for compensation arrangements under Section 912B of The Act.

## CONTACT AGREEMENT

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To ensure that we provide you with appropriate products and services, you agree to us calling you to discuss any new products and services. If you do not wish to receive such calls please advise us and we will place you on our Do Not Call Register.

## ELECTRONIC DELIVERY OF DISCLOSURE NOTICES

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Please note that where possible we prefer to provide all correspondence and disclosure notices (including Financial Service Guides and Product Disclosure Statements) to you electronically, via email or links to websites etc. If you have provided your email address to Us we will typically use that email address for all correspondence and disclosure notices.

Should you not wish to be sent disclosure documents electronically please advise us and we will update our records accordingly.

## OUR SOURCES OF INCOME

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When placing your insurance we usually receive a commission from the insurer. The amount varies between 0% and 25% of the base premium you pay. Where a policy is cancelled before the period of insurance has ended we will usually retain the commission on any return premium involved.

If you are a Retail Client and we give you Personal Advice, commission amounts will be provided in any SOA or (where an SOA is not required to be provided) included on any relevant invoices. When we give you General Advice, full commission information (including dollar amounts) will be provided on request.

We have a set of standard non refundable Broker Fees that we charge you for services such as:

- Market research on products available.
- Assessing the claims paying ability of insurers.
- Sourcing alternative quotations and coverage.
- Risk analysis and portfolio co-ordination.

All fees payable for our services will be advised to you at the time of providing the advice or service.

We may receive additional remuneration from insurers with whom we have profit share or volume bonus arrangements. This remuneration is payable if we meet certain agreed sales and/or profitability targets set by the insurer. If we have profit share arrangements with an insurer that apply to a product we recommend to you, we will advise you of this at the time of making any such recommendation if the amount involved is material.

We retain the interest on premiums paid by you that are held in our trust account before paying the insurer.

We have important relationships with the Council of Queensland Insurance Brokers Inc. (CQIB).

We are a shareholder in Queensland Broker Holdings Pty Ltd a joint venture partner with Calliden Limited in QUS Pty Ltd.

We employ Vincent J. Mason (AFS Representative Number: 273780) as an Authorised Representative to advise and deal in general insurance products.

We are a shareholder of IBNA. They have exclusive arrangements with some insurers where they receive between 0.5 – 1.5% commission on the premium placed by us with those insurers. These payments are used to operate IBNA.

Depending on the operating costs of IBNA (including the costs of member services provided to us and other shareholders) and the amount of total business we place with the participating insurers in any financial year, we may receive some of that commission at the end of each financial year.

As an IBNA shareholder, we can access services including operating and compliance tools, advice and assistance from professional bodies, group insurance arrangements, product comparison and placement support, claims support and purchasing arrangements. These member services are either funded or subsidised by IBNA or available exclusively to shareholders for a fee.

If you pay by credit card we may charge you a credit card (incl. arrangement & handling) fee, which is disclosed and shown separately on our invoices, they are non refundable. This fee covers the cost of bank charges etc. associated with such facilities.

Premium funding products enable you to pay your premiums by instalments. Premium funders do charge interest. We can arrange premium funding if you require it. We may receive a commission based on a percentage of the premium from the premium funder for doing so. We will tell you the basis and amount of any such payment if you ask us.

## HOW OUR REPRESENTATIVES ARE PAID

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Our representatives may be paid by one of or a combination of the following ways: salary or wage, bonuses or incentives, or commission based on a percentage of our remuneration. If a person has referred you to us, we may pay them a part of any fees or commission received. If you are a Retail Client and receive Personal Advice full remuneration details will be disclosed in the SOA or invoices related to the advice.

## **CONFLICTS OF INTEREST**

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As a business we have relationships with and receive income from various third parties as detailed in this FSG. For Retail Clients receiving Personal Advice, details of relationships that impact the advice will be included in any SOA or invoice documentation we send you. All material conflicts that impact our advice, that are not mentioned in this FSG, will be advised to you on the invoices related to that advice.

## **MORE INFORMATION**

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If you would like more information, please contact us by phone, in writing by email or in person.