

FINANCIAL SERVICES GUIDE (FSG)

AFS LICENSE NUMBER 241469

Endeavour Insurance Broking Group Pty Ltd

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This document is a **Financial Services Guide** and the document sets out information designed to assist you in deciding whether you wish to use any of the products or services we provide. The guide contains important information on the products and services offered, such as:

The services we offer you.

- 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 may access them.
- Arrangements we have in place to compensate clients for losses.

This FSG applies from **1st July, 2021** and remains valid unless a further FSG is issued to replace it. We may give you a supplementary FSG. It will not replace this FSG but will cover services not covered by this FSG.

Who is Responsible for the Financial Services Provided?

Endeavour Insurance Broking Group Pty Ltd is responsible for the financial services provided to you. Endeavour Insurance Broking Group Pty Ltd, ABN 50 003 196 601 holds a current Australian Financial Services License No: 241469.

Endeavour Insurance Broking Group Pty Ltd, is an insurance intermediary and we are licensed under Corporation Law to provide advice and deal in relation to general insurance products to wholesale and retail clients. In this capacity we are able to act on your behalf and provide you with advice on the product types that are appropriate for your needs. Authorised Representatives are appointed by Endeavour Insurance Broking Group Pty Ltd, after the completion of an ASIC approved training to act on behalf of Endeavour Insurance Broking Group Pty Ltd, to also provide you with advice and the product types that are appropriate for your needs.

Lack of Independence

Why we are not independent, impartial, or unbiased in relation to the provision of personal advice and the impact of this on you
We, Your Insurance Broker are not independent, impartial, or unbiased pursuant to section 923A of the *Corporations Act* because:

- We may receive commission when we provide personal advice to you in relation to insurance products and other financial products;
- We may have associations or relationships with issuers of insurance products and other financial products.

Further information about these benefits and relationships is set out in this Financial Services Guide.

Further information when personal advice is given

We will provide you with further information whenever we provide you with advice which takes into account your objectives, financial situation and needs. This information may include the advice that we have given you, the basis of the advice and other information on our remuneration and any relevant associations or interests. This information may be contained in a statement of advice (SOA).

When you ask us to recommend an insurance policy for you, we will usually only consider the policies offered by the insurers of 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.

Product Disclosure Statement

If we offer to arrange the issue of an insurance policy to you, we will also provide you with, or pass on to you, a product disclosure statement (PDS), unless you already have an up to date PDS. The PDS will contain information about the particular policy which will enable you to make an informed decision about purchasing that policy.

Contact or Instruction Details

You can contact or instruct us by giving instructions by email, phone, post or fax utilising the details set out at the bottom of this FSG.

Ongoing Relationships or Associations with Insurance Companies and Others

Endeavour Insurance Broking Group Pty Ltd, is a Steadfast Group Limited (**Steadfast**) Network Broker. Steadfast has exclusive arrangements with some insurers and premium funders (**Partners**) under which Steadfast will receive between 0.5 – 2.5% commission for each product arranged by us with those Partners. Steadfast is also a shareholder of some Partners.

We may receive a proportion of that commission from Steadfast at the end of each financial year (or other agreed period).

As a Steadfast Network Broker, we have access to member services including model operating and compliance tools, procedures, manuals and training, legal, technical, banking and recruitment advice and assistance, group insurance arrangements, product comparison and placement support, claims support and group purchasing arrangements. These member services are either funded by Steadfast, subsidised by Steadfast or available exclusively to Steadfast Network Brokers for a fee.

You can obtain a copy of Steadfast's FSG at www.steadfast.com.au

If we arrange premium funding for you we may be paid a commission by the premium funder. We may also charge you a fee (or both). The commission that we are paid by the premium funder is usually calculated as a percentage of your insurance premium (including government fees or charges). If you instruct us to arrange or issue a product, this is when we become entitled to the commission.

Endeavour Insurance Broking Group Pty Ltd is a corporate member of the National Insurance Brokers' Association (NIBA) and subscribes to its Code of Practice.

Our commission rates for premium funding are in the range of 1% to 3% of funded premium. When we arrange premium funding for you, you can ask us what commission rates we are paid for that funding arrangement compared to the other arrangements that were available to you. The amount of our commission and any fee that we charge will set out in the premium funding contract.

How will I pay for services provided?

For each insurance product the insurer will charge a premium that includes any relevant taxes, charges and levies. We often receive a payment based on a percentage of this premium (excluding relevant taxes, charges and levies) called commission, which is paid to us by the insurers. However, in some cases we will also charge you a fee.

This fee will be shown on the invoice that we send you. You can choose to pay by any of the payment methods set out in the invoice. You are required to pay us within the time set out on the invoice.

If there is a refund or reduction of your premium as a result of a cancellation or alteration to a policy, or based on a term of your policy (such as a premium adjustment provision), we will retain any fee we have charged you. We will also retain commission depending on our arrangements with the insurer, or charge you a cancellation fee equal to the reduction in our commission.

When you pay us your premium it will be banked into our trust account. We retain the commission from the premium you pay us and remit the balance to the insurer in accordance with our arrangements with the insurer. We will earn interest on the premium while it is in our trust account or we may invest the premium and earn a return. We will retain any interest or return on investment earned on the premium. Our commission will be calculated based on the following formula:

$$X = Y\% \times P$$

In this formula:

X = our commission

Y% = the percentage commission paid to us by the insurer. Our commission varies between 0% and 26.5%.

P = the amount you pay for any insurance policy (less any government fees or charges included in that amount).

Any fees that we charge you will depend on the insurances we arrange for you and the services we provide.

We do not often pay any commissions, fees or benefits to others who refer you to us or refer us to an insurer. If we do, we will pay commissions to those people out of our commission or fees (not in addition to those amounts), in the range of 0% to 10% of our commission or fees.

Our employees that will assist you with your insurance needs will be paid a market salary or a percentage of our net commission paid to Endeavour Insurance Broking Group by the insurance company.

If we give you personal advice, we will inform you of any fees, commission or other payments we, our associates or anyone referring you to us (or us to any insurer) will receive in relation to the policies that are the subject of the advice. If we provide you with general advice on a retail product, you can ask us for information about our remuneration before we arrange the insurance.

See above for information on the Steadfast association and commission.

Will I receive Tailored Advice?

Maybe not in all cases. However, we may need information about your personal objectives, details of your current financial situation and any relevant information, so that we can arrange insurance policies for you or to give you advice about your insurance needs. We will ask you for the details that we need to know.

In some cases, we will not ask for any of this information. If we do not ask, or if you do not give us all of the information we ask for, any advice you receive may not be appropriate to your needs, objectives and financial situation.

You should read the warnings contained in any SOA, or any other warnings that we give you, carefully before making any decision about an insurance policy.

Where we provide you with advice about your insurance arrangements, that advice is current at the time that we give it. We will review your insurance arrangements when you inform us about changes in your circumstances.

Contractual Liability and Your Insurance Cover

Many commercial or business contracts contain clauses dealing with your liability (including indemnities or hold harmless clauses). Such clauses may entitle your insurers to reduce cover, or in some cases, refuse to indemnify you at all. You should seek legal advice before signing and accepting contracts. You should inform us of any clauses of this nature before you enter into them.

Personal Information We Hold & Your Privacy

We are committed to protecting your privacy. We use the information you provide to advise about and assist with your insurance needs. We provide your information to insurance companies and agents that provide insurance quotes and offer insurance terms to you or the companies that deal with your insurance claim (such as loss assessors and claims administrators). Your information may be given to an overseas insurer (like Lloyd's of London) if we are seeking insurance terms from an overseas insurer, or to reinsurers who are located overseas. We will try to tell you where those companies are located at the time of advising you. We also provide your information to the providers of our policy administration and broking systems that help us to provide our products and services to you. We do not trade, rent or sell your information.

If you don't provide us with full information, we can't properly advise you, seek insurance terms for you, or assist with claims and you could breach your duty of disclosure.

For more information about how to access the personal information we hold about you and how to have the information corrected and how to complain if you think we have breached the privacy laws, ask us for a copy of our Privacy Policy or on our website, www.endeavourinsurance.com.au for more details.

Complaints or Dispute Resolution - What should I do if I have a complaint?

If you make a complaint regarding our services, we will do everything we can to try to resolve it as quickly and as fairly as possible.

Registration – Stage 1

You can register your complaint by contacting us as follows:

By phone: 02 9876 8199

By email: david@endeavourinsurance.com.au

In writing to: PO Box 548, EPPING, NSW, 2121

We will acknowledge your complaint within two (2) business days and advise you if we require any additional information or investigations to progress the resolution of your complaint; we will also advise you who will be managing your complaint.

Internal Complaint Resolution – Stage 2

When we have received any additional information or investigation details requested, we will respond in writing within fifteen (15) business days with our proposed resolution.

Internal Dispute Resolution – Stage 3

If you are still unsatisfied, you can request your complaint be referred to the underwriter's complaints review committee for a formal final review. The underwriter will respond with their final review resolution within fifteen (15) business days.

External Dispute Resolution – Stage 4

If we have been unable to resolve your complaint within forty-five (45) business days of the date we received any additional information or investigations we requested to resolve your complaint, you can lodge your complaint with the Australian Financial Complaints Authority ('AFCA') depending on eligibility related to your policy.

AFCA provides fair and independent financial services complaint resolution that is free to consumers.

You can contact AFCA directly and they will advise if your complaint falls within the AFCA Rules. You can contact AFCA:

By visiting: www.afca.org.au

By email: info@afca.org.au

By phone: 1800 931 678 (free call)

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne, VIC, 3001

As your Broker, we will continue to provide guidance and assistance as your representative through the entire complaints process, to the full extent permitted by the law.

What Arrangements do you have in place to Compensate Clients for Losses?

Endeavour Insurance Broking Group Pty Ltd has a professional Indemnity Insurance Policy (PI Policy) in place.

The PI Policy covers us and our representatives (including our authorised representatives) for claims made against us and our representatives by clients as a result of the conduct of us, our employees or representatives in the provision of financial services.

Our PI Policy will cover us for claims relating to the conduct of representatives who no longer work for us.

Questions or Further Information

If you have any further questions about the financial services offered by Endeavour Insurance Broking Group Pty Ltd, please contact us.

Please retain this document for you reference and any future dealings with Endeavour Insurance Broking Group Pty Ltd.

