



**Your road map to our services**

# **Financial Services Guide**

## Financial Services Guide

### The financial services referred to in this financial services guide (FSG) are offered by:

Leam Group Pty Ltd trading as Proactive Insurance Management (**Proactive**)

Corporate Authorised Representative Number: 402452

Head Office: Unit 10, 30 Dellamarta Road, Wangara WA 6065

City Office: Ground Floor, 445 Hay Street, Perth WA 6000

Postal: PO Box 832, Hillarys WA 6923

T: (08) 6365 4525 F: (08) 6316 1408

E: [info@proactiveinsurance.com.au](mailto:info@proactiveinsurance.com.au) W: [www.proactiveinsurance.com.au](http://www.proactiveinsurance.com.au)

As a Corporate Authorised Representative of:

Sparaxis Pty Ltd trading as Centrewest Insurance Brokers (**Centrewest**)

ABN: 44 009 265 105 Australian Financial Services Licence Number 245406

Level 2, 226 Balcatta Road, Balcatta WA 6021

Tel: 08 9349 7900 Fax: 08 9349 7677

Email: [enquiries@centrewest.com.au](mailto:enquiries@centrewest.com.au) Web: [www.centrewest.com.au](http://www.centrewest.com.au)

This FSG sets out the services that we can offer you. It is designed to assist you in deciding whether to use any of those services and contains important information about:

- the services we offer you and how we (and others) are paid for those services.
- any potential conflict of interest we may have.
- our internal and external dispute resolution procedures and how you can access them.
- arrangements that are in place to compensate clients for losses.

### 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 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 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 from the insurer. The PDS will contain information about the particular policy, which will enable you to make an informed decision about purchasing that policy.

### How can I instruct you?

You can contact us to give us instructions by post, phone, fax or email on the contact number or details mentioned within this FSG.

### Who is responsible for the financial services provided?

Centrewest holds a current Australian Financial Services Licence (**AFSL 245406**) and is responsible for the financial services that will be provided to you, or through you to your family members, including the distribution of this FSG. Contact details for Centrewest are detailed within this FSG. Centrewest has authorised the distribution of this FSG by Proactive. Contact details for Centrewest are detailed above.

Centrewest is a subscriber to the Insurance Brokers Code of Practice (**the Code**). The Code has been developed by the National Insurance Brokers Association (**NIBA**) as part of a national self-regulatory scheme and is intended to promote good relations between insurance brokers, policyholders and others in the insurance industry, as well as efficiency in transactions by laying out standards of good practice and levels of service that are expected of brokers. A copy of this Code is available upon request.

### What kinds of financial services are you authorised to provide to me and what kinds of financial product/s do those services relate to?

Proactive is authorised to advise and deal in general insurance products to wholesale and/or retail clients under Centrewests' AFSL. We will do this on your behalf as your broker unless we tell you otherwise.

## 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, at the time of any scheduled status review or upon renewal of your insurances.

## 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.

## How will I pay for the services provided?

Payment for the services we provide you are payable directly to Centrewest. For each insurance product, the insurer will charge a premium that includes any relevant taxes, charges and levies. Centrewest often receive a payment based on a percentage of this premium (including relevant taxes, charges and levies) called commission, which is paid to Centrewest by the insurers. In most cases, you will also be charged a fee. For retail clients, these will all be shown on the Tax Invoice and Schedule that is sent to you. You can choose to pay for our services by any of the payment methods set out in the invoice. You are required to pay Centrewest 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 commission.

When you pay us your premium it will be banked into Centrewest's trust account. Centrewest will retain the commission from the premium you pay them and remit the balance to the insurer in accordance with their arrangements with the insurer. Centrewest will earn interest on the premium while it is in their trust account or they may invest the premium and earn a return. Centrewest will retain any interest or return on investment earned on the premium.

## How are any commissions, fees or other benefits calculated for providing the financial services?

Our commission will be calculated based on the formula:  $X=Y\% \times P$

In this formula:

**X** = Centrewest's commission

**Y%** = the percentage commission paid to Centrewest by the insurer. Centrewest's commission varies between 0% and 30%.

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

As a Corporate Authorised Representative of Centrewest, Proactive will receive 85% of Centrewest's commissions and/or fees paid to Centrewest by you.

Any fees that Centrewest or we charge you will be based upon a flat fee for every transaction. The fee is usually under \$500 per transaction but may vary and will be shown on your Tax Invoice and Schedule.

Centrewest and we do not often pay any commissions, fees or benefits to others who refer you to us or refer us to an insurer. If a payment is made, Centrewest will pay commissions to those people out of our its or fees (not in addition to those amounts), in the range of 0% to 50% of its commission or fees. If we give you personal advice, we will inform you of any fees, commission or other payments Centrewest, 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 arrange premium funding for you, Centrewest may be paid a commission by the premium funder. We may also charge you a fee (or both). The commission that Centrewest 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 a premium funding contract on your behalf, this is when Centrewest become entitled to the commission. Our commission rates for premium funding are in the range of 0% to 4% 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. As a Corporate Authorised Representative of Centrewest, Proactive will receive 100% of any commissions paid to Centrewest for premium funding.

Our employees that will assist you with your insurance needs will be paid a market salary. Other employee remuneration may include bonuses or incentives for achievement of set targets. These achievement or targets maybe sales or the achievement of key performance indicators. The bonuses & incentives are payable annually to the employee, or in some cases when set targets have been achieved.

## **Do you have any relationships or associations with the insurers who issue the insurance policies or any other material relationships?**

Centrewest 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 – 1.5% commission for each product arranged by Centrewest with those Partners. Steadfast is also a shareholder of some Partners. Centrewest 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, Centrewest has 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](http://www.steadfast.com.au).

Centrewest utilises a panel of premium funders to provide premium funding services for you, our remuneration is detailed above. Centrewest may also be entitled to receive additional remuneration by way of an override payment of 0% to 1% of the total premium funded from certain premium funders, calculated over an agreed period. This payment is paid to Centrewest by the premium funder and not an additional charge to you. As a Corporate Authorised Representative of Centrewest, Proactive will receive between 50%-100% of any override payment paid to Centrewest for premium funding.

Centrewest also has arrangements in place with selected underwriters whereby if certain criteria are met, an additional commission or profit share payment may be paid at the end of an agreed period. These payments are calculated as a percentage of profit levels achieved and are not dependent on sales targets. Please ask us if you would like any further information on any of these arrangements.

## **What information do you maintain in my file and can I examine my file?**

Centrewest and Proactive maintain a record of your personal profile, including details of insurance policies that we arrange for you. We may also maintain records of any recommendations or advice given to you. We will retain this FSG and any other FSG given to you as well as any SOA or PDS that we give or pass on to you for the period required by law. Centrewest is, and we are, committed to implementing and promoting a Privacy Policy, which will ensure the privacy and security of your personal information. A copy of Centrewest's Privacy Policy is available on request. A copy is also available Centrewest's website [www.centrewest.com.au](http://www.centrewest.com.au). If you wish to look at your file please ask us. We will arrange for you to do so.

## **What should I do if I have a complaint?**

1. Contact Centrewest and tell them about your complaint. They will do their best to resolve it quickly.
2. If your complaint is not satisfactorily resolved within 5 working days, please contact the Centrewest Complaints Manager on 08 9349 7900 or put your complaint in writing and send it to the address noted on this FSG. The Complaints Officer will try and resolve your complaint quickly and fairly.
3. Centrewest is a member of the Australian Financial Complaints Authority (**AFCA**). If your complaint cannot be resolved to your satisfaction by us you have the right to refer the matter to the AFCA. The AFCA provides fair and independent financial services complaint resolution that is free to customers. The AFCA can be contacted at:  
Mailing address: GPO Box 3, Melbourne, VIC 3001  
Phone – 1800 931 678 Email - [info@afca.org.au](mailto:info@afca.org.au) Website— [www.afca.org.au](http://www.afca.org.au)

## **What arrangements are in place to compensate clients for losses?**

Centrewest has a professional indemnity insurance policy (**PI policy**) in place. The PI policy covers us and our representatives (including Proactive as an Authorised Representatives) for claims made against Centrewest or us by clients as a result of the conduct of Centrewest, Proactive, our employees or representatives in the provision of financial services. The PI policy also covers Centrewest and Proactive for claims relating to the conduct of representatives who no longer work for us. This policy satisfies the requirements for compensation arrangements under section 912B of the Corporations Act 2001 (Cth).

## **From when does this FSG apply?**

This FSG applies from **1<sup>st</sup> April 2019** 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.

## **Any questions?**

If you have any further questions about the financial services Proactive and/or Centrewest provides, please contact us. Please retain this document for your reference and any future dealings with Proactive and/or Centrewest.

**For more information contact us at**

**Proactive Insurance Management**

Head Office: Unit 10, 30 Dellamarta Road, Wangara WA 6065

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