

## Self-Storage Financial Services Guide Effective 01.10.2019

**The Purpose of This Guide** 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

**Responsibility For Services Provided** Midland Insurance Brokers Australia Pty Ltd trading as Midland Insurance Brokers, holds a current Australian Financial Services Licence (No.: 238963) to provide general insurance broking services. We are authorised to advise and deal in spectrum of general insurance products.

In order to be granted and then retain our licence we are required to commit to meeting stringent requirements in areas such as: staff training, organisational competence, management expertise, and financial control and compliance disciplines.

We have an ongoing requirement to maintain and enhance our professionalism to ensure that you receive fair and honest Financial Services from us.

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

**Who Do We Act For** Midland Insurance Brokers has the authority to issue this insurance on behalf of the insurer. This means we act on behalf of the insurer and not for you.

**How To Contact Us** You are able to contact us in writing, by phone, fax, email or in person.

**Our Services** 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
- Identifying risk factors to avoid claims
- Seeking competitive premium quotations

**Our Products** We can advise and arrange a broad range of insurances on your behalf including Home Building and Contents, Private and Commercial Motor, Farm, Business Packages, Construction, Liability, Industrial and Professional covers.

**Retail Clients** Under the Corporation 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, home contents, personal and domestic property, sickness and 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** Typically we only provide General 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.

**What We Expect From You** 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.

This should include information about your situation, needs and objectives. You should also tell us about any relevant changes as they occur so that we can review your insurance needs accordingly.

We ask you to pay our invoices on time and complete all proposal form questions honestly and accurately.

**Personal Information** We comply with the Privacy Act 1988 (Cth) (Privacy Act ) and the Privacy Amendment Act Privacy Amendment Act 2012 which 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.

**Claims** We will try and take the pain out of the claims process by assisting and advising you in regard to the scope of cover and explaining how the claims process works.

We will promptly forward to you all claims documentation, insurance company settlement cheques and other information.

**Our Sources of Income** We have the following sources of income: 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. This is known as the commission. Where a policy is cancelled before the period of insurance has ended we will usually retain the commission on any return premium involved.

We have a set of standard non refundable Broker Fees that we charge you for the cost of 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.

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

**Steadfast Membership** Midland 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 us with those Partners. Steadfast is also a shareholder of some Partners.

As a Steadfast Network Broker, Midland 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](http://www.steadfast.com.au)

**How Our Representatives Are Paid** Our representatives do not receive any benefit directly from the sale of a product to you. Our representatives may receive bonuses payable based on the overall performance of our business.

If a person has referred you to us, we may pay them a part of any fees (broker or administration fees) or commission received. Any fees charged will be listed on the Insurance Certificate at the time of quote and/or purchase. 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

**Complaints** Clients not satisfied with our services should contact our Complaints Officer. We are a member of the Australian Financial Complaints Authority (AFCA), a free consumer service.

Further information is available from our office or contact AFCA directly on 1800 931 678 or visit [afca.org.au](http://afca.org.au)

We are also members of NIBA and subscribe to the Insurance Brokers Code of Practice. Information about the Code can be located at: [www.niba.com.au/codeofpractice/](http://www.niba.com.au/codeofpractice/)

**Compensation** We have in place Professional Indemnity insurance relating to errors and omission arising from advice provided by representative/employees, past or present, which satisfies the requirements for compensation arrangements under section 912B of the Act.