
Financial Services Guide

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

**The Trustee for THE M & L CICA DISCRETIONARY TRUST T/as
Your Business Insurance ABN 62 684 673 874**

Address: Po Box 874, BERWICK VIC 3806
Telephone: 1300 767 456
Email: info@yourbusinessinsurance.com.au

Your Business Insurance is a corporate authorised representative of:

Metrix Connect Pty Ltd ABN 55 742 327 931 (Metrix Connect)
Address: 6 Akuna Drive, Williamstown VIC 3016
Telephone: 03 9397 8000
Email: info@metrixconnect.com.au

Metrix Connect holds a current Australian Financial Services Licence No: 525491 and is responsible for the financial services that Your Business Insurance provides to you.

Your Business Insurance Authorised Representative No is 438958. Metrix Connect is also responsible for the content and distribution of this FSG.

The distribution of this FSG by Your Business Insurance is authorised by Metrix Connect.

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 Business Insurance, are not independent, impartial, or unbiased pursuant to section 923A of the Corporations Act because:

- We may receive remuneration, commission, gifts or other benefits when we provide personal advice to you in relation to insurance products and other financial products;
- We may be subject to direct or indirect restrictions relating to the financial products in respect of which personal advice is provided; and/or
- 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.

If you have any questions about this information, please ask us.

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.
- how we and others are paid.
- 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.

Product disclosure statement

This FSG applies from 23/05/2024 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.

How can I instruct you?

You can contact me to give me instructions by post, phone, or email on the contact number or details mentioned on page 1 of this FSG.

Who is responsible for the financial services provided?

Metrix Connect 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.

Metrix Connect holds a current Australian Financial Services Licensee no: 525491. The contact details for Metrix Connect are on the front of this FSG.

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

Your Business Insurance is authorised to advise and deal in general insurance products to wholesale and retail clients under Metrix Connect's Australian Financial Service Licence. 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 or issue 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.

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

Metrix Connect maintains a record of your personal profile, including details of insurance policies that we arrange for you. Metrix Connect may also maintain records of any recommendations or advice given to you. Metrix Connect 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.

Metrix Connect 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 Metrix Connect privacy policy is available on request. A copy is also available on Metrix Connect website, www.metrixconnect.com.au.

If you wish to look at your file, please ask us. We will arrange for you to do so.

How will I pay for the services provided?

Payment for the services we provide you are payable directly to Metrix Connect. For each insurance product, the insurer will charge a premium that includes any relevant taxes, charges, and levies. Metrix Connect often receive a payment based on a percentage of this premium (excluding relevant taxes, charges, and levies) called commission, which is paid to Metrix Connect by the insurers. In some cases, you will also be charged a fee. These will all be shown on the invoice 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 Metrix Connect 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 Metrix Connect trust account. Metrix Connect will retain the commission from the premium you pay us and remit the balance to the insurer in accordance with Metrix Connect arrangements with the insurer. Metrix Connect will earn interest on the premium while it is in their trust account or Metrix Connect may invest the premium and earn a return. Metrix Connect 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?

Metrix Connect commission will be calculated based on the following formula:

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

In this formula:

X = Metrix Connect commission

Y% = the percentage commission paid to Metrix Connect by the insurer. Metrix Connect 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).

We will receive up to 95% of Metrix Connect commission.

We also receive up to 95% of any fees that **Metrix Connect** or we charge you.

Metrix Connect does not and I 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 95% of our commission or fees.

Our employees that will assist you with your insurance needs will be paid a market salary.

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 to any insurer) will receive in relation to the policies that are the subject of the advice.

See below for information on the Steadfast association and commission.

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

Metrix Connect is a Steadfast Group Limited (Steadfast) Network Broker. As a Steadfast Network Broker, Metrix Connect has access to member services including model operating and compliance tools, procedures, manuals and training, legal, technical, HR, contractual liability advice and assistance, group insurance arrangements, product comparison and placement support, claims support, group purchasing arrangements and broker support services. These 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 changes). If you instruct us to arrange or issue a product, this is when we 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 Metrix Connect are paid for that funding arrangement compared to the other arrangements that were available to you.

What should I do if I have a complaint?

1. Contact Metrix Connect and tell Metrix Connect about your complaint. Metrix Connect will do its best to resolve it quickly.
2. If your complaint is not satisfactorily resolved within 15 business days, please contact The Complaints Officer on +61 3 9397 8000 or put your complaint in writing and send it to complaints@metrixconnect.com.au at the address noted at the beginning of this FSG. Metrix Connect will try to resolve your complaint quickly and fairly.
3. Metrix Connect 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. AFCA provides fair and independent financial services complaint resolution that is free to customers. The AFCA can be contacted at:

Mailing address -
 Australian Financial Complaints Authority, GPO Box 3, Melbourne, VIC 3001
 Ph - 1800 931 678
 Email - info@afca.org.au
 Website: www.afca.org.au

What arrangements are in place to compensate clients for losses?

Metrix Connect has a professional indemnity insurance policy (PI policy) in place.

The PI policy covers Metrix Connect and its representatives (including authorised representatives) for claims made against them by clients as a result of their conduct in the provision of financial services.

The PI policy covers us for claims relating to the conduct of former representatives who no longer work for Metrix Connect and satisfies the requirements for compensation arrangements under section 912B of the Corporations Act.

Any questions?

If you have any further questions about the financial services Your Business Insurance or Metrix Connect provides, please contact us.

Please retain this document for your reference and any future dealings with Your Business Insurance or Metrix Connect.
