



ABN 86 418 843 743 ACN 074 529 445 AFS License 246706

Unit 7  
7 Vale Street  
MALAGA WA 6090

PO Box 3405  
MALAGA  
DC WA 6945

Tel: 08 9248 1280  
Fax: 08 9249 3270  
Email: broker@doveinsurance.com.au

## Financial Services Guide

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

Dove Insurance Brokers Pty Ltd ATF The Readen Unit Trust ABN 86 418 843 743

Postal: PO Box 3405, MALAGA DC WA 6945

Street: Unit 7 / 7 Vale Street, MALAGA WA 6090

Phone: 08 92481280

Email: broker@doveinsurance.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;
- 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 we have in place to compensate clients for losses.

### **Lack of Independence**

We are not considered independent, impartial or unbiased in accordance with s923A of the Corporations Act 2001 as we may receive commissions, gifts or other benefits when we provide personal advice to you in relation to insurance products and other financial products.

### **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**

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.



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<b>From when does this FSG apply?</b>	This FSG applies from 1 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.
<b>How can I instruct you?</b>	You can contact us to give us instructions by post, phone, fax or email on the contact number or details mentioned on Page 1 of this FSG.
<b>Who is responsible for the financial services provided?</b>	Dove Insurance Brokers Pty Ltd 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. Dove Insurance Brokers Pty Ltd holds a current Australian Financial Services Licensee no: 246706.
<b>What kinds of financial services are you authorised to provide to me and what kinds of financial product/s do those services relate to?</b>	Dove Insurance Brokers Pty Ltd is authorised to advise and deal in general insurance products to wholesale and/or retail clients. We will do this for you as your broker unless we tell you otherwise.
<b>Will I receive tailored advice?</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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, or upon renewal of your insurances.</p>

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**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.

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

We 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.

We are committed to implementing and promoting a privacy policy, which will ensure the privacy and security of your personal information. A copy of our privacy policy is available on our website at [www.doveinsurance.com.au](http://www.doveinsurance.com.au) or upon request. If you wish to look at your file, please ask us. We will make arrangements for you to do so.

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**How will I pay for the  
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. These 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.

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

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%-30%

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 be based upon the period of time spent providing you with the advisory services you require. All other broker fees charged will be disclosed to you in the Tax Invoice provided to you. In the event that the policy is cancelled before the period of insurance ends, we will retain any of the commission paid by the insurer or any fees paid by you.

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 5% to 20% of our commission or fees.

Our employees that will assist you with your insurance needs will be paid a market-based salary. The Directors, Frank and Tina Stachowicz, are entitled to Directors' distributions based on the profitability of the business.

From time to time, our advisers may receive certain "hospitality benefits", such as tickets to sporting events, movies, meals, bottles of wine, or hampers. The receipt of these benefits is not based upon the volume of business placed with the provider, but is more of an ad hoc reward. The maximum value of these during the year is approximately \$1,000. Details of these are available on a specially maintained register which is available for your viewing. Please ask your adviser if you wish to view our register.

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.



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

Centrewest Financial Services Pty Ltd – We have a referral arrangement with this company who provide financial planning advice and services. Depending on the services provided, we will receive up to 40% of the commission that they receive (not an additional payment by you). These arrangements and relevant dollar amounts will be disclosed to you in your Statement of Advice from Centrewest Financial Services Pty Ltd.

Steadfast Life – We have a referral arrangement with Steadfast Life as life insurance providers whereby we may receive 25% of the upfront and ongoing commission that they receive (not an additional payment by you). These arrangements and relevant dollar amounts will be disclosed to you in your Statement of Advice from Steadfast Life.

Dove Insurance Brokers Pty Ltd is a Steadfast Group Limited (Steadfast) Network Broker. As a Steadfast Network Broker we have access to 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.

Steadfast has arrangements with some insurers and premium funders (Partners) under which the Partners may pay Steadfast commission of between 0.5 – 1.5% for each product arranged by us with those Partners or alternatively a fee to access strategic and technological support and the Steadfast Broker Network. Steadfast is also a shareholder of some Partners.

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. Our Commission rates for premium funding are in the range of 0-2% of the funded premium.

When we arrange premium funding for you, you can ask 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 be set out in the premium contract.

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

1. Contact us and tell us about your complaint. We will do our best to resolve it quickly.
2. If your complaint is not satisfactorily resolved within **20** days, please contact Frank Stachowicz on 08 92481280 or put your complaint in writing and send it to us at the address noted at the beginning of this FSG. We will try and resolve your complaint quickly and fairly.
3. Dove Insurance Brokers Pty Ltd 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:
  - Postal: GPO Box 3, Melbourne, VIC 3001
  - Phone: 1800 931 678 (free call)
  - Email: [info@afca.org.au](mailto:info@afca.org.au)
  - Website: [www.afca.org.au](http://www.afca.org.au)

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**What arrangements do you have in place to compensate clients for losses?**

Dove Insurance Brokers Pty Ltd has a Professional Indemnity Insurance policy (**PI policy**) in place. The PI policy covers us and our employees for claims made against us and our employees by clients as a result of our conduct, or that of our employees' 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. This policy satisfies the requirements for compensation arrangements under section 912B of the Corporations Act.

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**Any questions?**

If you have any further questions about the financial services Dove Insurance Brokers Pty Ltd provides, please contact us. Please retain this document for your reference and any future dealings with Dove Insurance Brokers Pty Ltd.

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