



Financial Services Guide

This Financial Services Guide (FSG) aims to help you make an informed decision about the financial services and products we can provide to you as a retail client.

This guide contains important information about:

- the financial services we offer you;
- who we act for in providing these services;
- how we and other relevant persons are remunerated;
- and our internal and external dispute resolution process and how you can access them.

Where required, you will be given a Product Disclosure Statement (PDS) before or at the time you acquire any product as a retail client. The PDS sets out the standard terms, conditions, limits and exclusions of the policy to assist you in making an informed decision about whether to purchase it or not.

Please keep this FSG along with the PDS and your other policy documents in a safe place for future reference.

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Who are we and what services do we offer?

Name: LeasePlan Australia Limited
ABN: 57 006 923 011
AR Number: 246364
Address: Level 7, South Wharf Tower
30 Convention Centre Place,
South Wharf, Victoria 3006
Telephone: 132 572

We are Authorised Representatives of the insurer Allianz Australia Insurance Limited ABN 15 000 122 850 AFSL 234708 of Level 16, 10 Carrington Street, Sydney NSW 2000 (Allianz).

Allianz can be contacted as follows:

Post: GPO Box 4049
Sydney NSW 2001
Online: www.allianz.com.au
Phone: 1300 300 573

Or by using the contact details listed at

www.allianz.com.au

When providing the types of service listed in this FSG, we act as an agent of Allianz and not as your agent. We may also refer you to Allianz to purchase insurance, where we do this and you purchase a policy, it will be arranged and issued by Allianz, not us.

Allianz has authorised us to arrange and provide general advice on certain general insurance products issued by it.

You may be provided with these financial services by:

- one of our employees; or.
- a person we have temporarily contracted with to provide these financial services to you,

Each of these persons will be authorised by Allianz to arrange and provide general advice on these insurance products as its authorised representative and to provide you with this FSG.

They will tell you when this is the case.

Not Independent

We are not independent, impartial or unbiased because we:

- when providing financial services, act as an Authorised Representative of the financial product issuer and can only provide general advice on certain financial products issued by the product issuer; and
- receive remuneration from product issuers in respect of the financial products we arrange.

Please note that we will not under any circumstances give personal advice to you in connection with any financial products or services.

General Advice Warning

It is important that you understand and are happy with the products we and our representatives can arrange. We can give you general advice to help you



decide but do not provide advice on this insurance based on any consideration of your objectives, financial situation or needs. Before making a decision about whether or not to purchase the product/s please carefully read the PDS to decide if it is right for you.

Information on Remuneration

We receive commission of up to 15% from Allianz each time you buy a policy (excluding Queensland Compulsory Third Party Insurance) and may include renewals and some variations, which increase the premium payable. It is calculated as a percentage of the base premium (this is the premium less stamp duty, GST and other government taxes, charges and levies).

We pay our employees and representatives an annual salary and they may also receive bonuses based on their performance relating to sales of products and other business criteria.

Where you have been provided with financial services by an employee who is an authorised representative, we may pay them all or part of our remuneration.

Our temporary contractors may receive a daily fee, which is payable for both providing financial services to you as well as other services for us.

From time to time, we may participate in sales incentive schemes in relation to Allianz insurance and or motor manufacturer/distributor or financial institutions may provide other benefits such as promotional items, financial assistance for promotion of its products, a contribution towards our own commercial insurance costs, business related conferences, study trips or other functions. We may also be eligible to qualify for other benefits such as awards or hospitality events. These benefits are provided to us at no additional costs to you.

If you require further details about any of the above remuneration received from Allianz, please ask us within a reasonable time after receiving this FSG and before we provide you with financial services to which this FSG relates.

Receiving documents electronically

It is preferred practice for LeasePlan to send policy documents (such as this FSG or a PDS, as well as renewal notices) electronically.

Please contact us if you would like to update your preferences.

Compensation Arrangements

LeasePlan holds professional indemnity insurance. Allianz is a general insurer authorised under the Insurance Act 1973 (Cth) to carry on general insurance business in Australia and is supervised by the Australian Prudential Regulation Authority (APRA) and subject to the prudential requirements of the Insurance Act. Because of this Allianz is exempt from the requirement to hold professional indemnity insurance. Please contact Allianz if you require further information in relation to their compensation arrangements.

What happens if you have a complaint?

We are committed to handling complaints about our products and services efficiently and fairly. If you have a complaint:

1. Contact us and we will seek to resolve the issue. If we are unable to resolve your complaint, we will promptly refer it to Allianz. Allianz will attempt to resolve the matter in accordance with their Internal Dispute Resolution procedures. To obtain a copy of the Allianz procedures contact us using the details on the first page of this document.
2. If you are not satisfied with Allianz's decision, you may lodge a complaint with the Australian Financial Complaints Authority (AFCA), an external dispute resolution scheme which is independent and free to you (subject to its relevant terms and rules). AFCA's contact details are as follows:

Online: www.afca.org.au
Email: info@afca.org.au
Phone: 1800 931 678
Mail: Australian Financial Complaints
Authority GPO Box 3 Melbourne
VIC 3001

Further information

If you need further information about the products or our services, or you have any queries please contact us using the contact details on the first page of this document.

Allianz has authorised the distribution of this FSG.