

# Financial services guide



## Who we are

Firefighters Mutual Bank, Health Professionals Bank, Teachers Mutual Bank, Unibank and Hiver Bank are divisions of Teachers Mutual Bank Limited ABN 30 087 650 459 AFSL/Australian Credit Licence 238981.

In this document, "the Bank", "we", "us" and "our" means Teachers Mutual Bank Limited; and "you" means a person with one or more of our products or services.

## What is the purpose of this Financial services guide?

We have designed this Financial services guide (FSG) to assist you in deciding whether to use any of the financial services we offer. This FSG must provide you with information about:

- our name and contact details;
- the financial services we are authorised to provide;
- any remuneration that we, or any other relevant person, may be paid in relation to the financial services we offer;
- our dispute resolution system and how it can be accessed.

However, this FSG does not provide information about our financial services in relation to basic deposit products and non-cash payment facilities, other than the information about:

- our name and contact details; and
- our dispute resolution system and how it can be accessed.

## What other documents might I receive?

When we provide you with a financial service, we may also have to provide you with a Product Disclosure Statement (PDS).

A PDS is a document that provides you with information about a financial product and the entity that issues the financial product (the Issuer).

We must provide you with a PDS about a financial product for which a PDS is available when:

- we recommend that you acquire the financial product; or
- we issue, offer to issue, or arrange the issue of, the financial product to you.

The PDS must contain information about the financial product so that you can make an informed decision whether or not to acquire it. A PDS about a financial product must include, amongst other things:

- the Issuer's name and contact details;
- the significant features of the financial product and its terms and conditions,
- any significant benefits and risks associated with holding the financial product;
- the fees and costs associated with holding the financial product;
- dispute resolution procedures, and how you can access them.

## **What financial services can we provide?**

Our Australian Financial Services Licence authorises us to deal in and provide advice about the following financial products:

- basic deposit products – our transaction, savings and term deposit accounts;\*\*
- non-cash payment facilities - such as member chequing, Visa card, telephone and internet banking;\*\*
- term deposits that are not basic deposit products;
- general insurance.

\*\*Please note that the only information we provide in this FSG about our basic deposit products and non-cash payment facilities is about our contact details and our dispute resolution system under "What should you do if you have a complaint?"

In addition to the financial services we provide under our Australian Financial Services Licence, we also deal in and advise on consumer and commercial lending products.

## **On whose behalf do we provide financial services?**

When we provide advice about non-basic term deposits or insurance products, we do so on our own behalf.

When we issue our non-basic term deposits we do so on our own behalf.

When we arrange to issue insurance products, we do so on behalf of the insurers who are the product issuers. Details of who the relevant product issuer is will be included in the PDS for that insurance product.

## **What remuneration or other benefits do we receive for providing financial services?**

We do not receive fees or commissions for financial product advice we give or for issuing our non-basic term deposit products.

We may receive commissions from an insurer when we arrange an insurance product, as set out below:

- general insurance products - commissions range from 5% to 20% of premiums for new insurance and insurance renewals, depending on the type of insurance product.

If you receive personal advice from us in relation to insurance products, we will be required to provide you with more detailed information about the amount of commission that we may receive or the method in which commission is calculated at the time the personal advice is given or as soon as practicable after that time.

We have an arrangement with Allianz Australia Insurance Limited to provide marketing, administrative and support services relating to Allianz insurance products in return for a share of aggregate profits from insurance policies issued by Allianz that we arrange.

## **What remuneration or other benefits do our employees receive for providing financial services?**

As a rule, our staff are remunerated principally by salary and do not receive any direct benefits for providing you with financial services in relation to our non-basic term deposits or insurance products.

From time to time we may allow insurers to run promotion programs under which they may reward or provide benefits to our staff for their success in arranging the issue of insurance products during the promotion period. If you receive personal advice from us, we may be required to provide you with more detailed information about any relevant benefit at the time the personal advice is given or as soon as practicable after that time.

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

We conduct a dispute resolution system to deal with any complaints you may have about any of our banking products or services, or about any financial service we provide in relation to insurance products. Our dispute resolution policy requires us to deal with any complaint efficiently, speedily and sympathetically. If you are not satisfied with the way in which we

have tried to resolve your complaint, or if we do not respond speedily, you may refer the complaint to our external dispute resolution scheme.

If you want to make a complaint, contact our staff at any office and tell them that you want to make a complaint. Our staff have a duty to deal with your complaint under our dispute resolution policy. Our staff must also advise you about our complaint handling process and the timetable for handling your complaint.

If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority, or AFCA. AFCA provides fair and independent financial services complaint resolution that is free to consumers.

- Website: [www.afca.org.au](http://www.afca.org.au)
- Email: [info@afca.org.au](mailto:info@afca.org.au)
- Telephone: 1800 931 678 (free call)
- In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

We have a guide on our dispute resolution system available to you on request.



**Need more information,  
we're here to help**

**13 12 21**

8.00am to 7.00pm, weekdays

9.00am to 3.00pm, Saturday

**Printed on 100% recycled paper**

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