

Financial Services Guide (FSG)

Chubb Insurance Australia Limited (Chubb)

A guide to our relationship with you.

This FSG was prepared on the 8th of December 2016

About this Financial Services Guide (FSG)



This is a combined FSG issued by Chubb Insurance Australia Limited (Chubb) and B2B Travel Solutions Pty Ltd (B2B Travel Solutions).

The purpose of this FSG is to help you to make an informed decision about whether to use the financial services Chubb and B2B Travel Solutions can provide to you. It contains information on:

- who Chubb and B2B Travel Solutions are and how we can be contacted or given instructions;
- the services Chubb and B2B Travel Solutions offer to you and how they are provided;
- how Chubb and B2B Travel Solutions and other relevant persons are remunerated;
- Chubb's compensation arrangements;
- our commitment to protecting your privacy;
- how complaints are dealt with; and
- other disclosure documents you may also receive.

Other disclosure documents you may also receive

Where required, you will also be given a Product Disclosure Statement (PDS) before or at the time you acquire any product as a retail client. The PDS contains information on the relevant risks, benefits and significant characteristics of the product and is designed to assist you in making an informed decision about whether to buy the product or not. It may be more than one document.

Chubb Insurance Australia Limited (Chubb)

About Chubb

Chubb is the world's largest publicly traded property and casualty insurance company. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients.

As an underwriting company, we assess, assume and manage risk with insight and discipline. We service and pay our claims fairly and promptly. The company is also defined by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength and local operations globally.

Parent company Chubb Limited is listed on the New York Stock Exchange (NYSE: CB) and is a component of the S&P 500 index. Chubb maintains executive offices in Zurich, New York, London and other locations, and employs approximately 31,000 people worldwide. Chubb, via acquisitions by its predecessor companies, has been present in Australia for over 50 years. Its operation in Australia (Chubb Insurance Australia Limited) provides specialised and customised coverages, including Marine, Property, Liability, Energy, Professional Indemnity, Directors & Officers, Financial Lines, Utilities, as well as Accident & Health insurance, to a broad client base. Chubb is a major insurer of many of the country's largest companies. With five branches and over 500 staff in Australia, it has a wealth of local expertise backed by its global reach and breadth of resources.

More information can be found at www.chubb.com/au.

General Insurance Code of Practice

We are a signatory to the General Insurance Code of Practice (the Code). The objectives of the Code are to further raise standards of service and promote consumer confidence in the general insurance industry. Further information about the Code and your rights under it is available at www.codeofpractice.com.au and on request.



About B2B Travel Solutions Pty Ltd

B2B Travel Solutions Pty Ltd has been appointed by Chubb as its authorised representative (Authorised Representative Number 001250949) to provide general advice in relation to mytripinsurance which is issued by Chubb.

mytripinsurance is a brand and business name of B2B Travel Solutions.

B2B Travel Solutions details are as follows:

Address: 29 Devine Street, Erskineville, 2043.

Telephone: (02) 9590 8033

Email: info@mytripinsurance.com.au

Chubb has authorized B2B Travel Solutions to distribute this FSG and to provide the services listed under the heading 'How B2B Travel Solutions provides its services,' on Chubb's behalf. In providing the relevant services, B2B Travel Solutions does not act on your behalf. Chubb is the issuer of the relevant insurance product that B2B Travel Solutions promotes, unless Chubb or B2B Travel Solutions tells you otherwise.

B2B Travel Solutions may act for other licensees. If B2B Travel Solutions offers you financial services on behalf of another licensee, it will provide you with a copy of the relevant FSG in relation to those services.

How You May Provide Instructions to Us

Our products may be issued to you either directly or through an insurance intermediary.

Where we issue our products directly to you, you can provide instructions to us by using our contact details at the end of this document.

Where an insurance intermediary issues our products to you, you should provide your instructions to us through the insurance intermediary.



How Chubb Provides its Services

Chubb may provide a dealing service, with or without general advice, in relation to the general insurance products that we distribute.

When Chubb issues its own general insurance products, Chubb acts on its own behalf, not yours. In dealing with the relevant product, we will collect information from you to be able to issue it and manage your and Chubb's rights and obligations under it. We will also give you factual information about the product to help you decide whether to buy the product.

In some cases we may also make a general recommendation or give an opinion about the product which is not based on our consideration of your individual objectives, financial situation or needs. In providing a general advice service, we cannot tell you whether the insurance, or an option within it, is appropriate for you specifically. As a result, you need to consider the appropriateness of any information or general advice we give you, having regard to your objectives, financial situation and needs, before acting on it. You need to read the relevant policy documentation (including any PDS) to determine if it is suitable for you.

How B2B Travel Solutions Provides its Services

B2B Travel Solutions is authorised by Chubb to provide you with written financial product advice (general only), which Chubb prepares and approves. This advice is provided by way of marketing documents. This permits B2B Travel Solutions to market Chubb's insurance products with its own logo and brand.

B2B Travel Solutions and its employees and travel consultants do not have authority to provide you with a recommendation or opinion about the Chubb travel insurance products. B2B Travel Solutions can provide you with factual information on the Chubb travel insurance products. B2B Travel Solutions has been given a binding authority by Chubb which authorises it to enter into and cancel (during the 14 day statutory cooling off period) certain Chubb travel insurance products on behalf of Chubb as if it were Chubb, subject to the limits of authority agreed with Chubb. B2B Travel Solutions does not act for you.

B2B Travel Solutions is also authorised to distribute and promote those Chubb travel insurance products but is not involved in the assessment or payment of claims. B2B Travel Solutions is not authorised to provide you with any other financial services under Chubb's AFS licence. In particular, B2B Travel Solutions is not authorised to provide you with personal advice. This means that B2B Travel Solutions will not take into account your objectives, financial situation or needs before providing general advice to you.

You will need to consider the appropriateness of any general advice provided by Chubb and B2B Travel Solutions in light of your objectives, financial situation and needs. You need to read the relevant policy documentation (including any PDS) to determine if it is suitable for you.

If you think you have received 'personal advice', that is, advice that takes into account your personal situation or needs, please call Chubb on 1800061 568 and ask to speak to the

Compliance Manager, as this is not permitted.

B2B Travel Solutions may send you promotional material advertising its branded travel insurance products. Chubb does not receive your contact details from B2B Travel Solutions unless you purchase travel insurance or contact Chubb and provide your details directly to Chubb.

How Chubb is paid for its Services



Payment for the services Chubb provides

As the issuer of any insurance policy, we will charge you an agreed premium for that product based on a number of factors including your risk profile and circumstances (plus relevant taxes and charges) which we will calculate and provide you with before you buy the product.

Remuneration of our staff

All permanent Chubb employees are paid an annual salary. An annual bonus may be paid in some circumstances, which can be based on performance against sales targets and other performance criteria.

All temporary Chubb employees receive hourly wages or such wages otherwise agreed for a fixed term or contract. Performance-based payments may also be paid in some circumstances.

Chubb employees may also receive other non-monetary benefits such as attendance at business related conferences, study trips, other functions or gift vouchers.

Referral to Chubb by third parties

In certain cases, we may have a relationship with a third party who we may pay for referring you to us. We may pay them a referral fee which is a percentage of the net premium of an insurance policy (which is the total premium payable less GST and Stamp Duty).

This referral fee is already incorporated into the premium payable by you and the amount can vary, depending on the type of arrangement we have with the third party and the type of insurance product you purchase. The amount we pay them includes a reimbursement of expenses they incur in performing their role, for example marketing, postage, telephone, printing and call centre costs.

The referral fee is normally payable to third parties on a monthly or quarterly basis, in arrears.

How B2B Travel Solutions is paid for its Services

In referring you to Chubb, B2B Travel Solutions is paid a commission by Chubb of up to 25% of the net premium of an insurance policy (being a percentage of your total premium payable, less GST, stamp duty and other charges).

In some cases B2B Travel Solutions may appoint a Sub-Authorised Representative with Chubb's consent and such Sub-Authorised Representative may be remunerated for those services by way of a fee, salary or commission. B2B solutions may also enter into arrangements with referrers to inform persons of the Chubb products BSB Travel Solutions is authorised to promote and refer them to the relevant website for more information. These referrers do not act on behalf of Chubb and is not remunerated by Chubb. B2B Travel Solutions may pay the referrer a fee or commission which may vary according to the customer, referrer or product involved. The referral fee may be up to 15% of the commission earned by B2B Travel Solutions from Chubb or a flat fee and is paid by B2B Travel Solutions.

All remuneration and commission is already incorporated into the total premium payable by you and can vary, depending on the type of insurance policy you purchase. All remuneration and commission are normally payable on a monthly basis in arrears.

Further information

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ABN: 23 001 642 020; AFSL: 239687



You can ask us to give you more particulars of the remuneration (including commission) or other benefits referred to above within a reasonable period after receiving the FSG and before you are provided with the financial service to which this FSG relates, unless we agree otherwise.

Financial Claims Scheme

Financial Claims Scheme

We are an insurance company authorized under the Insurance Act 1973 (Cth) (Insurance Act) to carry on general insurance business in Australia by the Australian Prudential Regulation Authority (APRA) and are subject to the prudential requirements of the Insurance Act.

The Insurance Act is designed to ensure that, under all reasonable circumstances, financial promises made by Us are met within a stable, efficient and competitive financial system.

Because of this We are exempted from the requirement to meet the compensation arrangements Australian financial services licensees must have in place to compensate retail clients for loss or damage suffered because of breaches by the licensee or its representatives of Chapter 7 of the Corporations Act 2001 (Cth). We have compensation arrangements in place that are in accordance with the Insurance Act.

In the unlikely event that We were to become insolvent and were unable to meet Our obligations under the Policy, a person entitled to claim may be entitled to payment under the Financial Claims Scheme. Access to the Scheme is subject to eligibility criteria. Please refer to <https://www.fcs.gov.au> for more information.

Privacy Statement

Privacy Statement

Chubb Insurance Australia Limited (Chubb) is committed to protecting your privacy. This document provides you with an overview of how we handle your personal information. Our Privacy Policy can be accessed on our website at www.chubb.com/au.

Personal Information Handling Practices

Collection, Use and Disclosure

We collect your personal information (which may include sensitive information) when you are applying for, changing or renewing an insurance policy with us or when we are processing a claim in order to help us properly administrate your insurance proposal, policy or claim. Personal information may be obtained by us directly from you or via a third party such as your insurance intermediary or employer (e.g. in the case of a group insurance policy).

When information is provided to us via a third party we use that information on the basis that you have consented or would reasonably expect us to collect your personal information in this way and we take reasonable steps to ensure that you have been made aware of how we handle your personal information.

The primary purpose for our collection and use of your personal information is to enable us to provide insurance services to you. Sometimes, we may use your personal information for our marketing campaigns, in relation to new products, services or information that may be of interest to you.

We may disclose the information we collect to third parties, including service providers engaged by us to carry out certain business activities on our behalf (such as assessors and call centres in Australia). In some circumstances, in order to provide our services to you, we may

need to transfer personal information to other entities within the Chubb Group of companies (such as the regional head offices of Chubb located in Singapore, UK or USA), or third parties with whom we or those other Chubb Group entities have sub-contracted to provide a specific service for us, which may be located outside of Australia (such as in the Philippines or USA). Please note that no personal information is disclosed by us to any overseas entity for marketing purposes.

In all instances where personal information may be disclosed overseas, in addition to any local data privacy laws, we have measures in place to ensure that those parties hold and use that information in accordance with the consent you have provided and in accordance with our obligations to you under the Privacy Act 1988 (Cth).



Your Choices

In dealing with us, you agree to us using and disclosing your personal information as set out in this statement and our Privacy Policy. This consent remains valid unless you alter or revoke it by giving written notice to our Privacy Officer. However, should you choose to withdraw your consent it is important for you to understand that this may mean we may not be able to provide you or your organisation with insurance or to respond to any claim.

How to Contact Us

If you would like a copy of your personal information, or to correct or update it, please contact our customer relations team on 1800 815 675 or email CustomerService.AUNZ@chubb.com. If you have a complaint or would like more information about how we manage your personal information, please review our Privacy Policy for more details or contact the Privacy Officer, Chubb Insurance Australia Limited, GPO Box 4907, Sydney NSW 2001, Tel: +61 2 9335 3200 or email Privacy.AU@chubb.com.

Complaints and Dispute Resolution

We take the concerns of our customers very seriously and have detailed complaint handling and internal dispute resolution procedures that you can access. Please note that if we have resolved your initial complaint to your satisfaction by the end of the 5th business day after we have received it, and you have not requested that we provide you a response in writing, the following complaint handling and internal dispute resolution process does not apply. This exemption to the complaints process does not apply to complaints regarding a declined claim, the value of a claim, or about financial hardship.

Stage 1 – Complaint Handling Procedure

If you are dissatisfied with any aspect of your relationship with Chubb including our products or services and wish to make a complaint, please contact us at:

The Complaints Officer
Chubb Insurance Australia Limited
GPO Box 4065
Sydney NSW 2001
O 1800 815 675
E Complaints.AU@chubb.com

The members of our complaint handling team are trained to handle complaints fairly and efficiently.

Please provide us with your claim or policy number (if applicable) and as much information as you can about the reason for your complaint.



We will investigate your complaint and keep you informed of the progress of our investigation. We will respond to your complaint in writing within fifteen (15) business days provided we have all necessary information and have completed any investigation required. In cases where further information or investigation is required, we will work with you to agree reasonable alternative time frames and, if We cannot agree, you may request that your complaint is taken to Stage 2 and referred to Our internal dispute resolution team. We will otherwise keep you informed about the progress of our response at least every ten (10) business days, unless you agree otherwise.

Please note if your complaint relates to Wholesale Insurance (as defined in the General Insurance Code of Practice), we may elect to refer it straight to Stage 2 for review by our Internal Dispute Resolution team.

Stage 2 – Internal Dispute Resolution Procedure

If you advise us that you wish to take your complaint to Stage 2, your complaint will be reviewed by members of our internal dispute resolution team, who are independent to our complaint handling team and are committed to reviewing disputes objectively, fairly and efficiently.

You may contact our internal dispute resolution team by phone, fax or post (as below), or email at:

Internal Dispute Resolution Service
Chubb Insurance Australia Limited
GPO Box 4065
Sydney NSW 2001
O +61 2 9335 3200
F +61 2 9335 3411
E DisputeResolution.AU@chubb.com

Please provide us with your claim or policy number (if applicable) and as much information as you can about the reason for your dispute.

We will keep you informed of the progress of our review of your dispute at least every ten (10) business days and will respond to your dispute in writing within fifteen (15) business days, provided we have all necessary information and have completed any investigation required. In cases where further information or investigation is required, we will work with you to agree reasonable alternative time frames. If we cannot agree, you may refer your dispute to the Financial Ombudsman Service Australia (FOS) as detailed under Stage 3 below, subject to its Terms of Reference. If your complaint or dispute falls outside the FOS Terms of Reference, you can seek independent legal advice or access any other external dispute resolution options that may be available to you.

Stage 3 – External Dispute Resolution

If you are dissatisfied with our internal dispute determination, or we are unable to resolve your complaint or dispute to your satisfaction within forty-five (45) days, you may refer your complaint or dispute to FOS, subject to its Terms of Reference.

FOS is an independent external dispute resolution scheme approved by the Australian Securities and Investments Commission. We are a member of this scheme and we agree to be

bound by its determinations about a dispute. Where a dispute is covered by the FOS Terms of Reference, the General Insurance Division of FOS offers a free and accessible dispute resolution service to consumers.

You may contact FOS at any time at:

Financial Ombudsman Service Australia
GPO Box 3
Melbourne VIC 3001
O 1800 367 287
F +61 3 9613 6399
E info@fos.org.au
www.fos.org.au



If you would like to refer your dispute to FOS you must do so within 2 years of the date of our internal dispute determination. FOS may still consider a dispute lodged after this time if FOS considers that exceptional circumstances apply.

How to Contact Chubb

If you would like to obtain further information, provide us with instructions, or if you have any queries about the financial products and services we are authorised to provide, please contact us:

Chubb Insurance Australia Limited (ABN: 23 001 642 020, AFSL: 239687)
Head Office: Grosvenor Place, Level 38, 225 George Street, Sydney, 2000
Sydney NSW 2000
Postal Address: GPO Box 4907
Sydney NSW 2001
Telephone: 1800 061 568
E-mail: travel.au@chubb.com

Please retain this document along with your current policy documentation in a safe place for your future reference.

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