Appendix 2 - Publicly Available Disclosure

*The new disclosure regulations specify what information you must make publicly available. This appendix sets out recommended content and guidance.*

# Publicly Available Disclosure Template

**Disclosure**

Here is some general information about our business to help you decide if you want to seek our advice.

Company Name: Financial Fullback Limited

FSP Number:768075

Phone Number:027 762 7662

Email:chris@financialfullback.co.nz

# Licensing information

We operate as a Financial Advice Provider under a current licence issued by the Financial Markets Authority in the name of NZ Financial Services Group Limited (FSP286965)

There are no conditions attached to this licence on the advice that may be given.

# Our advice and Product Providers

We provide advice to our clients about life insurance

*The product types an individual adviser can give advice on will be disclosed at an adviser level in the Disclosure Guide. For example Insurance (Risk Adviser) the products would show as Life, Income Protection, Health, Trauma, Permanent Disablement, Mortgage*

*Protection/Repayment, Redundancy Cover and Waiver of Premium/Premium Cover*

# Commission

On settlement of an insurance of a risk policy, we usually receive commission from the applicable product provider. The commission is generally of an upfront nature but may also include a renewal or trail commission.

This commission is used to remunerate the ﬁnancial adviser that provides the advice, and to pay the expenses associated with running our business including any rent, staff costs and IT resources. From this commission we also pay NZ Financial Services Group Limited for services they provide to us in connection with our authorisation under their licence from the Financial Markets Authority.

We take steps to ensure that the receipt of commissions does not inﬂuence the advice we give to you and that our advisers prioritise your interests by recommending the best product for your purpose regardless of the type and amount of commission we or they may receive.

We do this by:

* Ensuring our advisers follow an advice process that ensures they understand your needs and goals and that their recommendations on insurance cover meets those needs and goals.
* Ensuring our advisers receive regular training on how to manage conﬂicts of interest.
* Providing you with a schedule showing commission amounts and types by product provider. This schedule is contained within each Financial Adviser’s personalised Disclosure Guide. A Financial Adviser will provide you with more information about commissions during the advice process.

# Fees and Expenses

Generally we don’t charge you any fee for the advice and transactional solutions that we provide to you. This is possible because, on settlement of a a risk insurance policy, we usually receive commission from the applicable product provider as described above. There are two exceptions to this general position which are explained below.

We may charge you a one-off fee in the following situations:

1. No commission: If you request that we provide services in relation to a product or service and we do not receive a commission. Any such fee would be agreed and authorised by you in writing before we complete the services, and would be based on an estimate of the time spent providing the advice.

This may arise in the rare event that you request that we provide Services in relation to either a product that is offered by a provider that we do not hold an accreditation with, or a product that is outside our usual arrangements with our product providers.

providing services to you in connection with the applicable mortgage or insurance. The fee charged will not exceed the amount of commission clawed back from the lender.

Should we need to charge you a fee, you will be invoiced and will be given 30 days to make payment.

# Conﬂicts of Interest

If there are any conﬂicts of interest apart from commission that could potentially inﬂuence the advice that we give, these will be shown in your Financial Adviser’s Disclosure Guide

# Complaints

If you have a complaint about our service you need to tell us about it. You can contact our internal complaints service by phoning us on 027 762 7662 or emailing us at chris@financialfullback.co.nz with the heading Complaint - (Your Name).

Please set out the nature of your complaint, and the resolution you are seeking. We will acknowledge receipt of this within 24 hours. We will then record your complaint in our Complaints Register and notify our Licence Holder. We may want to meet with you to better understand your issues. We will then investigate your complaint and provide a response to you within 7 working days of receiving your complaint. If we need more time to investigate your complaint, we’ll let you know.

If we cannot agree on a resolution you can refer your complaint to our external dispute resolution service. This service is independent and will cost you nothing and will assist us to resolve things with you.

Details of this service are:

Financial Services Complaints Limited Phone: 0800 347 257

Email: [complaints@fscl.org.nz](mailto:complaints@fscl.org.nz)

# Our Duties

Anyone within our business giving advice is bound by and supports the duties set out in the Financial Markets Conduct Act 2013.

These duties are:

* Meet the standards of competence, knowledge, and skill and the standards of ethical behaviour, conduct, and client care set out in the Code of Professional Conduct for

Financial Advice Providers.

* Give priority to your interests.
* Exercise care, diligence, and skill.

# Privacy Policy

If you have a website, you must have a link from the home page to your Privacy Policy. The Declaration Form that the client signs refers to your Privacy Policy. Your Privacy Policy explains what you do with client information.

NZFSG has a generic Privacy Policy that you can adapt to suit your operation.

# At Adviser level

Note that the publicly available information required under the regulations, which is set out above, is at the Authorised Body level, not at the adviser level.

*We would expect each adviser within an adviser business to be shown under an About Us tab in your website.* The bio that advisers have put together for the Hello Book could be used on this webpage together with the photo.

The inclusion of a Disclosure Guide for each adviser on the website is **optional** and if you upload Disclosure Guides you must ensure they remain up to date. However if you decide not to upload Disclosure Guides and your business offers loans and insurance, but an adviser only gives advice on say loans, this should be made clear in the relevant adviser bio.