

COMPLAINTS AND DISPUTE RESOLUTION PROCESS

Steadfast Underwriting Agencies (Steadfast UW Agencies) are committed to meeting and exceeding our clients' expectations whenever possible and would like to know if your expectations haven't been met. You are entitled to make a complaint about any aspect of your relationship with Steadfast UW Agencies including the conduct of its agents and authorised representatives. Steadfast UW Agencies will attempt in good faith to resolve any complaint/dispute in a fair, transparent and timely manner.

The complaints process described below does not apply to your complaint if Steadfast UW Agencies resolve it to your satisfaction by the end of the 5th business day after your complaint was received by Steadfast UW Agencies, and you have not requested a response in writing. The exemption to the complaints process does not apply to complaints regarding a declined claim, the value of a claim or financial hardship.

1. COMPLAINTS PROCESS (STAGE 1)

1.1 What to do if you have a complaint

Complaints should be referred by either email, telephone or mail:

E: servicefeedback@steadfastagencies.com.au
T: + 61 2 9307 6653
M: Service Feedback
PO Box A2016, Sydney South NSW 1235

To allow Steadfast UW Agencies to consider your complaint the following information needs to be provided (where available):

- Name, address, email and telephone number of the policyholder;
- Policy number, claim number and product type;
- Name and address of the insurance intermediary through whom the policy was obtained;
- An explanation of the situation that led to the complaint; and
- Copies of any supporting documentation you believe may assist Steadfast UW Agencies in addressing your complaint appropriately.

1.2 How Steadfast UW Agencies handle your complaint

Steadfast UW Agencies aim to acknowledge receipt of your complaint by either telephone, email or letter within 2 business days and advise the name and contact details of the employee assigned to liaise with you.

Steadfast UW Agencies will respond to your complaint in writing within 15 business days of first being notified of the complaint, provided Steadfast UW Agencies have all the necessary information and have completed any necessary investigations.

If Steadfast UW Agencies cannot respond within 15 business days, Steadfast UW Agencies will seek to agree a reasonable alternative timetable with you. Steadfast UW Agencies will keep you informed of the progress no less than every 10 business days, unless an alternate timetable is agreed. If we cannot reach a reasonable alternative timetable, Steadfast UW Agencies will advise you of your right to escalate the complaint to Stage 2 of the complaints process.

2. INTERNAL DISPUTE RESOLUTION (STAGE 2)

If Steadfast UW Agencies' Stage 1 decision does not resolve your complaint to your satisfaction, you may advise Steadfast UW Agencies that you wish to escalate your complaint to Stage 2. At this point, you will be advised if the complaint is to be handled by Steadfast UW Agencies' Internal Dispute Process (Stage 2) or the relevant insurer.

Your complaint will be reviewed by members of a Steadfast UW Agencies panel and/or a panel from the relevant insurer, independent of the person or persons whose decision or conduct is the subject of the complaint, or who was involved in the Stage 1 decision (where applicable). Steadfast UW Agencies or the insurer will keep you informed about the progress of the review at least every 10 business days.

Steadfast UW Agencies or the insurer will respond in writing within 15 business days of the date you advise that you wish to proceed to Stage 2, provided all the necessary information has been provided and any investigation required has been completed.

If Steadfast UW Agencies or the insurer cannot respond within 15 business days, Steadfast UW Agencies or the insurer will let you know as soon as reasonably practicable within that timeframe and agree a reasonable alternative timetable with you. If an alternate timetable cannot be agreed, Steadfast UW Agencies or the insurer will advise you of your right to take your complaint to the Financial Ombudsman Service Australia (FOS Australia), where applicable.

3. EXTERNAL DISPUTE PROCESS (STAGE 3)

3.1 Financial Ombudsman Service Australia

If Steadfast UW Agencies' or the insurer's decision at Stage 2 does not resolve your complaint to your satisfaction, or if Steadfast UW Agencies or the insurer have not resolved your complaint within 45 calendar days of the date Steadfast UW Agencies first received your complaint, you can seek an external review via Steadfast UW Agencies' or the insurer's external dispute resolution scheme administered by FOS Australia. This is only relevant for retail classes of insurance which fall within FOS Australia's [Terms of Reference](#).

FOS Australia is an independent national scheme for consumers, free of charge and aimed at resolving disputes between the insured and their insurance intermediary/insurer. FOS Australia can advise you if your dispute falls within their Terms of Reference.

Determinations made by FOS Australia are binding on the intermediary/insurer, where relevant. If you would like to refer your dispute to FOS Australia, you must do so within 2 years of the final decision from Stage 2. FOS Australia may still consider a dispute lodged after this time if FOS Australia considers that exceptional circumstances apply.

Financial Ombudsman Service Australia contact details are:

T: 1 800 367 287 (or 1800 FOS AUS)
E: info@fos.org.au
F: +61 3 9613 6399
M: Financial Ombudsman Service Australia
GPO Box 3, Melbourne VIC 3001
W: www.fos.org.au

3.2 Process

Before FOS Australia can consider your dispute, Steadfast UW Agencies must be given an opportunity to resolve the dispute with you directly.

After your dispute is lodged with FOS Australia, they will contact Steadfast UW Agencies and/or the insurer and ask for a response from both parties. Response times requested by FOS Australia vary depending on the situation.

If FOS Australia advises you that their Terms of Reference do not extend to you or your dispute, you can seek independent legal advice or access any other external dispute resolution options that may be available to you.