

Fee Schedule – Current 1st October 2024

To ensure we provide you with a high level of service, we charge an Administration Fee. This fee covers the costs associated with our services, including policy placement, implementation, certificates, invoicing, and ongoing administration of the insurance policies. The Administration Fee is shown on your invoice. Below is a breakdown of the chargeable fees that make up an Administration Fee:

General Insurance

- **Policy charge fee:** Up to \$100 plus GST per transaction line.
- **Site Inspection Fee:** \$250 plus GST to cover site inspections, travel expenses and time away from office.
- **Claim Handling Fee:** \$100 plus GST for complex claims
- **Mid Term Cancellation Fee:** Up to \$500 plus GST
- **Commission Alternative Fee:** In some cases, we may charge a fee rather than receiving commission from the insurer

In some instances the fees charged may be more than this. These would be discussed with you prior to the placement of the insurance.

Life Insurance

- **Early Cancellation Fee:** If you cancel a life, disability, or health insurance policy within 24 months of its start date, we reserve the right to charge a fee based on hours worked due to commission clawbacks imposed by the insurer. The rate is \$150 per hour, up to a maximum of 5 hours.