

Insurance Agents/Brokers Addendum

Your AFS Licence No:

1. Please detail the approximate percentage of your commission/brokerage, insurance or other consulting fees derived from the following fields of work.

Type of Work	%	Type of Work	%
General Insurance Broking	%	General Insurance Agency	%
Authorised Representative of General and/or Life Insurance Broker	%	Authorised Representative of General and/or Life Insurer	%
Life Insurance Agency	%	Underwriting Agency	%
Life Insurance Broking	%	Risk Management	%
Reinsurance Broking	%	TOTAL	100%

2. Please detail the approximate percentage of the total premium income placed with insurers for the following classes of business:

Type of Work	%	Type of Work	%
Property (including business packages)	%	General Accident	%
Workers Compensation	%	Motor (carrying capacity under 10 tonnes)	%
Compulsory Third Party	%	Marine	%
Professional Liability/Directors & Officers etc	%	Heavy Motor (carrying capacity over 10 tonnes)	%
Aviation	%	Credit Insurance	%
Livestock/Bloodstock	%	TOTAL	100%

3. Please complete the following table:

	Premium Income	Commission/Brokerage	Fees
Next Year (est)	\$	\$	\$
Current Year	\$	\$	\$
Last Year	\$	\$	\$

4. Do you hold a binding authority with any insurer (including cover note books or "immediate issue" policy pads)?
YES NO

If yes please provide details as follows:

Class of Business	Name of Insurer	Maximum Limits

5. State approximate percentage of commission/brokerage derived from binders: %

6. Are you authorised to settle claims? YES NO
If Yes, please supply details including authority limits:

7. Do you ever (or is it your practice to) sign proposal forms on behalf of clients? YES NO

If Yes, please supply details:

8. Is it your practice to provide clients with a copy of the policy wording and schedule? YES NO
If No, how do you ensure that your client is informed of policy terms and conditions, etc?

9. Do you have any on-line facilities providing access to insurer's computer systems for the purpose of arranging insurance contracts or for issuing policy documents or schedules? YES NO

10. If Yes, please supply details including the percentage of total premium written through such facilities.

11. Do you place business with insurers (directly, via underwriting agencies or other intermediaries) who are not licensed to operate in Australia (ie unauthorised foreign Insurers)? YES NO

12. If Yes:

(a) please provide full details of these insurers and the classes of insurance placed.

(b) do you always fully comply with the provisions of Section 34 of the Insurance (Agents & Brokers) Act 1984? YES NO

If Yes, please attach a sample copy of the acknowledgement form used.
If No, please explain.

13. Do you engage any Authorised Representative(s)? YES NO
If Yes, please answer (a), (b), (c) and (d) below

(c)

Name(s)of Authorised Representative(s)	Age	Qualifications	Insurance Experience

(d) Please outline how you select and control/supervise your Authorised Representative(s).

(e) Do you require your Authorised Representative(s) to maintain their own Professional Indemnity insurance? YES NO

(f) Your policy will cover your vicarious liability for the actions of any Authorised Representative(s), however, do you require your Authorised Representative(s) to be named/covered under your policy? YES NO

If Yes, we require each Authorised Representative to complete this same Proposal Form.

I/We hereby declare that the above statements are true, that I/We have not suppressed or mis-stated any facts, and that should any of this information alter between the date of this Addendum and the inception date of the proposed insurance, I/We will give immediate notice to the Underwriters. I/We also confirm that I/We am/are authorised to act for and on behalf of all persons who may be entitled to indemnity under the proposed insurance and that I/We complete the proposal and this Addendum on their behalf.

Name(s) of Firm:

Date:

Signed: