

C. Details of insured's retainer / Contract

(b). Was your retainer / contract for services evidenced in writing? If so, please attach a copy. If not, please provide appropriate particulars

4. When did you provide the work out of which the claim arises or may arise?

5. Please provide the name of the person within the firm / company who actually performed the work or against whom the claim or potential claim is principally directed.

D. Details of claim or circumstance

6. What is the precise nature of the claim (i.e. the Claimant's allegations) or the fact or circumstance that might give rise to a claim?

7. On what date did you first become aware of the claim or of such fact or circumstance?

8. On what date was the claim or the intimation of a claim first made against you?

9. (a). Was the first intimation of a claim verbal or in writing? (If in writing please attach a copy)

D. Details of claim or circumstance

(b). If verbal, please give a "first person" account of the conversation

10. What amount, if any, is claimed?

E. Details of Insured's response

11. (a) What are your comments in response to the claim or the fact or circumstance that might give rise to a claim?

(b) What are your comments on the quantum of the claim and what is your estimate of your potential monetary liability, if any, to the Claimant?

12. Are there additional details about which you wish to advise, or which may be of interest to QBE, so that QBE will have a better understanding of this matter? If so, please provide details along with supporting documentation.

F. Addendum

Please advise the extent to which (as a percentage) the Insured is entitled to claim an Input Tax Credit (ITC) for the Goods & Services Tax (GST) paid on business related inputs. This is also known as the Taxable Percentage of the Business.

 % (Between 0% and 100%)

G. Declaration and authorisation

The information and answers given above are true, correct and complete in every detail.

1. I/We understand the claim may be refused if information is not true or is withheld
2. I/We authorise QBE Insurance (Australia) Limited to give to and obtain from other insurers, insurance reference bureaus and credit reporting agencies any information relating to the Insured's credit or insurance history as well as insurance claims information obtained during the course of this contract.
3. Our Privacy Policy describes how we collect, disclose, store and use personal information as well as how to access it, correct it or make a complaint. We use personal information to issue, administer and manage products and provide services. You can view our Privacy Policy at www.qbe.com.au/privacy, or to obtain a free copy phone us on 133 723 or ask one of our authorised representatives or service providers. We may share personal information with other QBE Group companies, our authorised representatives and service providers, each of which may be based outside of Australia. By giving us personal information you consent to us collecting, disclosing, storing and using it in accordance with our Privacy Policy. If you give us someone else's personal information you confirm that you've obtained their consent to do so. If you don't provide all of the personal information we've requested, we may be unable to issue, administer and manage products and provide services.

Signature of insured

Date

Full name

Position