



UNDERWRITING AGENTS ADDENDUM

Nova Underwriting Pty Ltd
ABN 42 127 786 123 / AFSL 324767

IMPORTANT

- Please answer **ALL** questions fully. If there is insufficient space, please provide details on **Your** letterhead, and attach to this form.
- Where provided, tick the appropriate box to indicate the answer.
- “**You/Your**” means the signatory of this form, and all parties to be insured.

1. Allocate premium for each class of insurance:

INSURANCE CLASS	%
ISR / Fire / Property / Home	
Accident & Health / Travel	
Public / Products Liability	
Professional Indemnity	
D&O / Management Liability	
Livestock / Bloodstock	
IT Liability	
Marine	

INSURANCE CLASS	%
Life / Income Protection	
Motor Vehicle - Light	
Motor Vehicle - Heavy	
Worker's Compensation	
Aviation	
Cyber	
OTHER [describe]:	

2. Complete the following table:

FINANCIAL YEAR	WRITTEN PREMIUM	YOUR COMMISSION / BROKERAGE [Excluding Profit Commission]	FEES
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CURRENT	\$	\$	\$
LAST	\$	\$	\$
PREVIOUS	\$	\$	\$

3. Provide the names of the company market insurers or Lloyd's Syndicates providing the security for Your binding authority ["Security"]:

4. Classes of insurance for which You have underwriting authority:

5. Underwriting limits for each class of insurance declared in 4 above:

6. Are You permitted to arrange reinsurance on behalf of Your Security?

Yes No

If "Yes", please provide details:

7. Are Your rates and wordings pre-set by your Security?

Yes No

If "No", please provide details of Your authority to set or change rates or wordings:

8. Do You have full authority to accept any risk without referral to Your Security?

Yes No

If "No", please provide details of risks that must be referred:

9. Are You authorised to manage or settle claims?

Yes No

If "Yes", please provide details, including limits of settlement authority:

10. Do You delegate your underwriting or claims authority to any external party?

Yes No

If "Yes", please provide details, including confirming Your Security's agreement for You to delegate the authority they granted to You:

11. Are all Underwriting and Claims staff provided with a copy of Your binding authority, and copies of underwriting and claims guidelines as agreed by Your Security?

Yes No

If "No", please explain reasons:

12. What measures, such as auditing, do You take to ensure staff compliance with Your binding authority:

13. How frequently does Your Security conduct Underwriting and Claims audits?

14. When was the last Underwriting or Claims [advise which] audit conducted by Your Security?

15. Were there any adverse findings by Your Security arising from this last audit, OR from any previous audit?

Yes No

If "Yes", please provide details:

16. Is there communication between Claims and Underwriting staff to ensure all relevant risk information and intelligence is shared? Yes No

If "Yes", please provide details:

17. Are all Your Underwriting and Claims personnel named as being authorised to underwrite or manage claims in Your binding authority? Yes No

If "No", please explain reasons:

18. When did You submit Your last financial statement, and FS70&71 forms, to ASIC and what financial year did they relate to?

DECLARATION

The signatory below declares that: they are authorised to complete this Addendum on behalf of all parties to be insured, that they have read and understood the "Notice to Proposed Insured" in the Proposal, the information supplied in this form is true and correct, they understand and acknowledge that Nova Underwriting Pty Ltd relies on the information contained in this Addendum, they understand and acknowledge that the Addendum and any other information supplied to Nova Underwriting Pty Ltd in support of this application for insurance shall form the basis of any contact of insurance subsequently effected.

Name of Signatory

Position

Signature

Date