# Additional Premises Proposal Form



1. Name of organisation									
2. Contact Information									
Contact Name		Pos	Position						
Email		Pho	one	Fax					
Postal Address									
Suburb		Stat	te	Postcode					
3. New Property Address									
Address									
Suburb		Stat	te	Postcode					
4. Building (including leasehold im	provements) [Replacement Value]								
5. General Contents [All other cont (minimum \$20,000)	ents e.g. furniture etc]								
<ol> <li>Portable Equipment [e.g. laptops, light projectors, portable items] (minimum \$5,000)</li> </ol>									
7. Static Electronic Equipment [e.g. desktop computers, photocopier, fax etc] (minimum \$5,000)									
8. Loss of Rent [Income generated									
<ul><li>9. Ownership of the premises, is the</li><li>Owned by you</li></ul>	premises;		Owned and leased by you						
<b>10.</b> Occupation of the premises □ Self	Tennant		Self and tennant	□ Not Occupied					
11. Age of the premises. What is the	age of the Premises (years)?								
12. Heritage Listing; Is the building H				□ Yes					
<b>13.</b> Asbestos; Does the building hav	e aspestos in it?			□ Yes	🗆 No				



## Additional Premises Proposal Form (continued)

<b>14.</b> Construction Walls											
Brick	Concrete		Timber	🗆 Fibro		Metal		Other			
Floors Concrete	Timber							(please specify) Other			
Roof								(please specify)			
□ Tile	Concrete		Metal					Other (please specify)			
15. Security         External Doors - Key Locks       External Doors - Deadlocks         Alarm - Local/monitored       Security Grills			<ul><li>External Windows - Key Locks</li><li>Regular Security Patrol</li></ul>			External Windows - Deadlocks					
16. a) Fire Protection         Fire extinguishers       Monitored fire alarm         Smoke alarms - hardwired       Fixed fire sprinklers         16. b) Do you have a Fire Protection Maintenance Agreement currently in formation of the sprinklers		Ce?			Fire hydrants/fire hose reel Yes No						
17. From what da	te is the coverage	requ	ired?								
<b>18. a)</b> Is this additional premises replacing a premises that is currently insured by you through Coverforce Insurance Broking?					□ Yes	:	□No				
<b>18. b)</b> Do you require the property to be removed from cover? If yes please provide the property address below:					□ Yes	:	□ No				

#### Duty of Disclosure

Under insurance law, you are required to tell us anything you know that may affect the insurer's decision to accept your insurance.

You must tell us these things before the insurer can issue cover, and whenever you renew, extend, vary or reinstate a policy of insurance. If you do not disclose all relevant information, or if you misrepresent the facts, then the insurer may be entitled to cancel the policy, reduce the sum insured or treat the policy as having never existed. If your non disclosure is fraudulent, the insurer may also have the option of avoiding the contract of insurance from the beginning.

You do not need to inform the insurer anything that:

- > Reduces their risk
- > Is commonly known

> The insurer knows or ought to know in the ordinary course of business. I/We have read and understand the important facts and duty of disclosure which has been provided, and I/We understand that no insurance is in force until such time as the insurer has confirmed acceptance of the proposed insurance. I/We agree to authorise the appointed insurer to obtain from other insurers or an insurance or credit reference bureau any information relating to this insurance and any other insurance held by me/us now or in he past including claims under those insurances.

#### Privacy Statement

We are committed to protecting your privacy. We use the information you provide to advise about and assist with your insurance needs. We provide your information to insurance companies and agents that provide insurance quotes and offer insurance terms to you or the companies that deal with your insurance claim (such as loss assessors and claims administrators). Your information may be given to an overseas insurer (like Lloyd's of London) if we are seeking insurance terms from an overseas insurer, or to reinsurers who are located overseas. We will try to tell you where those companies are located at the time of advising you. We do not trade, rent or sell your information.

If you don't provide us with full information, we can't properly advise you, seek insurance terms for you, or assist with claims and you could breach your duty of disclosure.

For more information about how to access the personal information we hold about you and how to have the information corrected and how to complain if you think we have breached the privacy laws, you can access a copy of our Privacy Policy on our website www.coverforce.com.au or alternatively contact our Privacy Officer on 02 9376 7888.

Signature of I	Insured/representative
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Print Name

Name of Organisation Date (DD/MM/YY)

### **Returning Your Form**

Please make a copy for your own Account Executive records and return the completed document to:

Niamh Hynes communityguard@coverforce.com.au D 02 9376 7836

## **Contact Coverforce**

Coverforce Insurance Broking Pty Ltd ABN 11 118 883 542 ACN 118 883 542 AFSL 302522 communityguard @coverforce.com.au

coverforce.com.au/communityguard

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