

Renewal Declaration

Association Liability



Section 1

Profession Related Questions

I/ We, on behalf of all insured(s) and after having made full enquiries, declare that the information given in the last completed Proposal Form and any other information provided during the insurance period has not materially altered (including the financial position of the Insured), and I/ We on behalf of the Insured make the following declarations:

a. Please provide last financial year's gross Turnover: \$ _____

Please note: A material change in your Turnover may incur an additional premium.

- b. There has not been any material change in the financial position or capital structure of the Association, and there is no matter that is not shown in the latest financial statements that may materially affect the financial position of the Association, nor is any Director or Officer of the Association aware of any facts or circumstances which may affect the ability of the Association to meet its debts as and when they fall due;
- c. There has been no change in the professional activity as set out in last year's Proposal Form or as detailed in the policy schedule nor has there been any change in the structure of the business;
- d. I/ We do not anticipate any retrenchments or layoffs within the next twelve months and have written employment procedures (e.g. Employee Handbook) which are made available to each Employee and are applied to all employment issues;
- e. I/ We confirm that:
 - i. The person reconciling bank statements does not sign cheques and/ or handle bank deposits;
 - ii. Counter-signatories are required on all cheques;
 - iii. There is controlled/ password access to all locations/ computer terminals; and
 - iv. There is segregation of duties and appropriate internal controls, including but not limited to, for initiating and authenticating funds transfers.
- f. I/ We the Insured am / are not aware of any Claim, or circumstances which may give rise to a Claim, against the Insured other than those already disclosed or notified to DUAL Australia Pty Ltd ('DUAL Australia');
- g. The information provided last year for Stamp Duty, GST and other charges is correct to use for this years calculations;
- h. The Insured agree to immediately, and before inception of the proposed insurance, inform DUAL Australia of:
 - i. any change in the information provided, or previously provided, to DUAL Australia including but not limited to the financial position of the Insured;
 - ii. any alteration in the state or condition of the subject matter of the proposed insurance, including but not limited to any conduct by the Insured / us / me that results in such alteration or has the effect of allowing such an alteration; and
 - iii. any Claim, or circumstance that may give rise to a Claim, against the Insured of which I/ We/ the Insured becomes aware.

I/ We on behalf of the Insured, after enquiry, declare that the statements and particulars in this Renewal Declaration are true and that no material facts have been misstated or suppressed. I/ We on behalf of the Insured agree that should any of the information given by us (including in the last completed Proposal Form) alter between the date of this Renewal Declaration and the inception date of the insurance to which this proposal relates, I/ We will give immediate notice thereof. I/ We on behalf of the Insured agree that the Underwriters may use and disclose our personal information in accordance with the 'Privacy Collection Statement' in the last completed Proposal.

The undersigned acknowledges that they have read the policy wording and associated endorsements and are satisfied with the coverage provided, including the limitations and restrictions on coverage.

The undersigned agrees on behalf of the Insured that this Renewal Declaration, together with any other information supplied by us (including in the last completed Proposal) shall form the basis of any contract of insurance effected thereon.

TO BE SIGNED BY PARTNER / DIRECTOR OR PRINCIPAL OR EQUIVALENT

Full Name: _____

Position: _____

Signature: _____ Date: / /