

Builders Warranty Eligibility review application

QBE Insurance (Australia) Limited ABN 78 003191 035 AFSL 239 545



QBE policy number		Previous insurer	
-------------------	--	------------------	--

Section 1 - General business information

Legal name of the building entity			
Business address			
		State	Postcode
ACN		ABN	
Business type	Sole trader	Partnership	Company
Name as shown on the building/contracting licence			
Licence number		Date first obtained	
Contact Person		Business phone number	
Email address		Mobile number	
Name of nominated supervisor/nominee		Date of birth	
Licence number			

Section 2 - Maximum Annual Construction Limit

Existing eligibility turnover limit (\$):		Required Turnover Limit (next 12 months) (\$):	
Category	Existing (\$)		Required (\$)
Single Dwelling Contract			
Alterations and Additions			
Renovations and Improvements			
Swimming Pools			
Multi-Unit Developments			
Domestic Building Cycle	Average lead time	Weeks	Average build time Weeks

Section 4 - Statement of Personal Assets and Liabilities (photocopy this page if more space required)

This Section requires completion by the following (as relevant): **1. Sole Trader** **2. Each partner in a Partnership** **3. All directors of a company**

Name			
Assets	Value (\$)	Assets	Value (\$)
Principal residence at		Mortgage Value	
Other Property at (copies of rates notices for each property required)		Mortgage Loan with	
Motor vehicle(s)		Vehicle Finance with	
Other Investments		Other Loans	
Cash at bank with		Credit cards/Other Loans	
Work in progress (sole trader only)		Overdraft progress (sole trader only)	
Trade receivables (sole trader only)		Trade payables progress (sole trader only)	

Section 5 - Business and personal background information

Where we say "you" in these questions we mean the person applying for this policy in their personal capacity as director, business proprietor, partner, building practitioner or nominated supervisor.

Where there are two or more directors/partners/business proprietors/building practitioners or nominated supervisors then please photocopy and complete this page for each person and attach to the Eligibility Application.

1.	Have you or any business in which you were involved been placed into external administration, liquidation, receivership or a scheme of arrangement (formal or informal) to repay outstanding creditors?	Yes	No
2.	Have you ever been declared bankrupt or entered into a deed of assignment/composition or been subject to a legal judgement or are currently involved in any legal proceedings?	Yes	No
3.	Have you disclosed all of the information of a material nature that could significantly affect the financial position of your business and influence QBE's acceptance of your application?	Yes	No
4.	Have you or any business in which you were involved ever been insured with another Builders Warranty insurer?	Yes	No
5.	Do you currently have Builders Warranty Eligibility with another provider? <i>(If so, please attach a copy of Letter of Eligibility)</i>	Yes	No
6.	Have you or any business in which you were involved ever been declined Builders Warranty Insurance?	Yes	No
7.	Has your previous Builders Warranty Insurance provider ever paid a claim or are you aware of any circumstances that may give rise to a claim? <i>(If so, please attach a copy of current Warranty Eligibility from insurer)</i>	Yes	No
8.	Have you previously been disciplined by any court or statutory building disputes tribunal which resulted in payment or rectification orders against you or any business in which you were involved?	Yes	No
9.	Do you currently have a bank guarantee lodged with any other insurer? <i>(If so, please indicate the amounts in the space below)</i>	Yes	No
10.	Have you had to provide a deed of indemnity or any other form of security to any other insurer?	Yes	No
11.	Is the applicant a subsidiary of another entity or does it have any subsidiary companies?	Yes	No

Please provide details for any of the above questions which have been answered "Yes"

Section 6 - Checklist

Information that you must supply with this application

Sole traders/partnerships

Profit and Loss Statement including Trading Account for the last two financial years (a copy of the full tax return as submitted to the Australian Taxation Office will suffice).

For companies

Full and final financial statements (profit and loss statement, with trading statement, balance sheet and notes to accounts) for the last two financial years. These must be signed by each of the directors of the company as being true and correct.

If the current year financial statements are older than six months, a copy of the interim financial statements are required (internally prepared accounts are acceptable providing they are signed by the directors/partners or external accountant as being true and correct and are prepared using a recognised accounting package).

The requirement of Cash Flow Forecasts, Budgets and/or confirmation of financing arrangements will be at the discretion of underwriters.

Group Structures

If the Applicant is a subsidiary of another entity or part of a larger group structure then financial statements (profit and loss statement with trading statement, balance sheet and notes to accounts) for the last two financial years, as prepared by an external accountant, is required for each entity within in the group.

For structures with 'related entity' loans, an explanation of the purpose, term and size of these facilities is required from your external accountant.

For ALL Applicants, please provide (in addition to the above)

Technical references for architect design and multi-unit projects.

Evidence of ownership for all assets listed in the Statement of Personal Assets and Liabilities (Section 4).

Is there any further information or matter of a material nature not otherwise disclosed in the application that:

- could significantly affect the financial position of you or the Applicant?
- might influence QBE's acceptance of this application on behalf of the relevant regulator or the terms upon which the application is accepted?
- might influence QBE's decision to issue residential building insurance on behalf of the relevant regulator to the Applicant?

Yes No Please detail further information or relevant matters

--	--	--

Section 7 - Your duty of disclosure

The information you provide in this *Eligibility review application* is relevant to QBE's decision as to whether to offer future builder's warranty insurance.

Your duty of disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

Section 8 - Privacy

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 you can phone us on 133 723 or request it from our authorised representatives or service providers.

We may share your 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 personal information 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 or manage products or provide services.

Section 9 - Applicant(s) Declaration

This declaration is to be executed by either the sole business proprietor/all partners in a partnership/sole directors (if only one to sign) or at least two directors of the Company.

I/We declare and acknowledge that:

1. I/we have read and understood sections 7 and 8 of this application form.
2. I/we acknowledge that on issuance of an individual Residential Builders Warranty Certificate, it is the owner who is the insured and not I/we as the applicant/builder.
3. I/we have received a copy of the "Residential Builders Warranty Insurance" policy wording and agree on behalf of the applicant to be bound by the terms and conditions contained in it.
4. I/we believe that the applicant is currently solvent and in its capacity can meet all of its financial obligations as and when they fall due.
5. If any of the information disclosed in this application materially alters or changes, I/we will notify QBE immediately.
6. I/we understand that no Certificates of Insurance will be issued until this application has been accepted by QBE and "Letter of Eligibility" issued.
7. On the issuance of a "Letter of Eligibility", I/we understand that in the event of a complaint or a claim then the contractor, sole trader, or company and the company's directors or partnership and the individual partners are joint and severally liable for the following:
 - To comply with the directions or any judgements made by any Australian court or tribunal to complete or rectify building works.
 - Reimburse QBE any amount in respect to a claim paid, which includes any costs or expenses incurred by the insurer.
8. QBE reserves the right to revoke eligibility of the applicant to purchase individual Job Specific Policies under certain circumstances.
9. I/we declare that all information given in this application and any attachments is true and correct.
10. I/we authorise QBE to give to, or obtain from, other insurers or insurance reference bureaus, credit reporting agencies and government departments any information about this insurance including this completed application and my/our insurance claims history and my/our credit history.
11. I/we agree this document can be filled in, signed and sent electronically.

Declared by (Name)

For and on behalf of

Position/Title

Signature (if online, type in your signature)

Date (dd/mm/yyyy)

Declared by (Name)

For and on behalf of

Position/Title

Signature (if online, type in your signature)

Date (dd/mm/yyyy)