

Liability questionnaire



QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239 545

Please return the completed form to your financial services provider.

Part 1 Insured's details

Insured name	
Policy number	

Part 2 General details

Please provide the following details:

	Last year actuals	This year's estimates
Wages	\$	\$
Turnover	\$	\$
How many employees are engaged in the business?	Partners/Proprietors	
	Employees (Full time equivalent)	

Please provide full details of your business activities including details of products manufactured or worked on, packing and processing, sales and deliveries, hazardous activities, and work involving rail, marine or airside activities.

Please provide full details of products used/produced/imported/exported and their turnover.

Do you have property in your care custody or control? Yes No

If 'Yes' please provide full details.

What percentage of work is carried out away from your business premises? %

Do you employ contractors, subcontractors or engage the services of a labour hire company? Yes No

If 'Yes' please complete part 3 over the page.

Part 3 Contractor/subcontractor/labour hire

Please provide details:

	Last year	This year
Payments made to contractors/sub contractors	\$	\$
Payments made for labour hire	\$	\$

Please provide full details of the duties performed by the contractors/subcontractors:

Duties performed e.g. picking, packing	Max months	Max number any one time

Please provide full details of the duties performed by labour hire personnel:

Duties performed e.g. picking, packing	Max months	Max number any one time

Do the contractors/subcontractors/labour hire personnel work under your direct supervision? Yes No

If 'No' please provide full details of who supervises them.

Contractors/sub contractors:

Labour hire:

Are there any risk management practices in place? Yes No

If 'Yes' please provide full details.

Have any contracts where "Hold Harmless" or "Waiver of rights recovery" been agreed to? Yes No

If 'Yes' please provide full details.

Is it your responsibility to hold workers compensation policies for the contractors/subcontractors/labour hire personnel? Yes No

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.

Privacy consent notice

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. When we say personal information we may also mean sensitive information such as health information, criminal history or professional memberships that's relevant to us issuing, administering or managing products or providing services and the terms on which we will do these things. 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 copy by phoning us on 133 723 or requesting 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 it in accordance with our Privacy Policy. If you give us someone else's personal information you confirm 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.