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|  | **Allsafe Insurance Brokers Pty Ltd**  ABN 44 010 468 818    AFSL 239041  PO Box 3777  South Brisbane QLD 4101  Ph: 1300 908 404  www.allsafe.com.au |
| 25 November 2021 | |
| Body Corporate for 29 Taree Street  c/- Mr Jacqui Christensen  Unit 4, 29 Taree St  Burleigh heads QLD 4220 | BPlus\_Heading  Allsafe Insurance Brokers Pty Ltd  PO Box 3777  South Brisbane 3 QLD 4101 |

Dear Sir/Madam

Thank you for your instructions to renew your insurance coverage for the 2021-2022 period. We have renewed the coverage for your continued protection.

Kindly review the coverage provided and contact us immediately should you require any changes or further information be required. The back of the invoice contains important information including your Duty of Disclosure, please take the time to familiarise yourself with this.

In addition to your Invoice/s & Policy Particulars the following documentation is enclosed:

* Important Information, where applicable
* Available Covers Listing
* Claims Procedure
* Communication of Changes & Development
* Financial Services Guide, where applicable
* Product Disclosure Statement/s, where applicable

The premium is due and payable by the commencement date of cover.

**Premium Funding**

A premium funding contract is attached that enables payment by monthly instalments. Please complete and return the contract should you wish to utilise this payment method.

**Strata**

Your Strata policy has been arranged on a replacement conditions basis to allow rebuilding of the property following an insured event. We recommend you review these replacement costs annually to ensure your sums insured are adequate for your ongoing protection.

It is important to note that Flood is not provided automatically as a policy benefit by most insurers. Please refer to your Policy Particulars or Product Disclosure Statement for full details of your coverage. Alternatively, you can contact our office to discuss your policy coverage with your broker.

Your policy may provide “Additional Benefits” for Loss of Rent/Temporary Accommodation, Common Contents, Lots Owners Fixtures and Improvements and Catastrophe Extension. It is important that you check your Policy Schedule and Product Disclosure Statement for full details of the coverage and adequacy of the Sum’s Insured.

Please contact your broker if you require assistance or more information on this policy and following optional covers:

* ***Legal Liability***

We recommend a minimum of $10,000,000 Indemnity Limit. Quotations for higher limits are available upon request and should be considered.

* ***Fidelity Guarantee***

You may elect to insure against fraudulent embezzlement or fraudulent misappropriation of funds set aside for the purpose of management of the Body Corporate’s affairs. Please check your policy schedule for details of the coverage provided.

* ***Voluntary Workers Personal Accident***

You may elect to cover volunteers who perform work on behalf of the Body Corporate resulting in death or total/partial disablement thereby affecting the volunteers earning capacity. Your policy schedule will provide the Benefit Period and Sum’s Insured that apply if this cover has been selected.

* ***Office Bearer’s Liability***

This section protects the office bearers for any wrongful acts whilst managing the affairs of the body corporate. This section is “Claims Made” which means that it covers you only against those wrongful acts committed or alleged to have been committed by you which were reported to you and in which you notified us during the period of insurance. There is no cover under the policy after expiry regardless of the date of occurrence.

* ***Machinery Breakdown***

You may elect to cover your machinery such as lifts, air conditioners and the like against mechanical/electrical breakdown. Please review your policy schedule to determine if this cover has been selected. Please contact our office if a quotation is required.

* ***Legal Expenses***

Your policy may contain a limited cover for legal expenses incurred for certain disputes relating to the ownership of your property. Your policy schedule and Products Disclosure Statement should be read for details of the coverage provided.

**Target Market Determination (TMD)**

Your insurer is required to issue a Target Market Determination (TMD) for any products issued to Retail clients. The purpose of the TMD is to ensure products are being distributed to Retail clients within the products target market. The TMD is available for you upon request. Please advise us if you would like a copy of the TMD for your review.

Yours sincerely,

**Juan Ahumada**

**Account Executive**

Phone: 07 3329 4911

Email : juan.ahumada@allsafe.com.au

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| Available Covers |

The following is a list of insurance policies that are available through our office. This list is not exhaustive. Please review the list of covers carefully to ensure that your insurance coverage meets with your requirements.

**Type of Cover** **COMMERCIAL LINES** - ***Brief Explanation***

**Fire & Perils** Loss or damage to insured property arising from fire and other

defined perils

**Flood Cover** Loss or damage to insured property arising from flood damage as

defined

**Business Interruption** Cover for loss of income that you suffer following an insured event

**Burglary** Covers loss or damage suffered following a break-in to your premises

**Money** Covers loss or damage to cash or negotiable instruments being

stolen

**Glass** Covers loss or damage to fixed glass at your premises

**Engineering** Covers unforeseen breakdown of mechanical items

**Electronic Equipment** Covers breakdown of electronic items

**General Property** Covers loss or damage to items that are used away from your

premises

**Construction** Covers loss or damage that occurs during construction

**Corporate Travel** Provides a blanket cover for travel insurance to defined employees

**Motor** Covers loss or damage to vehicles and/or plant that the business

owns

**Credit** Provides a protection against insolvency of your debtors.

**Public/Products Liability** Covers legal liability incurred arising from personal injury and/or

property damage

**Professional Indemnity** Covers legal liability incurred due to a breach of your professional

duty

**Cyber Liability** Liabilities that you may incur due to breach of privacy of information,

hacker damage and cyber extortion.

**Management Liability** Provides a bundle of covers to the directors and the entity including

directors & officers insurance, employment practices, statutory liability

and employee theft.

**Marine Transit** Covers damage to goods in transit within Australia or imports/exports

**Specialist Covers** There are numerous specialised covers available that may be

applicable to your business including aviation, marine liabilities,

workers compensation, extra territorial workers compensation, marine

hull, product recall, environmental impairment and many more.

If your business requires advice about specific risks that you face

please contact us.

**Type of Cover** **PERSONAL LINES** - ***Brief Explanation***

**Household**  The loss or damage to home and / or contents and / or personal

effects. Includes personal legal liability cover.

**Landlords** Loss or damage to domestic rental property.

Includes malicious damage and / or loss of rent and / or legal liability.

**Motor Vehicle** Loss of or damage to motor vehicles and legal liability to third parties

arising out of the use of motor vehicles.

**Caravan**  Loss of or damage to caravans including legal liability to third parties.

**Private Pleasure Craft** Loss of or damage to your vessel or craft including legal liability to

third parties arising out of the use.

**Term Life / Keyman** An agreed lump sum amount on death or terminal illness of the

insured person.

**TPD Cover** An agreed lump sum amount payable in the event the insured person

becomes totally and permanently disabled.

**Income Protection** A regular income paid in the event of an insured persons inability to

work due to illness or injury.

**Trauma cover** An agreed lump sum amount in the event that the insured person

suffers or is diagnosed a specified serious medical condition.

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| Claims Procedure |

1. Any occurrence likely to give rise to a claim should be reported immediately.

2. The cover summary will provide you with brief details of the scope of the cover and any deductible applying to particular policies.

3. A completed claim form is generally required and should be completed as soon as possible after the event.

4. Do not admit liability to a third party for loss or damage or injury. Merely inform them that the matter is being investigated.

5. You are permitted to undertake reasonable measures to protect damaged property against further losses or damage.

6. Our office will advise you on correct procedures to follow for all types of claims.

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| Communication of Changes & Development to be notified |

The following list should be used as a guide to areas of activity which should be notified to us immediately they are proposed or occur, so that steps can be taken to ensure that you are adequately insured. This is by no means a complete list, so if in doubt, contact us for assistance.

**Commercial**

1. Changes to your business activities or the occupation described within your policy.

2. Increases in the replacement values beyond the sums insured for Buildings, Contents, Stock or Customers Goods.

3. Increases in Gross Profits or Rental Income beyond sums insured within your policy.

4. Contractual liabilities where you either assume the liabilities of others or waive your rights to recover from other parties.

5. Acquisitions of new companies and/or mergers in which you are involved.

6. Purchases, construction or occupancy of new premises, alteration, temporary unoccupancy, extension or demolition of existing premises.

7. Changes in your tenants usage of your premises.

8. Changes to fire or security protection including temporary disabling of such.

9. Anything else that you believe would be relevant to your insurer’s decision to continue with your policy.

**Motor Vehicle**

1. Any accidents or incidents that have occurred during the last period of insurance that were not claimed upon.

2. Any losses or suspensions of Drivers Licence of any drivers of the vehicle.

3. Any changes in vehicle usage i.e. Private to Business/Commercial usage.

4. Any change to the regular drivers of the vehicle i.e. people who will drive the vehicle at least once per month or 12-times per year.

5. Any modifications made to or accessories added to the vehicle that either alter its performance or add to its value.

6. Anything else you think may be relevant to your insurer’s decision to continue with your policy.