



insurance brokers

*Brenda Wishey*  
 Maranoa Insurance Services Pty. Ltd. T/As MIS Insurance Brokers  
 CAR No. 234758  
 ABN 35 091 124 480  
 C/- PO Box 3001  
 Toowoomba QLD 4350  
 Ph: 0409 460 000  
 Email: mis@misinsurance.com.au  
 Authorised Representative of Community Broker Network Pty Ltd  
 ABN 60 096 916 184 | AFSL 233750

### RENEWAL TAX INVOICE

Linelle Russell  
 PO Box 116  
 Highfields QLD 4352

Date: 30/05/2022

Invoice Number: 2633651

Authorised Representative: Merrienne Black AR: 235227

Please refer to the policy documents issued by the insurer for complete policy terms and conditions.  
 Please read carefully the important notices attached regarding your duty of disclosure

#### Type of Policy

Insured L Russell Super Fund  
 Policy Description AIG My Business Pack  
 Insurer AIG Australia Limited  
 Policy Number 9693085CMB  
 Period of Insurance 22/06/2022 to 22/06/2023  
 Effective Date 22/06/2022  
 Notes 2022/23 Business Insurance Renewal

*Paid. 24/6/22.*

Premium	FSL	Underwriter Fee	Stamp Duty	Broker Fee	GST	Invoice Total
\$3,853.22	\$0.00	\$0.00	\$381.47	\$100.00	\$395.32	<b>\$4,730.01</b>

#### Payment Options



Community Broker Network Pty Ltd

**DEFT Reference Number**  
**405605226336519**  
 Pay by credit card at [www.deft.com.au](http://www.deft.com.au) or phone **1300 78 11 45**.  
 Payments by credit card may attract a surcharge.

**Name:** Linelle Russell  
**Client ID:** 143959  
**Invoice No:** 2633651



\*498 405605 226336519

**Payment Due Date:** 22/06/2022

Pay in-store at Australia Post by cheque or EFTPOS.



**Bill Code: 20362**  
**Ref: 405605226336519**

**Total Due:** **\$4,730.01**

\*Please refer to the second page for further payment methods and instructions.





**Mail**

Pay from your registered credit card or bank account at [deft.com.au](http://deft.com.au) or by phone on 1300 30 10 90\*

The phone payment line is a 24-hour service. Calls are charged at the cost of a local call (mobiles extra).

Payments by credit card may attract a surcharge.

Contact your participating financial institution to make payments using the BPAY biller code and reference number as detailed on the front of this invoice.

Please present page intact at any Australia Post Office.

Pay in-store at Australia Post by cheque or EFTPOS.

Please see front of remittance slip for instructions on whom to make the cheques payable to.

Detach payment slip and mail with payment to:

**MIS Insurance Brokers**  
C/- PO Box 3001  
Toowoomba QLD 4350

Please make cheques payable to **'Community Broker Network Pty Ltd'**.

\*Registered at [deft.com.au](http://deft.com.au). Registration is NOT required for one off credit card payments.

## Schedule of Insurance

### My Business Pack Schedule

Insured Name(s)	L Russell Super Fund
Trading Name	
Policy Number	9693085CMB
Registered for GST	No
Charity - Stamp Duty Exempt	No
NSW Small Business Stamp Duty Exempt (Declaration obtained)	No
Period of Cover	22/06/2022 To 4PM 22/06/2023
Property Owner Only	Yes
Business Activity	
Annual Rental Income	\$42,849
Situation 1 -	89 Victoria Street St George QLD 4487

### Coverage

Policy Section	Section Insured
----------------	-----------------

#### Covers For All Situations

<b>3 - Public and Products Liability</b>	<b>Yes</b>
<b>7 - General Property</b>	<b>Not Insured</b>
<b>9 - Marine Transit</b>	<b>Not Insured</b>
<b>10 - Management Liability</b>	<b>Not Insured</b>

#### Covers for Situation 1 : 89 Victoria Street St George QLD 4487

<b>1 - Property Damage</b>	<b>Yes</b>
<b>2 - Business Interruption</b>	<b>Yes</b>
<b>4 - Theft</b>	<b>Not Insured</b>
<b>5 - Money</b>	<b>Not Insured</b>
<b>6 - Glass</b>	<b>Yes</b>
<b>8 - Equipment Breakdown</b>	<b>Yes</b>

### COVERS FOR ALL SITUATIONS

#### SECTION 3 - Public and Products Liability

<b>Limit of Indemnity</b>		
Public Liability	(Any One Occurrence)	\$ 10,000,000
Products Liability	(Any One Occurrence and in the Aggregate any one Period of Insurance)	\$ 10,000,000
Property in your Physical or Legal Control		\$ 250,000
<b>Excesses</b>		
Property Damage Excess		\$ 500
Personal Injury		\$ 0

## Endorsements

### 399: Policy Schedule - Public Liability

The following amendment is made to the Policy:

- (1) In this Policy Schedule Section 3: Public and Products Liability, the term Public Liability shall be deemed to mean General Liability as referred to in the Policy.  
Other than as set out above, the terms, conditions, exclusions and limitations contained in the Policy are as set out in the Policy.

### 408: Policy Wording

AIG My Business Pack policy wording 09/00843.9 applies to this Policy.

### 415: Dispute Resolution Process endorsement

Notwithstanding any terms to the contrary the following amendments are made to the section of your policy headed Dispute resolution process:

1. The following email is inserted after the address specified for the Compliance Manager:

Email - [aucomplaints@aig.com](mailto:aucomplaints@aig.com)

2. The paragraph beginning with "As soon as we receive Your complaint" and ending with "unless we agree a longer timeframe with You" is deleted and replaced with the following:

"As soon as we receive Your complaint, we will acknowledge receipt of your complaint within 1 business day, advise you who will handle your matter and take all possible steps to resolve it within 30 calendar days unless we agree a longer timeframe with you."

3. The following sentence reading "The Committee is comprised of either a Senior Manager or three Senior Managers of AIG with the experience and authority to decide on matters brought before it" is deleted.

4. The following telephone number is inserted after the word "telephone" wherever such word is found: 1800 339 669.

5. The words "or write to the person who has signed the response letter to Your complaint and provide them with detailed reasons for requesting the review. You may also make a request for a review by the Committee by contacting:" are deleted and replaced with the words "or write to:"

6. The following email is inserted after the address specified for the Chairperson IDRC:

Email - [aucomplaints@aig.com](mailto:aucomplaints@aig.com)

7. The two paragraphs commencing with the words "For eligible complaints" and ending with the words "10 days" are deleted and replaced with the following:

"For eligible complaints which can be heard by the Committee a written response setting out the final decision of the Committee and the reasons for this decision will be provided to You."

8. The paragraph beginning with the words "If you are not satisfied" and ending with the words ("AFCA") is deleted and replaced with the following:

"If You are not satisfied that we have been able to resolve the eligible complaint within 30 calendar days and/or to your satisfaction, You may be able to take Your matter to an independent dispute resolution body, the Australian Financial Complaints Authority ("AFCA")."

All other terms and conditions remain unaltered.

### 027: Steadfast - Property Owners

The following additional exclusion applies to Policy Section 3 - Public and Products Liability of the Policy:

We do not cover any liability for Personal Injury, Property Damage and/or Advertising Injury arising from any business, profession, trade or manufacturing operations, other than as the owner of Building(s) insured under the Policy.

In all other respects, the Policy terms, conditions and exclusions remain unaltered.

---

## SITUATION SPECIFIC COVERS

### SITUATION 1

---

Situation Address

89 Victoria Street  
St George  
QLD 4487



COMMUNITY  
BROKER  
NETWORK

**Steadfast**  
THE STRENGTH YOU NEED

Tenant 1	Apartment / Unit (Residential)
Business Activity	Apartment / Unit (Residential)
Tenant 2	Variety or Two Dollar Store Operation
Business Activity	Variety or Two Dollar Store Operation
Annual Rental Income	\$42,849
Construction - Walls	Brick
Construction - Floor	Concrete
Construction - Roof	IronOrSteel
Is sandwich foam panel (EPS) construction more than 15%?	No
Year of Construction	
Are the premises 2 or more floors above ground floor?	No
Number of storeys in your building?	1
Are the premises connected to town water?	Yes
Are the premises situated within a major fully enclosed shopping centre?	No
Alarm Type	None

## SECTION 1 - Property Damage

Buildings	\$	684,653
Contents	\$	21,000
Stock including customers goods		Not Insured
Removal of Debris		As per Policy Wording
Rewriting of Records		As per Policy Wording
Total Sum Insured	\$	705,653

### Excesses

Earthquake, Subterranean fire or Volcanic Eruption Excess:	a) 1% of the total sum insured for Fire section at this Situation or b) \$20,000 whichever is the lesser	
Excess (all other claims)		\$ 500

### Endorsements

#### 407: Policy Wording

AIG My Business Pack policy wording 09/00843.9 applies to this Policy.

#### 414: Dispute Resolution Process endorsement

Notwithstanding any terms to the contrary the following amendments are made to the section of your policy headed Dispute resolution process:

1. The following email is inserted after the address specified for the Compliance Manager:  
Email - [aucomplaints@aig.com](mailto:aucomplaints@aig.com)
2. The paragraph beginning with "As soon as we receive Your complaint" and ending with "unless we agree a longer timeframe with You" is deleted and replaced with the following:  
"As soon as we receive Your complaint, we will acknowledge receipt of your complaint within 1 business day, advise you who will handle your matter and take all possible steps to resolve it within 30 calendar days unless we agree a longer timeframe with you."
3. The following sentence reading "The Committee is comprised of either a Senior Manager or three Senior Managers of AIG with the experience and authority to decide on matters brought before it" is deleted.
4. The following telephone number is inserted after the word "telephone" wherever such word is found: 1800 339 669.

5. The words "or write to the person who has signed the response letter to Your complaint and provide them with detailed reasons for requesting the review. You may also make a request for a review by the Committee by contacting:" are deleted and replaced with the words "or write to:"

6. The following email is inserted after the address specified for the Chairperson IDRC:

Email - aucomplaints@aig.com

7. The two paragraphs commencing with the words "For eligible complaints" and ending with the words "10 days" are deleted and replaced with the following:

"For eligible complaints which can be heard by the Committee a written response setting out the final decision of the Committee and the reasons for this decision will be provided to You."

8. The paragraph beginning with the words "If you are not satisfied" and ending with the words ("AFCA") is deleted and replaced with the following:

"If You are not satisfied that we have been able to resolve the eligible complaint within 30 calendar days and/or to your satisfaction, You may be able to take Your matter to an independent dispute resolution body, the Australian Financial Complaints Authority ("AFCA")."

All other terms and conditions remain unaltered.

---

## SECTION 2 - Business Interruption

Indemnity Period	24 months
Total Limit of Liability	\$ 85,698
Claim preparation costs	Not Insured
Additional increase in cost of working	\$ 25,000
Outstanding accounts receivable	Not Insured

---

## SECTION 6 - Glass

Sum Insured	Replacement Value
Temporary repairs and other associated costs	\$ 7,500
Signs	\$ 8,000
<b>Excess</b>	<b>\$ 250</b>

---

## SECTION 8 - Equipment Breakdown

Limit any one loss	\$ 684,653
<b>Optional Benefit</b>	
Spoilage of stock	Not Insured
<b>Excess</b>	<b>\$ 500</b>
Spoilage of Stock excess	10% of claim or \$500 whichever is greater

---

## CLAIMS AND UNDERWRITING QUESTIONS

Have you either alone or in partnership or jointly with any other party, or if a corporation any of its directors in the last 3 years suffered any losses whether insured or otherwise or had any claims made against you? No

### Question

Have you either alone or in partnership or jointly with any other party, or if a corporation any of its directors:

NSW Small Business Stamp Duty Exempt (Declaration obtained) No

In the last 5 years had any insurer decline an application for insurance, cancel or refuse to renew a policy, imposed any special conditions or required an increased premium or declined any claim? No

In the last 5 years ever been declared bankrupt, or been placed in liquidation, receivership or voluntary administration? No

In the last 10 years been convicted of or had any fines imposed for any crime involving drugs, dishonesty, arson, theft, fraud or violence against any person or property? 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.

Where the Marine Insurance Act 1909 applies to a Marine Transit section

If you do not tell us anything you are required to, we may avoid your contract and treat it as if it never existed.

## Cooling off period

Once cover has commenced you have 21 days to decide whether the policy meets your needs. This is called the "cooling off period"

If during this time, you decide you aren't completely satisfied with your policy, and provided you have not made a claim, you can cancel your policy by notifying us in writing. We will refund in full any premium you have paid.

## Declaration as to information provided by me/us

To be signed by each policy holder and to be returned to Community Broker Network Pty Ltd

All answers and statements contained in this document are true, correct and complete and no information has been withheld. The answers and statements represent the complete instructions provided by me/us to Community Broker Network Pty Ltd

Signature of policy holder

Date:

Signature of policy holder

Date:

Subject to all of the terms, conditions and exclusions of this policy. This policy is underwritten by AIG Australia Limited (AIG), ABN 93 004 727 753, AFSL 381686.

## IMPORTANT NOTICES

We have prepared this document to assist you to understand important issues relating to your insurances. Please contact your Insurance Broker if you have any questions or require further advice/assistance.

### ESSENTIAL READING OF POLICY WORDING

The policy wordings for your insurances are essential reading to understand what is protected by each policy. Read them carefully as soon as possible and contact us if you have any concerns about the extent of your cover.

### YOUR DUTY OF DISCLOSURE

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

You have this duty until they 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 the insurer anything that:

- reduces the risk they insure you for; or
- is common knowledge; or
- the insurer knows, or should know: or
- the insurer waives your duty to tell them about.

If you do not tell the insurer something you are required to, they may cancel your insurance contract or reduce the amount they will pay you if you make a claim, or both. If your failure to tell them is fraudulent, they may refuse to pay a claim and treat the insurance contract as if it never existed.

### ADDITIONAL DUTY NOT TO MAKE A MISREPRESENTATION (Applies to consumer insurance contracts only)

A consumer insurance contract (CIC) is a contract that is purchased for personal, domestic or household purposes.

You have a duty under the *Insurance Contracts Act 1984 (ICA)* to **take reasonable care not to make a misrepresentation to the insurer (your duty)**.

Your duty applies only in respect of a policy that is a consumer insurance contract, which is a term defined in the ICA. Your duty applies before you enter into the policy and also before you renew, extend, vary or reinstate the policy.

Before you do any of these things, you may be required to answer questions and the insurer will use the answers you provide in deciding whether to insure you, and anyone else to be insured under the policy, and on what terms. To ensure you meet your duty, your answers to the questions must be truthful, accurate and complete.

If you fail to meet your duty, the insurer may be able to cancel your contract, or reduce the amount it will pay if you make a claim, or both. If your failure is fraudulent, the insurer may be able to refuse to pay a claim and treat the contract as if it never existed.

### DUTY OF GOOD FAITH

Both parties to an insurance contract, the insurer and the insured, must act towards each other with the utmost good faith. If you fail to do so, the insurer can cancel your insurance. If the insurer fails to do so, you may be able to sue the insurer.

### AVERAGE OR CO-INSURANCE

Some policies contain an Average clause. This means that if you insure for less than the full value of the property, your claim may be reduced in proportion to the amount of the under-insurance. These clauses are also called "Co-Insurance" clauses.

### *A simple example is as follows:*

Full (Replacement) Value	\$1,000,000
Sum Insured	\$500,000

Therefore, you would be self-insured for 50% of the Full Value

Amount of Claim, say	\$100,000
----------------------	-----------

Amount payable by Insurers as a result of the application of Average/Co-Insurance (ie: 50%)	\$50,000
---	----------

Some Business Interruption policies contain an Average/Co-insurance clause, but the calculation is different. Generally, the Rate of Gross Profit, Revenue or Rentals (as applicable) is applied to the Annual Turnover, Revenue or Rentals (as applicable) (after adjustment for business trends or other circumstances).

### CONTRACTS AND LEASES YOU SIGN

If you sign a contract with an indemnity, "hold harmless" or release, it can invalidate your insurance – unless you obtain the Insurer's consent in advance.

These clauses are often found in leases and other contracts you sign from time to time relating to your business. Do not sign a contract or lease without contacting us and/or taking legal advice as to whether the contract terms will prejudice your policy.

### Change or Alteration in Risk

It is our duty as brokers to give you sound professional advice, but that advice can only be sound and valid if we are kept properly informed of changes to your business, circumstances or products such as alteration of risk, changes in location, mergers and acquisitions or any new or changes

### Non-Renewable Insurance

Cover under your policies terminates on the date shown on our tax invoice or adjustment note.

While insurers will send renewal offers for most insurance policies, there are some which are not "renewable". For these, if you wish to effect similar insurance for a subsequent period, you will need to complete a further proposal form/declaration before the current policy expires so that we can seek terms of insurance and quotations on your behalf.

### Refund of Premium

If there is a refund or reduction of premium owed to you as a result of a cancellation or alteration to a policy, we will retain any broker fee we have charged you. CBN will retain any commission that was paid to them by the insurer for the policy and we may retain the portion of the commission that was paid to us by CBN. We may also charge you a cancellation fee.

### Cancellation of Policy or Deficient Cover Due to Non-Payment of Premium

We shall not be held responsible for the cancellation of your policy, a deficiency in cover, or the denial of a claim by your Insurer where you have not paid, or did not pay, any amount of premium due to us or your Insurer, or instalments to your premium financier.

### General

Many areas of insurance are complex, and some implications may not be evident to you. If there are **any** aspects of your insurances that you do not understand or you require further explanation, please contact us immediately.

### **ADDITIONAL INSURED AND NOTING INTERESTS**

If a person is to be named on your policy or insured as a co-insured or joint insured, notify us immediately so we can request this in advance from the insurer. Your property and liability policies will not provide automatic cover for the insurable interest of other parties (e.g., mortgagees, lessors).

Check with us whether the insurer will include someone else as an insured or note their interests before you agree to this in a contract or lease. We cannot guarantee that an insurer will agree to include someone as an insured under your policy or to note their interests on your policy.

### **CLAIMS OCCURRING POLICIES**

Most of your policies do not provide indemnity in respect of events that occurred before the insurance commenced. They cover events that occur during the policy period.

### **CLAIMS MADE POLICIES**

Some policies (e.g. professional indemnity insurance) provide cover on a "claims made" basis. This means that claims first advised to you (or made against you) and reported to your insurer during the policy period are insured under that policy, irrespective of when the incident causing the claim occurred. If you become aware of circumstances which could give rise to a claim, notify the insurer during the policy period.

Report all incidents that may give rise to a claim against you to the insurers immediately after they come to your attention and before the policy expires.

### **INSURER SOLVENCY**

We do not warrant or guarantee the current or ongoing solvency or financial viability of the insurer because we have no control over the insurer's performance, and this can be affected by many complex commercial and economic factors.

### **UNAUTHORISED FOREIGN INSURERS**

In limited cases, we may recommend that you insure with an unauthorised foreign insurer. An unauthorised foreign insurer is an insurer that is not authorised under the Insurance Act 1973 (**Act**) to conduct insurance business in Australia and is not subject to the system of financial supervision of general insurers in Australia that is monitored by the Australian Prudential Regulation Authority.

### **LEASING, HIRING AND BORROWING PROPERTY**

When you lease, hire or borrow property, make sure that the contract clearly identifies who is responsible for insuring the property.

Industrial Special Risks policies automatically cover property which you are responsible to insure, subject to the policy excess. Public liability insurance may assist you meet claims relating to property damage to property which you lease or hire. A sub-limit usually

If the insurer becomes insolvent, you will not be protected by the Federal Government's Financial Claims Scheme provided under Part VC of that Act.

### **Non-Disclosure**

Policies which are not governed by the Insurance Contracts Act 1984 such as marine, (other than marine inland transit insurance and pleasure craft) and insurance required by statute such as Compulsory Third Party (CTP) motor vehicle insurance and workers compensation, the Insurer may be able to recover against the Insured in the event of misrepresentation, misstatement or non-disclosure.

If you are uncertain as to whether particular information is relevant to the insurer's decision to insure, please contact us and we can help you identify whether the information should be disclosed to the insurer on the application or upon renewal or variation of the insurance.

### **GENERAL ADVICE WARNING**

This advice does not take into account your personal objectives, financial situation or needs. For this reason, before you act on this advice, you should consider the appropriateness of the advice having regard to your own objectives, financial situation and needs.

Insurers have created Target Market Determinations (TMDs) which set out the type of customer and risk the product is designed for. We can confirm that you fall within these criteria for this financial product. If you would like a copy of the TMD, please advise us so that we can make this available to you.

Before you make any decision about whether the policy is right for you, you should obtain and read the Product Disclosure Statement (PDS) for the policy.

## Payment submitted



**Paid \$4,730.01 to INSURANCE SUPER BUIL** 20362 405 6052 2633 6519 DEFT INSURANCE BROKING PAYMENTS

**Receipt no**  
N262428916145

---

**From**  
CDIA  
064-429 1010 9679

**Ref**  
405605226336519

**Description**  
Insurance Super Bu

**On**  
Fri 24 June 2022 at 05:33 PM (Syd/Melb)

---

Pay faster. Set a default account to pay from and we'll automatically choose it when you make payments.

[Set default account](#)