

# Documents that we require

**DUAL**

# Documents that we require when lodging a Management Liability claim

List of documents that we require, based on the type of matter:

## Crime

- Police Reports
- Loss assessor's reports
- Audit reports
- Statements from witnesses
- Internal investigation reports
- Any signed confessions
- Account statements
- Receipts and Invoices
- Cheque requisitions and Cheques
- Money orders and Cash receipts

## Employment Practices Breach:

- Contract of employment
- Copy of the Claimant's termination notice (if applicable)
- Fair Work Australia Application (Applicant's Response)
- Your response to the allegations or dispute (Employers Response)
- Copies of itemised legal bills and retainer (If the Insured has obtained its own legal representation)  
Copies of any FWA judgement and Deed of Settlement

## Tax Audit Costs:

- Letter from the ATO or regulatory authority notifying you of the audit
- Letter from the ATO or regulatory authority confirming the audit has been completed
- Copies of itemised invoices from the Company's Accountant



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