

# 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