

### Section 1 Professional Activity Breakdown

1. Please provide a breakdown of your gross fees/income for the past 12 months derived from the following fields of work, either by stating the whole amounts in Australia Dollar (\$) or the percentage:

Fees Earned From	Percentage Breakdown %	Last Financial Year's Gross Fees \$	Current Financial Year's Gross Fees \$
1. Real Estate Sales – Residential/Rural			
2. Real Estate Sales – Commercial/Industrial			
3. Property Management – Residential/Rural			
4. Property Management – Commercial/Industrial			
5. Facilities Management			
6. Rent Collecting			
7. Leasing			
8. Body Corporate/Strata Management			
9. Auctioneering			
10. Stock & Station Agency			
11. Land Settlement Agent or Broking/Conveyancing			
12. Loss Assessment or Adjustments			
13. Land Valuations (See Questions Below)			
14. Property Valuations (No Cover Applies)			
15. Business Broking (See Questions Below)			
16. Other (Please specify)			
<b>Total</b>	<b>100%</b>		

2. Do you ever undertake any off the plan residential real estate sales? Yes [ ] No [ ]
- a. Do you ever act on behalf of the property developer when undertaking off the plan sales? Yes [ ] No [ ]

If YES to any of the questions above, please provide full details either below or on a separate sheet of paper.

3. Do you ever provide investment advice or financial advice to a third party? Yes [ ] No [ ]

If YES, please provide details: \_\_\_\_\_

4. Do you have any agency arrangements with:

a. Any Insurance Company? Yes [ ] No [ ]

b. Any Financial Institutions? Yes [ ] No [ ]

If YES, please provide details: \_\_\_\_\_

5. Do you have any connection or association (financially or otherwise) with any firm engaged in real estate development, construction, supply or any form of contracting? Yes [ ] No [ ]

If YES, please provide details: \_\_\_\_\_

6. Do you have any connection or association (financially or otherwise) or do you plan to be a part of a joint venture, partnership or consortium with any other Business? Yes [ ] No [ ]

If YES, please provide details: \_\_\_\_\_

## Section 2 | Land Valuation Questions

1. If you ever undertake any land valuation work, please provide details on the largest and average land valuation undertaken in the last three (3) years:

a. Do you always provide adequate disclaimers? Yes [ ] No [ ]

b. Do you always apply a formal valuation calculation methodology when undertaking land valuations? Yes [ ] No [ ]

If NO to any of the questions above, please provide full details either below or on a separate sheet of paper.

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### Section 3 | Property Management/Facility Management Questions

1. If You undertake any property management work please complete the following questions:

a. Do you manage any properties that exceed three storeys? Yes [ ] No [ ]

If YES, are the buildings in question older than seven (7) years old? Yes [ ] No [ ]

b. Do you manage any shopping centres? Yes [ ] No [ ]

If YES, please provide details: \_\_\_\_\_

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If You undertake any facilities management work please complete the following question:

c. Do you always ensure regular and adequate cleaning patrols are undertaken? Yes [ ] No [ ]

If NO, please provide full details either below or on a separate sheet of paper.

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### Section 4 | Business Broking Questions

1. If you ever undertake any business broking activities please complete the following questions:

a. Do you only ever act for one party in the transaction (e.g. Vendor or Purchaser)? Yes [ ] No [ ]

b. Of businesses that you have been engaged to sell in the last three (3) years, please provide the main types of businesses they are (e.g. cafes, newsagents, accountancy practices)?

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c. Please provide the type, approximate turnover and sale price of the five largest businesses you have been engaged to sell in the past three (3) years:

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d. Do you always recommend that your client conducts their own independent due diligence and obtains their own independent legal and financial advice? Yes [ ] No [ ]

If NO, please explain below and please provide copies of any disclaimers you use in any written reports/recommendations provided in relation to the sale of a business.

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e. Do you ever provide valuations of the business being sold? Yes [ ] No [ ]

If YES, please provide full details either below or on a separate sheet of paper.

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f. Do you always ensure you are formally appointed to act on behalf of the vendor or purchaser of a company? Yes [ ] No [ ]

If NO, please provide full details either below or on a separate sheet of paper.

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2. Are you a member of a professional industry association or professionally licensed by an appropriate real estate licensing authority? Yes [ ] No [ ]

If YES, please provide full details.

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## Section 5 | Claims Questions

1. Have any Claims been made against the Company for professional negligence, error or omission in the last 5 years? Yes [ ] No [ ]

If YES, please provide further details below or on a separate sheet of paper of the Claim, the Claim amount and any payments.

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2. Is the Proposer aware, after enquiry of any circumstances or incident, which may give rise to a Claim? Yes [ ] No [ ]

If YES, please provide further details below or on a separate sheet of paper.

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**SIGNING THIS ADDENDUM DOES NOT BIND THE PROPOSER OR THE INSURER TO COMPLETE THIS INSURANCE****AFTER INQUIRY**

I, the undersigned, after enquiry, declare the following:

I declare that the statements and particulars are true and that I have not misstated or suppressed any material facts.

I agree that this Addendum, together with the Proposal and any other information supplied by us shall form the basis of any contract of insurance effected thereon, and I undertake to inform the insurer of any material alteration to these facts whether occurring before or after completion of such contract of insurance. I acknowledge that I have read and understood the 'Important Notice' on the first page of the Proposal. I acknowledge that I have read the policy wording and associated endorsements and are satisfied with the coverage provided, including the limitations and restrictions on coverage. I agree that the Underwriters may use and disclose our personal information in accordance with the 'Privacy Collection Statement' at the end of this Addendum. I am authorised to complete the above information on behalf of the Insured named in the Proposal.

**TO BE SIGNED BY THE INSURED FOR WHOM THIS INSURANCE IS INTENDED FOR**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

**IT IS IMPORTANT THE UNDERSIGNED OF THE DECLARATION ABOVE IS FULLY AWARE OF THE SCOPE OF THIS INSURANCE SO THAT THESE QUESTIONS CAN BE ANSWERED CORRECTLY. IF IN DOUBT, PLEASE CONTACT THE BROKER OR AGENT, SINCE NON-DISCLOSURE MAY AFFECT AN INSURED'S RIGHT OF RECOVERY UNDER THE POLICY.**

DUAL Australia recommends that you keep a record of all information supplied for the purpose of entering into an insurance contract (including copies of this Addendum and correspondence).

**HOW TO CONTACT DUAL AUSTRALIA PTY LTD:**

Address:

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Sydney NSW 2001  
Australia

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E-mail: [dualenquiries@dualaustralia.com.au](mailto:dualenquiries@dualaustralia.com.au)

**Privacy Collection Statement**

At DUAL Australia Pty Ltd (DUAL), we are committed to protecting your privacy and complying with the *Privacy Act 1988* (Cth) (Privacy Act).

We use your information to assess the risk of providing you with insurance, provide quotations, issue policies and assess claims, on behalf of the insurers we represent. We also use your information to administer any policies we have issued to you and may do so by mail or electronically, unless you tell us that you do not wish to receive electronic communications. If you do not provide us with full information, we may not be able to provide insurance or assess a claim. If you provide us with information about someone else, you must obtain their consent to do so.

We provide your personal information to the insurer we represent when we issue and administer your insurance. When providing a quotation or insurance terms, we will tell you if the insurer is overseas and if so, where they are. We may also provide your information to your broker and our contracted third-party service providers (e.g. claims management companies). We are part of Howden Group Holdings Limited and may provide your information to UK based Group entities who provide us with business support services. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will take reasonable steps to ensure that they protect your information in the same way we do or seek your consent before disclosing your information to them. We do not trade, rent or sell your information.

Our Privacy Policy contains more information about how to access and correct the information we hold about you and how to make a privacy related complaint, including how we will deal with it. By providing us with your personal information, you consent to its collection and use as outlined above and in our Privacy Policy. Ask us for a copy of our Privacy Policy via email at [privacy@dualaustralia.com.au](mailto:privacy@dualaustralia.com.au) or access it via our website using the following [link](#).