

## Important Notices

The proposed insurance is issued on a 'claims made' basis. This means that the policy responds to:

1. claims first made against the insured during the policy period and notified to Pacific Indemnity Underwriting Solutions Pty Ltd during that policy period, providing that the insured was not aware, at any time prior to the policy inception, of circumstances which would have alerted a reasonable person in the insured's position that a claim may be made against the insured; and

2. 'claims circumstances' notified pursuant to Section 40 (3) of the Insurance Contracts Act which states:

'where the insured gave notice in writing to the insurer of facts that might give rise to a claim against the insured as soon as was reasonably practicable after the insured became aware of those facts but before the insurance cover provided by the contract expired, the insurer is not relieved of liability under the contract in respect of the claim, when made, by reason only that it was made after the expiration of the period of insurance cover provided by the contract.'

After policy expiry, no new claims can be made on the expired policy even though the event giving rise to the claim may have occurred during the policy period.

If during the policy period you become aware of circumstances which a reasonable person in your position would consider may give rise to a claim, and which you fail to notify to us during the policy period, we may not cover you under a subsequent policy for any claim which arises from these circumstances.

When completing the proposal you are obliged to report and provide full details of all circumstances of which you are aware and which a reasonable person in your position would consider may give rise to a claim.

It is important that you make proper disclosure (see **Duty of Disclosure**, below) so that your cover under any new policy with us is not compromised.

**Pursuant to the Insurance Contracts Act your duty to disclose all relevant information is set out below.**

### Duty of Disclosure

Before entering into a contract of general insurance, you have a duty, under the Insurance Contracts Act, to disclose to us every matter that you are aware of, or could reasonably be expected to be aware of, that is relevant to our decision about insuring you and if so, on what terms. You have the same duty to disclose these matters to us before you renew, extend, vary or reinstate a contract of general insurance.

Your duty however does not require disclosure of matter

- that diminishes the risk to be undertaken by us;
- that is of common knowledge;
- that we know or, in the ordinary course of our business, ought to know;
- as to which compliance with your duty is waived by us.

You should note that your duty continues after the proposal form has been completed until the policy is entered into, i.e. until the date we receive instructions to bind cover.

### Non-disclosure

If you fail to comply with your duty of disclosure, we may be entitled to reduce our liability under the policy in respect of a claim or may cancel the policy. If your non-disclosure is fraudulent, we may also have the option of avoiding the contract from its beginning. It is therefore vital that you enquire of all entities comprising the insured, including senior staff, before completing the proposal form and before you sign any declaration confirming no change in the information disclosed.

### Retroactive Liability

The proposed insurance may be limited by a retroactive date either stated in the schedule or endorsed onto the policy. Where the retroactive cover provided by the proposed policy is subject to such a date, then the policy does not cover any claim arising from actual or alleged act, error, omission or conduct occurring prior to such retroactive date.

### Average Provision

One of the insuring provisions of the proposed insurance may provide that where the amount required to dispose of a claim exceeds the limit of the sum insured in the policy then Pacific Indemnity Underwriting Solutions Pty Ltd shall be liable only for a proportion of the total costs and expenses. This shall be the same proportion of the total expenses as the policy limit bears to the total amount required to dispose of the claim.

### Surrender of Waiver of any Right of Contribution or Indemnity

If another person or company is liable to compensate you or hold you harmless for part or all of any loss or damage otherwise covered by our policy, but you agree with that person or company (either before or after the inception of our policy) that you would not seek to recover any loss or damage from them, we will not cover you for this loss or damage.

### Wholesale only

Pacific Indemnity Underwriting Solutions Pty Ltd is only licensed to offer or provide General Insurance products or services which do not include any of the following types of General Insurance (which are defined by the Corporations Act as "retail"): Motor Vehicle, Home Building, Home Contents, Sickness and Accident, Consumer Credit, Travel, Personal or Domestic Property, Medical Indemnity or any other kind of General Insurance which has been prescribed by the Corporations Regulations.

### About Pacific Indemnity Underwriting Solutions Pty Ltd

Pacific Indemnity Underwriting Solutions Pty Ltd, ABN 14 606 511 639, specialises in Professional Risk insurance (including Professional Indemnity Insurance, Malpractice Insurance, Information & Communication Technology Insurance, Management Liability Insurance and similar products).

Pacific Indemnity's Australian Financial Service Licence number is 480863.

## Recruitment Consultants

### 1. Full legal name of each natural person and incorporated body to be insured:

### 2. Please state the fee, turnover or wages for the following categories of activity:

**Gross fees/turnover  
Last 12 months**

- a) HR consulting services e.g. consulting in relation to OH&S, equal opportunity, employee relations, HR management, change management, organisational development and outsourcing
- b) Employment services – placement of candidates in permanent positions
- c) The recruitment of candidates that meet the client’s requirements. This includes pre-employment screening and probity checks.
- d) Training and induction services in all areas including group training.
- e) On-hired employee services (labour hire of your employees)
- f) The supply of an external labour hire company’s employees to clients to carry out specific work at a workplace determined by the client.
- g) Other – (please describe below)

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### On-hired Employees

### 3. In respect of the on-hiring of your employees to host employers:

**YES NO**

- a) Aggregate gross wages earned from the host employer in the last 12 months
- b) Aggregate gross wages paid to on-hired employees in the last 12 months

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### 4. Category of employees on-hired:

**YES NO**

- a) White collar (clerical, professionals, hospitality, retail, health care, etc)
- b) Blue collar (employees perform manual labour and trades, etc)

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### Contractors

### 5. In respect of the supply of contractors to host employers

**YES NO**

- a) Do you ensure that the Fair Work ‘Sham Contracting’ guidelines are complied with in respect of these contractors?
- b) Aggregate gross income earned from contract host employer in the last 12 months
- c) Aggregate gross amount paid to on-hired contractors in the last 12 months

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\$

**6. Category of contractors supplied to host employers**

- a) White collar (clerical, professionals, hospitality, retail, health care, etc)
- b) Blue collar (employees perform manual labour and trades, etc)

**7. If you provide on-hired employees (labour hire) or supply contractors as described above:**

- a) Do You require cover for Your vicarious liability for the actions and services of contractors or employees who are on-hired to a host employer? **YES** **NO**
- b) Do You use standard contracts for on-hired employees and contractors? **YES** **NO**
- c) Do You carry out occupational health & safety checks on host employers prior to placing on-hired employees and contractors? **YES** **NO**

**8. Do You undertake personnel placements overseas?**

**YES** **NO**

*If yes, please detail the countries and services performed below*

**9. Do You source candidates from overseas?**

**YES** **NO**

*If yes, please state from which countries overseas candidates are sourced and in which industries the overseas personnel are placed below*

**10. Describe Your reference checking procedures:**

**Declaration**

I/We hereby declare that:

My/Our attention has been drawn to the Important Notice accompanying this Proposal form and further I/we have read these notices carefully and acknowledge my/our understanding of their content by my/our signature/s below.

The above statements are true, and I/we have not suppressed or mis-stated any facts and should any information given by me/us alter between the date of this Proposal form and the inception date of the insurance to which this Proposal relates I/we shall give immediately notice thereof.

I/we agree that, by submitting this form, the personal information I/we provide to Pacific Indemnity Underwriting Solutions Pty Ltd in this form or otherwise may be collected, held, used and disclosed in the manner set out in the Pacific Indemnity Privacy Policy including for processing this application and providing me/us with cover.

I/We also confirm that the undersigned is/are authorised to act for and on behalf of all persons who may be entitled to indemnity under any policy which may be issued pursuant to this Proposal form and I/we complete this Proposal form on their behalf.

To be signed by the Chairman/President/Managing Partner/Managing Director/Principal of the association/partnership/ company/practice/ business.

Name:  Title:

Signature:  Date:

It is important the signatory/signatories to the Declaration is/are fully aware of the scope of this insurance so that all questions can be answered. If in doubt, please contact your insurance broker since non-disclosure may affect an Insured's right of recovery under the policy or lead to it being avoided.