

Letter of Appointment

To Whom It May Concern,

Effective from _____, _____ of _____ appoint MBA Insurance Services Pty Ltd as Insurance Broker to manage _____ general insurance requirements in respect of the following services;

1. Advising in matters relating to risk identification and transfer;
2. Arranging our general insurance requirements;
3. Negotiation of policy coverage, policy renewal, policy changes and cancellations;
4. Review and advising in matters relating to claim circumstances and management;
5. Advising in matters relating to risk management;
6. Advising and arranging statutory insurances as required eg. Workers' Compensation
7. Attend to correspondence and the provision of advice as required from time to time

_____ acknowledge having read and accepted the MBA Insurance Services Pty Ltd Disclaimer, Financial Services Guide, Privacy Statement and Terms of Trade and have provided MBA Insurance Services with all information regarding insurance(s).

Yours faithfully,

