

BuildSafe - Letter of Appointment Template

LETTER OF APPOINTMENT

To Whom It May Concern

Effective _____, I/we have appointed BuildSafe Insurance Brokers (Insurance Adviser) to manage all my/our insurance requirements as agreed.

I/We acknowledge that the applicable Insurance Product Disclosure Statement (PDS)/Policy Wording will be that arranged by our newly appointed Insurance Adviser, effective from the date of this Letter of Appointment.

I/We authorise our insurer _____ to provide our newly appointed Insurance Adviser with any of the following information on our behalf:

- Obtain any information necessary from any insurer or insurance intermediary in relation to our insurance portfolio. This includes policy wordings, terms, special conditions, rates, schedules, surveys, retentions, all claims details and experience and any other financial data required for the review of our present and future requirements.
- Negotiate with insurers and arrange contracts of insurance in accordance with our instructions.

Policy Number	Due Date

Claim Number	Date of Loss

I/We understand and agree that this Letter of Appointment overrides any previous appointment we may have made to any other Insurance Adviser.

Client Name: _____ Title: _____

Signature: _____ Date: _____

Office Use only: This section must be completed by the new “appointed” Insurance Adviser

Insurance Adviser Name	Account number