

Annual Project

Proposal Form



IMPORTANT NOTES

PRIVACY STATEMENT

This notice sets out how MECOIN and AIG collect, use and disclose personal information about:

- you, if an individual; and
- other individuals you provide information about.

In this section dealing with privacy, “we”, “our” and “us” refer to both MECOIN and AIG as applicable.

Further information about our Privacy Policies is available at:

- for MECOIN, at www.mecoin.au/about/privacy-policy/ or by contacting us at customerservice@mecoin.com.au or on 02 9252 1040; and
- for AIG, at www.aig.com.au or by contacting us at australia.privacy.manager@aig.com or on 1300 030 886.

How We Collect Your Personal Information

We usually collect personal information from you or your agents.

We may also collect personal information from:

- our agents and service providers;
- other insurers;
- people who are involved in a claim or assist us in investigating or processing claims, including third parties claiming under your policy, witnesses and medical practitioners;
- third parties who may be arranging insurance cover for a group that you are a part of;
- providers of marketing lists and industry databases; and
- publically available sources.

Why We Collect Your Personal Information

We collect information necessary to:

- underwrite and administer your insurance cover;
- maintain and improve customer service; and
- advise you of our and other products and services that may interest you.

You have a legal obligation under the Insurance Contracts Act 1984 to disclose certain information. Failure to disclose information required may result in us declining cover, cancelling your insurance cover or reducing the level of cover, or declining claims.

To Whom We Disclose Your Personal Information

In the course of underwriting and administering your Policy we may disclose your information to:

- entities to which we are related, reinsurers, contractors or third party providers providing services related to the administration of your Policy;
- banks and financial institutions for Policy payments;
- assessors, third party administrators, emergency providers, medical providers, in the event of a claim;
- government, law enforcement, dispute resolution, statutory or regulatory bodies, or as required by law; and
- in the case of MECOIN and AIG, to each other.

AIG is likely to disclose information to some of these entities located overseas, including in the following countries: United States of America, United Kingdom, Singapore, Malaysia, the Philippines, India, Hong Kong, New Zealand as well as any country in which you have a claim and such other countries as may be notified in our Privacy Policy from time to time.

Access To Your Personal Information

Our Privacy Policies contain information about how you may access and seek correction of personal information we hold about you. In summary, you may gain access to your personal information by submitting a written request to MECOIN or AIG.

In some circumstances permitted under the Privacy Act 1988, we may not permit access to your personal information. Circumstances where access may be denied include where it would have an unreasonable impact on the privacy of other individuals, or where it would be unlawful.

Complaints

Our Privacy Policies also contain information about how you may complain about a breach of the applicable privacy principles and how we will deal with such a complaint.

Consent

If applicable, your application includes a consent that you and any other individuals you provide information about consent to the collection, use and disclosure of personal information as set out in this notice.

GST

If you are a Registered Business and the Australian Tax Office regulations permit us to settle any claims you may make, or which are made against you:

- a. exclusive of GST, or
- b. where MECOIN can recover GST amounts included in such a settlement,

then all amounts insured and all Deductibles specified in the Policy will exclude GST. In all other cases, the amounts must be GST inclusive.

YOUR DUTY OF DISCLOSURE

Before you enter into a contract of general insurance with an insurer, you have a duty, under the *Insurance Contracts Act 1984*, to disclose to the insurer every matter that you know, or could reasonably be expected to know, that is relevant to the insurer’s decision whether to accept the risk of the insurance and, if so, on what terms. (The information you provide on the Proposal Form forms a part of such matter). You have the same duty to disclose those matters to the insurer 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 the insurer;
- that is of common knowledge;
- that your insurer knows or, in the ordinary course of its business, ought to know; or
- as to which compliance with your duty is waived by the insurer.

Non Disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract.

If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

POLICY

In order to understand the insurance you are proposing, you must read the Policy. Words beginning with a capital letter in this proposal form are defined in the Policy. Anything you state in this proposal form may be included in the Policy. If you propose something which MECON do not want to insure it will be excluded from the quotation we provide.

CONTACT US

MECON Insurance Pty Ltd | A.B.N. 29 059 310 904 | AFSL 253106

PO Box R1789 Royal Exchange NSW 1225 | P (02) 9252 1040 | F. (02) 9252 1050 | customerservice@mecon.com.au

PROPOSERS DETAILS

Full name of insured and trading name (if applicable)

First Name

Last Name

Trading Name (e.g. Company Name Pty Ltd)

Interested Parties

Bank / Guarantor / Financier

Address for notices

Number, Street Address

Suburb

State

Postcode

ABN

Australian Business Number

Registered for GST?

Yes

No

GST % (If varied from 100%)

%

Years in business

Years

Have you either alone or in partnership or jointly with any other party or any of your directors or office holders*
(*registered company)

- a. made a claim for any loss, damage or liability of a type to be insured?
- b. had an insurer decline any claim, cancel any insurance policy or impose special terms to any insurance policy?
- c. been charged with or convicted of any criminal offence?
- d. been declared bankrupt, insolvent, had a liquidator appointed or been a defendant in any civil court case?

Yes

No

If 'Yes' to any of the above, please provide full details here (or in space provided on page 5)

All answers above will be regarded as answers by all parties related to the proposal.

INSURANCE DETAILS

Cover Required

Commencement Date

Expiration Date

Project Information

Maximum Project Duration

Maximum Defects Liability Period

Specify exactly what type of Projects will be undertaken

(I.e. Construction and alteration of residential buildings / units. Construction of Commercial buildings, roads, bridges, marinas etc.)

BASIS OF INSURANCE FOR PROJECTS

Please select either a. OR b.
Note that the cover starts and ends differently for each basis and the values required for each may differ:

a. Project Run-Off Basis (or "projects commencing" basis)

Do you require insurance only for the Projects that you commence during the Policy Period until they are completed?

Yes

No

(plus Defects Liability Period)

If 'Yes', please provide the estimated total value of all Projects you expect to commence during the Policy Period

Do you require Insurance on any Projects currently underway?

Yes No

If 'Yes', provide a list showing commencement date, location, description, value of work completed to date and total Project value for all Projects currently underway. In the space provided on page 5.

OR

b. Annual Turnover Basis ("transfer" or "cut off" basis)

Yes No

Do you require insurance on all Projects on-hand at the start of, and commenced during, the Policy Period to be insured until expiry of the current Policy Period? (All cover ceases at expiry – even Defects Liability Period Cover).

If 'Yes', please provide the estimated total Annual Turnover of all Projects to be insured?

\$

If 'Yes', provide a list showing commencement date, location, description, value of work completed to date and total Project value for all Projects currently underway in the space provided on page 5.

Below the 25 th Parallel South										Above the 25 th Parallel South		
NSW	ACT	VIC	TAS	SA	QLD	WA	NT	NT	QLD	WA	NT	
%	%	%	%	%	%	%	%	%	%	%	%	

Projects Estimated number of Projects to be insured during the Policy Period?
Number of Projects

Terrorism For the purpose of allocating the Terrorism charge please state the postcode in which the majority of work will be undertaken.
(Note: this charge is subject to annual adjustment based upon the Projects insured. The ARPC require you to declare the postcode and total Project Value expended on each Project at the renewal date of the Policy). Postcode

In the next 12 months Annual Turnover from 'Business' insured \$
Amount of salaries \$
Amount paid to subcontractors \$
Number of employees

Existing Structures Will any alterations or refurbishments to Existing Structures be undertaken? Yes No
Do you require Section One – (Material Damage) insurance for those Existing Structures? Yes No

Demolition Work Will the value of demolition work exceed 25% of your annual turnover and / or will any demolition work exceed 15 metres in height (other than internal non-structural demolition)? Yes No
If 'Yes', please specify. Use space on page 5 if required.

Projections In the next 12 months, will any Projects differ in size, scope or complexity from those undertaken by you in the past 3 years? Yes No
If 'Yes', describe the difference. Use space on page 5 if required.

- Will the Project involve any of the following?
- If 'Yes' has been answered to any of the below questions, please describe the work involved in the Project in the area supplied at the end of this section.
- a. Blasting or explosives (other than nail guns) Yes No
 - b. Actual excavation work or work in an existing excavation deeper than 10 metres Yes No
 - c. Underground works such as tunnels, shafts, mines or galleries Yes No
 - d. Road works or bridges Yes No
 - e. Work north of the 25th Parallel south Yes No
 - f. Pipelines greater than 250 metres in length Yes No
 - g. Excavation of Underground services on site (other than to install new services). Yes No
 - h. Directional drilling or boring greater than 1 metre in diameter (other than piling/piers) Yes No
 - i. Work in or around an airport or aircraft landing area or working railways or trams Yes No
 - j. Work in oil, gas, chemical or petrochemical plants, including any work on gasoline service stations Yes No
 - k. Work in mining processing plants Yes No
 - l. Technology which is of a prototype nature Yes No
 - m. Work on landfills, land which is listed on the contaminated land register or the application of waste or chemical products to land. Yes No

If 'Yes' to any of the aforementioned questions, please describe below, or in the additional space provided on page 5 :

CONTRACTORS POLLUTION LIABILITY

▼ Completing this question does not guarantee cover. It is only provided at Mecon's sole discretion.

- z. Contractors Pollution Liability (if any of I to iii below are answered 'yes' cover will not apply)
- i. We require you to have written procedures and/or methods in place so your staff know how to deal with the discovery of asbestos or if there is a pollution event. Do you need to create these procedures? Yes* No
**We will supply guidelines for these procedures to you if you don't have them.*
- ii. During the past five (5) years have you had any significant/reportable releases or spills of hazardous substances, hazardous waste or any other pollutants (as defined by environmental statutes or regulations)? Yes No
 If yes, please provide details below.
- iii. In the past five (5) years, has there been, or is there now pending, a claim against you for clean-up, bodily/personal injury or property damage, resulting from the release into the environment of hazardous substances (including asbestos), hazardous waste, or other pollutants from the location or other locations owned or operated by you? Yes No

If yes, provide details of the claim(s), its disposition or present status below.

SUM INSURED AND INSURED PROPERTY

Section One – Material Damage

These are the maximum sums insured which will apply to the Project:

If automatic amounts below are insufficient please specify another amount. Use space on page 5 if required.

1.02	Maximum contract price (Project value) of any one Project	\$
1.03	Maximum amount of Principal Supplied ("free issue") Materials for any one Project	\$
1.04	Existing Structures (maximum value for any one Project)	\$
1.05	Contractor's Plant, Tools and Reusable Equipment (attach list of Plant and Equipment with their values or nominate an amount for non-specific items)	\$
1.06	Variations and Escalation (20% of the amount specified at 1.02 and 1.03 is automatic)	\$
1.07	Removal of Debris (10% of the amount specified at 1.02, 1.03, 1.04 and 1.05 is automatic)	\$
1.08	Professional Fees (10% of the amount specified at 1.02 and 1.03 is automatic)	\$
1.09	Expediting Costs (5% of the amount specified at 1.02, 1.03 & 1.04 is automatic)	\$
1.10	Mitigation Costs (5% of the amount specified at 1.02, 1.03 and 1.04 is automatic)	\$

Section Two – Public Liability

Is Section Two – Public Liability - required? Yes No

Limits of Indemnity

6.01	Public Liability	\$
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Sub limits

Limits of Indemnity

6.02	Products Liability	\$
6.03	Vibration Weakening or the Removal of Support	\$
6.04	Property in Care, Custody or Control	\$

OPTIONAL ADDITIONAL COVERS

In addition to Material Damage and Liability, do you require any of the following extensions:

Note, an additional premium may apply to each of these additional extensions. Please contact your insurance broker for full details.

- a. Advanced Business Interruption Cover Yes No
- b. Cover Advantage Endorsement Yes No
- c. Earthworks Advantage Cover Yes No
- d. Errors and Omissions Extension Yes No
- e. Liquidated Damages Extension (Residential Builders Only) Yes No

DECLARATION AND SIGNATURE BY PROPOSER

On behalf of the proposed insured, I / we declare that the answers given herein are in every respect true and correct and that I / we have not withheld any information likely to affect the acceptance of this insurance and that I / we have read and understood the Policy document. I / we have sought clarification of any aspects of the proposal form or Policy document I / we did not understand.

I/we acknowledge that MECON Insurance Pty Ltd may give to, and obtain from, other insurers, personal information of mine / ours relating to this insurance as well as insurance claims information obtained during the course of any contract I / we have with MECON Insurance Pty Ltd.

I/we also acknowledge that MECON Insurance Pty Ltd are not obliged to automatically accept the insurance proposed above, however I / We understand that MECON Insurance Pty Ltd will formally advise me / us of the extent to which they are prepared to offer insurance by quotation, Schedule or otherwise in writing.

NOTE - If someone has completed this form on your behalf, before signing this proposal form double check the details to ensure that you agree to all answers completed by that person are true and correct.

Signed

[Empty box for Name]

Name

[Empty box for Title / Position]

Title / Position

[Empty box for Signature]

Signed

[Box with placeholder text DD / MM / YYYY]

Dated