

## RECRUITMENT CONSULTANT AND LABOUR HIRE ADDENDUM

1. Please detail the proposer's total income (including wages paid to on-hired employees and payments made to independent contractors) in each of the financial years derived from clients based in:

	Last Financial Year	Current Financial Year	Coming Financial Year
<b>Financial Year Ended</b>	___/___	___/___	___/___
<b>Australia</b>			
<b>Elsewhere</b>			
<b>Total</b>			

2. Please provide a breakdown of the income earned by the proposed split between HR Consultation Work, Permanent Placements, On-Hired Services and Independent Contractors.

	Last Financial Year	Current Financial Year	Coming Financial Year
<b>HR Consulting, Training &amp; Payroll</b>			
<b>Permanent Placements</b>			
<b>On-Hired Services (including wages paid to employees)</b>			
<b>Independent Contractors (including payments made to contractors)</b>			
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

3. Please detail below, the **total income** received for **on-hired services** (including gross wages paid to your employees who are on-hired to your Clients). (Blue Collar means "manual labourers and/or trades people").

On Hired WHITE COLLAR	Past 12 Months Actual \$	Next 12 months Estimated \$
Clerical/Secretarial		
Hospitality*		
Professionals:		
(a) Accountants		
(b) Architects		
(c) Engineers		
(d) IT Consultants		
(e) Healthcare Workers		
(f) Others**		
<b>TOTAL</b>		

Hospitality* (please describe duties)
Others** (please describe activities)

On Hired BLUE COLLAR	Past 12 Months Actual \$	Next 12 Months Estimated \$	
Industrial			
Mining (above ground)			
Mining (below ground)			
Labourers			Others**(please describe activities)
Scaffolders/Riggers			
Aircraft Maintenance			
Others**			
TOTAL			

4. Please detail below, the total income you receive for **independent contractor placements** (including payments made to such contractors (i.e. sole traders, partnerships, trusts and proprietary companies) who are on-hired to your Clients. (Blue Collar means “manual labourers and/or trades people“)

Independent Contractors WHITE COLLAR	Past 12 Months Actual \$	Next 12 months Estimated \$
Clerical/Secretarial		
Hospitality* (describe)		
Professionals:		
(a) Accountants		
(b) Architects		
(c) Engineers		
(d) IT Consultants		
(e) Nurses/Healthcare Workers		
(f) Others** (describe)		
TOTAL		

Independent Contractors BLUE COLLAR	Past 12 Months Actual \$	Next 12 Months Estimated \$
Industrial		
Mining (above ground)		
Mining (below ground)		
Labourers		
Scaffolders/Riggers		
Aircraft Maintenance		
Others** (describe)		
TOTAL		

\*Hospitality (describe duties):

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\*\*Others (describe activities):

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\*\*Others (describe activities):

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5. Are any of your On-Hired Employees or On-Hired Contractors placed in any of the following industries:

- a. Mining No  Yes
- b. Petrochemicals No  Yes
- c. Marine No  Yes
- d. Oil & Gas No  Yes
- e. Aerospace No  Yes
- f. Rail No  Yes

If yes, please provide details.

6. Are you licensed appropriately in accordance with Labour Hire Licensing Legislation? No  Yes

## DECLARATION

I declare that I am authorised to complete this Addendum on behalf of the Company and that to the best of my knowledge and belief the statements and particulars in this Addendum are true and correct and no material facts have been omitted or misrepresented. I undertake to inform Berkley Insurance Australia (BIA) of any change to any material fact which occurs before any insurance based on this Addendum is entered into.

By completing and signing this Addendum you acknowledge, accept and agree that in underwriting and issuing a policy BIA does and will rely on all disclosures, proposals, declarations and representations made by you to BIA.

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Date

\_\_\_\_\_  
Name of authorised individual/partner/principal/director

\_\_\_\_\_  
Signature of authorised individual/partner/principal/director

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