

## RECRUITMENT CONSULTANT AND LABOUR HIRE ADDENDUM

Please provide a breakdown of the income earned by the proposed split between Permanents, On Hired Services and Independent Contractors.

BLUE COLLAR is defined as: “Unskilled manual labour and/or trades people (both unskilled and unqualified)”.

PERMANENTS: Please show in the categories below, the fees that you are paid for placing candidates on a permanent basis – details are required for each category.

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

\*Others (describe occupations):

---



---



---

Permanents BLUE COLLAR	Past 12 Months Actual \$	Next 12 Months Estimated \$
Industrial		
Mining		
Labourers		
Others* (describe)		

\*Others (describe occupations):

---



---



---

ON HIRED SERVICES: Please show in the categories below, the gross wages that you pay to your employees who are on-hired to your Clients – details are required for each category.

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) Nurses/Healthcare Workers		
(f) Others** (describe)		

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

\*Hospitality (describe duties):

---



---



---

\*\*Others (describe activities):

---



---



---

\*\*Others (describe activities):

---



---

INDEPENDENT CONTRACTORS: Please show in the categories below, the gross fees that you pay to independent contractors (which include sole traders, partnerships, trusts and proprietary companies) who are on-hired to your Clients – details are required for each category.

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)		

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)		

\*Hospitality (describe duties):

---



---



---

\*\*Others (describe activities):

---



---



---

\*\*Others (describe activities):

---



---



---

## LICENSING

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.

---

Date

---

Name of authorised individual/partner/principal/director

---

Signature of authorised individual/partner/principal/director

**Sydney**  
Tel. (02) 9275 8500  
sydney@berkleyinaus.com.au

**Melbourne**  
Tel. (03) 8622 2000  
melbourne@berkleyinaus.com.au

**Brisbane**  
Tel. (07) 3220 9900  
brisbane@berkleyinaus.com.au

**Perth**  
Tel. (08) 6488 0900  
perth@berkleyinaus.com.au

**Adelaide**  
Tel. (08) 8470 9020  
adelaide@berkleyinaus.com.au