

CONFIDENTIAL

CLAIM ADVICE FORM

**FOR POSSIBLE CLAIM OR CIRCUMSTANCE
TO BE COMPLETED & RETURNED PROMPTLY TO BERKLEY INSURANCE AUSTRALIA:**

National Head of Claims
Berkley Insurance Australia
Level 7
321 Kent Street
Sydney NSW 2000

Email: australiacclaims@berkleyinaus.com.au

Telephone: (02) 9275 8500
Fax: (02) 9261 2773

Purpose for Collection of Information

The information contained in this document and any other documents provided is confidential and has been prepared for the dominant purpose of enabling Berkley Insurance Australia to obtain legal advice in relation to the claim or circumstances notified herein and/or in connection with litigation that is contemplated or pending.

PRIVACY STATEMENT

Berkley Insurance Australia handles your personal information in a responsible manner and in accordance with the *Privacy Act 1988 (Cth)*.

Consent

By requesting us to provide you with insurance and insurance related services, you consent to the collection, use and disclosure of personal information you have provided to us for the purposes set out in our Privacy Policy.

How we collect your personal information

Generally we collect personal information from you or your agents. Personal information may also be collected by us from our agents and service providers; other insurers and insurance reference bureaus; third parties who may claim under your policies; service providers who assist us in investigating, processing and settling claims; third parties who may be arranging cover for a group that you are part of; statutory, regulatory and law enforcement bodies and from publicly available sources.

Why we collect personal information

The personal information we collect enables us to provide our products and services. This may include processing and settling claims; offering products and services that may be of interest to you and conducting market research for products and services that may be relevant to you.

You can choose not to receive product or service offering from us by calling (02) 92758500 Eastern Standard Time 9am to 5pm Monday to Friday inclusive. For further information, you can access our Privacy Policy at www.berkleyinaus.com.au

Who we disclose your personal information to

Your personal information may be disclosed to other parties with whom we have business arrangements for purposes set out in the paragraph above. These parties may include insurers, intermediaries, reinsurers, related companies, our advisers and parties involved in claims assessment, processing, investigation and settlement. Where required by law, we may also disclose information to government, law enforcement, dispute resolution and statutory or regulatory bodies.

Personal information about others

Where you provide personal information about others, you represent to us that you have made them aware that you will do so, the types of third parties we may disclose it to together with the purposes we and our third parties use it for, how they can access such information and how complaints can be made

Where you provide sensitive information about others, you represent to us that you have obtained their consent. If you have not, and will not do so, you must tell us before you provide the sensitive information.

Overseas Disclosure

Your personal information may be disclosed to other companies in the Berkley group, reinsurers and service providers that may be located in Australia and overseas. The countries this information may be disclosed may vary from time to time but may include the United States of America and other countries where the Berkley group has a presence.

Any information disclosed may only be used for the purposes detailed above.

Accessing your personal information and dealing with complaints

You may request access to the personal information we hold about you by calling us at any time.

Our Privacy Policy details how you can make a complaint about a breach of the privacy principles as set out in the *Privacy Act 1988 (Cth)* and our complaints process.

Our Privacy Policy is available at www.berkleyinaus.com.au

Insured: _____

Address: _____

Occupation: _____

ABN: _____ Input Tax Credit: _____ %

Policy No: _____

Excess: \$ _____

Broker: Name: _____

Contact: _____ Phone: _____

1) What were you retained or contracted to do which may give rise to this claim or possible claims?

2) Was your retainer or contract confirmed in writing? If so, please attach a copy. If not, please provide appropriate details.

3) When did you perform the work from which this claim or possible claim arises?

4) Date when you first became aware of a claim or possible claim against you and what brought this to your attention:

5) Name of the party who is or may be claiming against you:

6) Describe the circumstances giving rise to the allegations against you that may give rise to a claim. (Please set out further details overleaf):

7) What are your views regarding these allegations?

8) What action do you consider should be taken?

9) What is your estimate of the maximum claim if everything goes against you?

10) Any other comments which you consider pertinent:

I/We expressly agree that the information given by me/us is provided with my/our full knowledge and consent and further agree to hold harmless and indemnify Berkley Insurance Australia in the event of any action or matter that may be taken by any party pursuant to the Privacy Act 1988 (Cth). I/We acknowledge that I/we have read and understood the paragraphs accompanying this proposal headed "Privacy".

Signed: _____ Dated: _____