

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.

1. Please detail in the categories below the **fees** you are paid for placing candidates on **permanent basis** (Blue Collar means “manual labourers and/or trades people”).

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):

2. Please detail in the categories below the **gross wages** you pay 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) 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):

3. 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

If yes, please provide details.

4. 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. (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)		

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

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