

ADDENDUM: PROPERTY INDUSTRY

SECTION 1: PROFESSIONAL ACTIVITY BREAKDOWN

1. Please provide a breakdown of your gross fees/income for the past 12 months derived from the following fields of work, either by stating the whole amounts in Australia Dollar (\$) or the percentage:

Fees Earned From:	Percentage Breakdown %	Last Financial Year's Gross Fees \$	Current Financial Year's Gross Fees \$
1. Real Estate Sales – Residential/Rural			
2. Real Estate Sales- Commercial/Industrial			
3. Property Management – Residential/Rural			
4. Property Management – Commercial/Industrial			
5. Facilities Management			
6. Rent Collecting			
7. Leasing			
8. Body Corporate/Strata Management			
9. Auctioneering			
10. Stock & Station Agency			
11. Land Settlement Agent or Broking/Conveyancing			
12. Loss Assessment or Adjustments			
13. Land Valuations (See Questions Below)			
14. Property Valuations (No Cover Applies)			
15. Business Broking (See Questions Below)			
16. Other (Please specify)			
Total	100%		

2. Do you ever undertake any off the plan residential real estate sales? Yes [] No []

Do you ever act on behalf of the property developer when undertaking off the plan sales?

Yes [] No []

If YES to any of the questions above, please provide full details either below or on a separate sheet of paper.

3. Do you ever provide investment advice or financial advice to a third party? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper.

4. Do you have any agency arrangements with:

- a. Any Insurance Company? Yes [] No []
- b. Any Financial Institutions? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper.

5. Do you have any connection or association (financially or otherwise) with any firm engaged in real estate development, construction, supply or any form of contracting? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper.

6. Do you have any connection or association (financially or otherwise) or do you plan to be a part of a joint venture, partnership or consortium with any other Business? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper

Land Valuation Questions:

7. If you ever undertake any land valuation work, please provide details on the largest and average land valuation undertaken in the last three (3) years.

- a. Do you always provide adequate disclaimers? Yes [] No []
- b. Do you always apply a formal valuation calculation methodology when undertaking land valuations? Yes [] No []

If NO to any of the questions above, please provide full details either below or on a separate sheet of paper.

Property Management/Facility Management Questions:

8. If You undertake any property management work please complete the following questions:

- a. Do you manage any properties that exceed three storeys? Yes [] No []
- If YES, are the buildings in question older than seven years old? Yes [] No []
- b. Do you manage any shopping centres? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper

If you undertake any facilities management work please complete the following question.

- c. Do you always ensure regular and adequate cleaning patrols are undertaken? Yes [] No []

If NO, please provide full details either below or on a separate sheet of paper

Business Broking Questions:

9. If you ever undertake any business broking activities please complete the following questions:

- a. Do you only ever act for one party in the transaction (e.g. Vendor or Purchaser)? Yes [] No []
- b. Of businesses that you have been engaged to sell in the last 3 years, please provide the main types of businesses they are (e.g. cafes, newsagents, accountancy practices)?

c. Please provide the type, approximate turnover and sale price of the five largest businesses you have been engaged to sell in the past 3 years:

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- d. Do you always recommend that your client conducts their own independent due diligence and obtains their own independent legal and financial advice? Yes [] No []

If NO, please explain below and please provide copies of any disclaimers you use in any written reports/recommendations provided in relation to the sale of a business.

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- e. Do you ever provide valuations of the business being sold? Yes [] No []

If YES, please provide full details either below or on a separate sheet of paper

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- f. Do you always ensure you are formally appointed to act on behalf of the vendor or purchaser of a company? Yes [] No []

If NO, please provide full details either below or on a separate sheet of paper

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10. Are you a member of a professional industry association or professionally licensed by an appropriate real estate licensing authority? Yes [] No []

If YES, please provide details:

Claims Questions:

11. Have any Claims been made against the Company for professional negligence, error or omission in the last 5 years? Yes [] No []

If YES, please provide further details below or on a separate sheet of paper of the Claim, the Claim amount and any payments:

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12. Is the Proposer aware, after enquiry of any circumstances or incident, which may give rise to a Claim? Yes [] No []

If YES, please provide further details below or on a separate sheet of paper:

SECTION 2: FURTHER DECLARATION TO THE PROPOSAL

AFTER INQUIRY

I declare that the statements and particulars are true and that I have not misstated or suppressed any material facts.

I agree that this Addendum, together with the Proposal and any other information supplied by us shall form the basis of any contract of insurance effected thereon, and I undertake to inform the insurer of any material alteration to these facts whether occurring before or after completion of such contract of insurance. I acknowledge that I have read and understood the "Notice to Insured" on the first page of the Proposal. I agree that the Underwriters may use and disclose our personal information in accordance with the "Privacy Statement" at the beginning of this Proposal. I am authorised to complete the above information on behalf of the Insured named in the Proposal.

Signature Principal(s)/Partner(s)/Director(s): _____

Insured's Name and Date(dd/mm/yyyy): _____

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