



**PROFESSIONAL INDEMNITY  
 RECRUITMENT INDUSTRY ADDENDUM**

1. Do you wish to cover your possible vicarious liability relating to your contractors who are on-hired to a host employer? Yes  No
2. If you have answered Yes to Question 1. please provide copies of your standard contractual terms used for contracts with clients.
3. Do you use standard contracts with on-hired employees? Yes  No

**4. Permanent Placements:**

What is your income from permanent placements?

	Australia \$A	Overseas \$A
(a) current financial year (estimate)		
(b) last financial year		
(c) previous financial year		

**5. Overseas Activities:**

- a) Do you make personnel placements overseas? Yes  No   
 If Yes, please state which countries and which industries:.....  
 .....
- b) Do you source candidates from overseas? Yes  No   
 If Yes, please state which countries and which industries:.....  
 .....

**6. Risk Management:**

- a) Briefly describe your reference checking procedures: .....
- b) Do you carry out OH&S checks on host employers prior to placing on-hired employees? Yes  No

**7. On-Hired Employees:**

Please show in the categories below, the **gross wages** that are paid to your employees who are on-hired to a host employer.

Employees	Last Financial Year	Current Financial Yr (estimate)
<b>Clerical/Secretarial</b>	\$	\$
<b>Professionals:</b>		
a) Accountants	\$	\$
b) Architects	\$	\$
c) Engineers	\$	\$
d) IT Consultants	\$	\$
e) Nurses/Healthcare workers	\$	\$
<b>Blue Collar:</b>	\$	\$
<b>Others:</b> (describe below)	\$	\$

Description of Others: .....

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**8. On-Hired Services (Contractors)**

Please show in the categories below, the **gross fees** paid to contractors (which can include sole traders, partnerships, trust and proprietary companies) who are on-hired to a host employer.

<b>Contractors</b>		<b>Current Financial Yr (estimate)</b>
<b>Clerical/Secretarial</b>		\$
<b>Professionals:</b>		
a) Accountants		\$
b) Architects		\$
c) Engineers		\$
d) IT Consultants		\$
e) Nurses/Healthcare workers		\$
<b>Blue Collar:</b>		\$
<b>Others:</b> (describe below)	\$	\$

Description of Others: .....

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**DECLARATION**

I/We have made due enquiry of the Applicant and its principals, partners, directors and employees concerning the questions asked within this proposal and have authority to sign this proposal on their behalf;

I/We have read and understood the Important Information of this Proposal;

The statements and particulars in this proposal are true and correct;

This proposal along with any other information supplied by me/us shall form the basis of any policy entered into;

I/We understand that up until the policy is entered into, we must notify any change in the matters disclosed in this proposal; and

I/We will notify any material alteration to the matters disclosed in this proposal occurring after completion of the proposal.

Name of Practice:	
Signed: Partner, Principal or Director:	Date: / /