# To whom it may concern

**Letter of Appointment**

Policy Type: Policy No: Due Date:

This letter confirms that with immediate effect the Insured appoints Body Corporate Brokers Pty Ltd t/as Body Corporate Brokers (BCB) to act as its General Insurance Broker in all matters relating to the insurance policies specified above. This letter rescinds all previous appointments.

BCB is authorised to negotiate with insurers and other interested companies about changes to your existing insurance policies and ongoing claims matters. This includes but is not limited to, the authority to obtain claims information, negotiate prompt settlement of any outstanding insurance claims, negotiate renewal terms, endorse existing policies, obtain property surveys and other relevant underwriting information about the insurance program and discuss general insurance matters relative to the Insured.

BCB may charge a broker fee and/or a percentage of the insurance commission for our services including:

* reviewing, comparing and advising you on your insurance needs
* arranging, renewing and updating risk variations and insurance contracts on your behalf
* assisting with administration and advocating in your interests for insurance claims settlements.

The law requires that we obtain the client’s consent before we can receive an insurance commission. Once provided, client consent is irrevocable.

Insurance commissions on strata insurance products are generally up to 20% of the premium (excluding relevant taxes, charges and levies) and are paid to BCB by the insurer when the policy is arranged, renewed or where there is a variation to the policy (if an additional premium is payable). BCB may share a percentage of this commission with our Authorised Representative (AR) – your strata management company. Your insurance report will show the exact remuneration split underneath the presented quotes.

[ ] By signing this letter, I, the undersigned, confirm I have read and understood that BCB earns a commission as outlined in the above correspondence and confirm my consent to BCB receiving a commission.

OR

[ ] By signing this letter, I, the undersigned, confirm I appoint BCB as our General Insurance Broker in all matters relating to the insurance policies specified above but do not consent to BCB earning a commission for its services.

Yours faithfully

Signed: Date:

Print Name and Position