

# Claim Form

**ACCURACY OF INFORMATION.** It is a condition of the Policy that all information provided is accurate. Any information found not to be true may lead to a claim being denied and the Policy being terminated. The insurer has the right to further investigate or audit any claim.

## INSTRUCTIONS.

**Step 1.** Please complete this form; attach a copy of the letter from the relevant government agency advising of the audit; and mail to Claims Division, International Underwriting Agencies Ltd, PO Box 7238, Wellesley Street, Auckland, NZ or fax documentation to 9 302 7694.

**Step 2.** Please supply additional documents (refer 'Documents Required' below) in due course. If the documentation can't be provided, please contact us on 9 302 7693.

Insured's Name:

\_\_\_\_\_

Reference Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Contact person should we have any questions:

Name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Fax number: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Accountancy Firm handling the audit:

\_\_\_\_\_

Is the 'Insured Name' being audited GST registered? YES [ ] NO [ ]

If 'YES', your registered number is: \_\_\_\_\_

What type of inquiry, investigation, review or audit is being undertaken?

\_\_\_\_\_

Please list below which periods/years\* are being inquired, investigated, reviewed or audited and advise the date on which the relevant return was lodged with the relevant government agency:

Period/Year	Date return lodged
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

When was the client first approached by the relevant government agency to provide additional information or advised that an investigation, review or audit was to be undertaken?

\_\_\_\_/\_\_\_\_/\_\_\_\_

If reporting this claim more than 20 business days after the above date, please explain why the delay.

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Estimate of the final claim cost: \$ \_\_\_\_\_

If all documents, as outlined on Page 3, are not being provided to finalise this claim, approximately when will final documentation be provided? \_\_\_\_/\_\_\_\_

Where attached, does the Tax Invoice represent 'FINAL' [ ] or 'PROGRESS' [ ] payment.

Please refer Page 3 re 'Documents Required' to complete the claim.

Insured Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**>> It's important that you provide all documents as listed on Page 3 with the required information. The claim can't be submitted to QBE for processing until it is complete. <<**

## **DOCUMENTS REQUIRED TO COMPLETE THE CLAIM**

### **ALSO READ STEPS 1 & 2 ON PAGE 1.**

1. Proof (typically by print outs from the relevant government agency's portal i.e., the ATO Portal) as to the actual date that the relevant return(s) being investigated, reviewed or audited were submitted to the relevant government agency.
2. The Tax Invoice from your professional adviser.
3. Where the amount of the Tax Invoice is greater than \$1,000, the insurer requires a copy of the accountant's 'time sheets' or 'work in progress' documents that support the Tax Invoice. The insurer requires a detailed breakdown that identifies the partner/employee involved; the relevant hourly charge rate for each partner/employee involved; a description of the activities undertaken; number of units/hours involved in each activity listed; and any disbursement costs.
4. Where you have engaged another professional to assist, their fees must be included as a Disbursement Cost and where, combined fees being claimed are over \$1,000, the same rule applies re the other professional providing 'time sheets' or 'work in progress' as per above.
5. A copy of the final letter from the relevant statutory authority confirming that the investigation, review or audit has been completed.

**>>> PLEASE NOTE THAT THIS CLAIM WON'T BE CONSIDERED BY QBE  
UNLESS ALL REQUIRED DOCUMENTATION IS PROVIDED.  
IF UNSURE, CONTACT US FOR FURTHER ASSISTANCE. <<<**