

Sam Nania  
Addis Insurance Brokers Pty Ltd  
PO Box 3003  
Burnley North VIC 3121

Dear Sam,

**Letter of Appointment**

We are pleased to confirm the appointment of Addis Insurance Brokers Pty Ltd to act as our Insurance Brokers, Consultants and Advisors with immediate effect.

As instructed, would you please assume responsibility for the ongoing administration of our Insurance related arrangements, assist us where requested with the settlement of any existing claims and ensure that coverage is maintained and completed in respect of any forthcoming renewals.

Would you also please approach our existing Insurers with a view to assuming responsibility for any matters that remain outstanding or that require further attention. We also authorise you to obtain from Insurers, on our behalf, whatever documentation etc you deem necessary.

Policy	Insured Entity	Address	Insurer	Renewal Date	Policy Number

Yours faithfully,

For and on behalf of Insured Names Listed Below

Signatory Name & Title:

---

Date:

---