



**INSURANCE
SERVICES**

Variation/Certificate Amendment – NSW

This form must be used for NSW Variations or Certificate Amendments to an existing Certificate of Insurance.

Variation Fee

A variation fee of \$82.50 inc. GST for services provided by HIA Insurance Services Pty Ltd is payable on submission of this variation form. Please note that a variation fee of \$82.50 inc. GST is payment each time you submit a new variation. This fee is additional to any extra premium charged by the Insurer. An invoice will be sent to the email address provided in your variation form and will detail the payment options available to you. Your variation will not be processed until payment of the variation fee has been received.

Please return this form and mandatory supporting documentation to us via:

Email: hiais.hwivariations@aon.com

Phone: 1800 762 878

Website: www.hiainsurance.com.au

We may correspond with you by electronic communications unless you instruct us not to do so. Electronic communications are not always secure and may be read, copied, lost or interfered with in transit. We are not responsible for any of the risks associated with electronic communication, including loss of data.

Privacy Statement

By submitting this application, you acknowledge that HIAIS may collect, use, store and disclose personal information to offer, promote, provide, manage and administer the financial services and products we and our group of companies offer, in the manner set out in the [Aon Privacy Notice](#). For further information about our privacy practices, please refer to the [Aon Australia Group Privacy Statement](#), a copy of which can be sent to you upon request.





Variation/Certificate Amendment – NSW

Information as per existing Certificate

Business Name

License Number

Contact Name

Contact Phone

Email Address

Policy Number

Job Number

Site Address

Postcode

Select the Certificate Variation/s and/or Amendment/s required

- Amend the Homeowner Name.** A copy of the building contract detailing the full name, a rates notice, or any other legal proof of identity is required.

Updated Homeowner Name:

- Amend the Site Address.** A copy of the building contract, a rates notice, or a Development Application (DA)/Complying Development Certificate (CDC) detailing the new site address is required.

Site Address

Postcode

- A variation to the project that is less than 20% of the original contract price.**

Original contract value (including GST and excluding HBCF premium):

Variation amount (including GST and excluding HBCF premium):

New total contract value (including GST and excluding HBCF premium):



A variation to the project that is greater than 20% of the original contract price. Please provide a copy of the signed contract incorporating the variation, a scope of works with costings, a signed variation document, OR invoices confirming the variation amount.

Original contract value (including GST and excluding HBCF premium):

Variation amount (including GST and excluding HBCF premium):

New total contract value (including GST and excluding HBCF premium):

Other variation/amendment. Please specify.

Variation Authority

Both the Builder and the Owner are required sign this Variation form.

Builder's Name

Signature

Date

Owner's Name

Signature

Date