



# SA VARIATION/CERTIFICATE AMENDMENT

## QBE Builders Warranty Insurance

Use this SA Variation/Certificate Amendment form if you have an existing Certificate of Insurance that you are seeking to correct or change.

### Variation Fee

A fee of \$50 +GST applies to Certificate Variations. This fee is additional to any extra premium charged by the Insurer. An invoice will be sent to the email address (or alternate contact details) provided in your variation form and will detail the payment options available to you. Updated certificates will be provided upon receipt of payment.

**Please return this form and attachments to your local HIAIS Representative or contact us via:**

**Email:** [sa.hiaisadmin@aon.com](mailto:sa.hiaisadmin@aon.com)

**Phone:** 1800 762 878

**Website:** [www.hiainsurance.com.au](http://www.hiainsurance.com.au)

To the extent permitted by law, we may correspond with you by electronic communication unless you instruct us not to do so (and vice versa). Electronic communications are not always secure, and they may be read, copied or interfered with in transit. We are not responsible for any of the risks associated with electronic communication.

### Privacy Statement

HIA Insurance Services Pty Ltd (HIAIS) is committed to protect your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth.). We collect, use and disclose personal information to offer, promote, provide, manage and administer the many financial services and products we and our group of companies are involved in, as set out in the [HIAIS Privacy Notice](#).

Unless we hear from you otherwise, through the means set out in the [HIAIS Privacy Notice](#), we will assume that you have read the [HIAIS Privacy Notice](#) and you have no objection to us handling your personal information in the manner set out in this notice (which includes contacting you to promote our products and services we think may be of interest to you).

A copy of the [HIAIS Privacy Notice](#) can be located on our website [www.hiainsurance.com.au](http://www.hiainsurance.com.au)



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## QBE Builders Warranty Insurance

### Certificate Information

Entity Name:

Contact Name:

Email Address:

Contact Phone:

Domestic Builders Licence No.:

Certificate/Policy No.:

Site Address:

State: **SA** Postcode:

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

Amend the certificate to correct an error (e.g., misspelling, incorrect contact details, etc.)

Section requiring amendment:

Update value to:

A variation to the site address. A copy of the contract or variation order noting the new site address **must** be provided, along with one of the following:

- Council authority confirming that the old address has been updated to the new address
- Copy of the old and new certificates of title
- Confirmation that the original allotments and deposited plan number are the same.

New Site Address:

State: **SA** Postcode:

Other variation. Please provide a copy of the contract or variation order incorporating the variation. Please specify details of the variation:

### Variation Authority

Builder's Name:

Signature:

Date:

Owner's Name:

Signature:

Date:

