

ABOUT THIS FORM

This form is to be completed by the builder in situations where a Certificate of Insurance has been issued and the builder is seeking to cancel the Certificate of Insurance.

This form **MUST** be signed by the **BUILDER AND OWNER** named on the certificate. If not, the cancellation will not be approved.

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PLEASE USE CAPITAL LETTERS.
SECTION 1. DETAILS ABOUT THE CERTIFICATE OF INSURANCE

Building Entity (Business Name)		
<input type="text"/>		
Builders Licence Number	Contact Name	Contact Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Policy Number	Email Address	
<input type="text"/>	<input type="text"/>	

ADDRESS OF THE DOMESTIC BUILDING WORKS

Unit number/s	Lot number	Street number	Street name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Suburb/Town			State	Postcode
<input type="text"/>			<input type="text"/>	<input type="text"/>

SECTION 2. APPLICATION TO CANCEL A CERTIFICATE OF INSURANCE

⚠ A certificate cancellation will only be considered if ALL of the following apply:

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| <ul style="list-style-type: none"> ✓ The building contract has been terminated. ✓ No works have commenced on the site. ✓ A period of no more than two (2) years has lapsed since the date of insurance. ✓ No monies are owing to any party to the contract. ✓ There are no disputes between any parties to the contract. ✓ Work has not commenced and no payment has been made to the builder under the contract. | <ul style="list-style-type: none"> ✓ No claim exists in respect of the project for which the certificate has been issued and that the homeowner or developer agrees not to rely on the certificate. ✓ The certificate has not been provided to any third party (e.g. PCAs, Councils, prospective purchasers, conveyancers, real estate agents, finance providers). ✓ Any deposit paid by the homeowner has been refunded in full. ✓ If a deposit has been paid and work has not commenced, that the deposit has been refunded in full. |
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ⓘ If deposit funds have been paid by an owner and not returned, the Certificate of Insurance cannot be cancelled.

- Confirmation in writing from the homeowner (or developer) stating: no "building work" has commenced – this is to be taken as meaning that there has been no commencement of land clearance.
- Attach a copy of any document confirming the termination of the contract between the building entity and the owner.

Please state the reason for the cancellation of the certificate:

Builder's Name	Builder's Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner's Name	Owner's Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

CANCELLATION REFUND

To proceed with any potential refund from this cancellation process, we require confirmation of your bank account details for the purposes of Electronic Funds Transfer. Please provide one of the following when returning this form:

- ✓ Banking details provided on company letterhead; or
- ✓ Bank Account Statement (transactions obscured); or
- ✓ Internet Banking screenshot; or
- ✓ Bank Deposit Slip with pre-printed account number and account name; or
- ✓ A confirming Bank Letter, advising bank account details

HIA INSURANCE SERVICES PTY LTD - PRIVACY NOTICE

HIA Insurance Services Pty Ltd ('HIAIS') is committed to protecting 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

Return form and all supporting documentation to: HIA Insurance Services Pty Ltd, PO Box 883, North Ryde BC NSW 1670
Phone: 1300 200 201 **Fax:** 1300 694 663 **Email:** hiais.ryde@aon.com