

Monthly declaration of notifiable events



QBE Insurance (Australia) Limited ABN 78 003 191 035 AFSL 239 545

Please return the completed form to qbetc.notifevent@qbe.com

Please complete this form promptly at the end of each month in respect of those accounts where a “notifiable event” has occurred. Failure to do so may prejudice your position in the event of a claim. If in doubt as to what constitutes a notifiable event please refer to your policy document. All amounts should be expressed in the “approved claim currency” of your policy. Please refer to the “currency” clause of your policy document.

Declaration of notifiable events for the month ended (mm/yyyy)

Buyer (please show full legal entity)	Position of account	Currency and amount	Reason for non-payment & action taken choose a reason from the drop down menu
Name	Not yet due		
	<30d		
Registration no. (if applicable)	<60d		
Address	<90d		
	>90d		
Terms of payment	Total		
Name	Not yet due		
	<30d		
Registration no. (if applicable)	<60d		
Address	<90d		
	>90d		
Terms of payment	Total		
Name	Not yet due		
	<30d		
Registration no. (if applicable)	<60d		
Address	<90d		
	>90d		
Terms of payment	Total		
Name	Not yet due		
	<30d		
Registration no. (if applicable)	<60d		
Address	<90d		
	>90d		
Terms of payment	Total		

Signature of insured

Company name of insured		Policy number	
Name of signatory		Position in company	
Email			
Signature		Date (dd/mm/yyyy)	

How to use this form

Please print clearly

- Please ensure that the full name of the buyer (legal entity), street address, registration No. (where applicable) are provided. In the case of an unincorporated buyer, the full business or association name must be stated.
- Please round the amounts owing to the nearest whole unit of currency and specify currency.
- Once an account is reportable, all amounts owing (including current, 30 days, etc) must be shown.
- You must continue to report a notifiable event until such time as a claim form has been submitted or the notifiable event no longer exists.
- Where no notifiable events have occurred during a particular month, a "Nil" return should be submitted.
- Please ensure your company name and policy number are provided, and that an authorised officer has signed and dated the bottom of the form.
- Mail or email the completed form to the arranger of your policy or to the Insurer contact.
- If you have any queries, please contact us or the arranger of your policy.