



ARTISAN[®]
UNDERWRITING



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RECRUITMENT AND LABOUR HIRE ADDENDUM

1. Please provide gross Turnover below;

Location	Previous 12 months	Last 12 months	Next 12 months
Australia	\$	\$	\$
Other (exc USA/Canada)	\$	\$	\$
USA/Canada	\$	\$	\$
Total	\$	\$	\$

2. Please list all professional services provided and allocate an approximate percentage of the Insureds income for each.

(i) Activities Performed (include all activities and services in addition to placement services i.e HR or Payroll Consulting, Industrial Relations or Communications Consulting etc.)

	%
	%
	%
	%
	%

3. Please provide a breakdown of the income earned by the proposed split between HR Consultation Work, Permanent Placements, On-Hired Services and Independent Contractors.

	Last Financial Year	Current Financial Year	Coming Financial Year
	/ /	/ /	/ /
HR Consulting, Training & Payroll	\$	\$	\$
Permanent Placements	\$	\$	\$
On-Hired Services (including wages paid to employees)	\$	\$	\$
Independent Contractors (including payments made to contractors)	\$	\$	\$
Total	100%	100%	100%

4. On-Hired Services Breakdown

Please detail below the total income received for on-hired (including gross wages paid to on-hired employees).

(a) White Collar On-Hired Employees

On-Hired White Collar	Last 12 months \$	Next 12 Months \$
Clerical/Administrative		
Hospitality / Retail		
Professionals:		
Accountants		
Architects		
Engineers		
IT Professionals		
Healthcare Workers and Nurses (exc Doctors)		
Doctors (exc midwives)		
Other white-collar professionals		

(b) Blue Collar On-Hired Employees.

On-Hired White Collar	Last 12 months \$	Next 12 Months \$
Labourers		
Scaffolders/Riggers		
Aircraft Maintenance		
Industrial Workers		
Mining Contractors (above ground)		
Mining Contractors (below ground)		
General Trades		
Other Blue-Collar workers		

5. Independent Contractor Placements

(a) White Collar Contractor Placements.

On-Hired White Collar	Last 12 months \$	Next 12 Months \$
Clerical/Administrative		
Hospitality / Retail		
Professionals:		
Accountants		
Architects		
Engineers		
IT Professionals		
Healthcare Workers and Nurses (exc Doctors)		
Doctors (exc midwives)		
Other white-collar professionals		

(b) Blue Collar Contractor Placements

On-Hired White Collar	Last 12 months \$	Next 12 Months \$
Labourers		
Scaffolders/Riggers		
Aircraft Maintenance		
Industrial Workers		
Mining Contractors (above ground)		
Mining Contractors (below ground)		
General Trades		
Other Blue-Collar workers		

(i) If you answered Other "On-Hired" professions in Q 5 above, please provide further details.

(ii) If you answered Other "Independent Contractor Placements" in Q5 above, please provide further details.

6. If any of your On-Hired Employees or On-Hired Contractors placed in any of the following industries:

- a) Mining No Yes
- b) Petrochemicals No Yes
- c) Marine No Yes
- d) Oil & Gas No Yes
- e) Aerospace No Yes
- f) Rail No Yes

If Yes, please provide details:

7. Contracts

Please could you provide us with;

(i) the 3 largest Projects/Contracts in the last 5 years (including current).

Client name	Start Date	Completion Date
1.		
2.		
3.		

(ii) Project/Contract Specifics of the aforementioned.

Project /Contract Type	Project/Contract Value	Scope of Services Provided
1.	\$	
2.	\$	
3.		



DECLARATION

Please Note: Signing the Declaration does not bind either the proposed Insured or the Insurer to execute this or any insurance whatsoever.

Signed	
Name of Partner(s) or Director (s)	
On behalf of	
Date	/ /



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