

# BROOKLYN

**Miscellaneous PI**

**Online User Guide**



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**GET A QUOTE ONLINE**

Using our Online Quoting System, you can get a price in seconds and bind policies in minutes.

<p><b>Professional Indemnity Cover</b></p> <p>Get a quote »</p>	<p><b>Information Technology (IT)</b></p> <p>Get a quote »</p>
<p><b>Trainers and Training Organisations</b></p> <p>Get a quote »</p> <p><input type="checkbox"/> Check here if you want a quote for Business Insurance (including liability).</p> <p><input type="checkbox"/> Check here if you want a quote for Public and Products Liability</p>	<p><b>Management Liability Cover</b></p> <p>Get a quote »</p>

Brooklyn now have four (4) on-line products, including Miscellaneous Professional Indemnity (PI) Insurance.

**Enter your client's business activities**

Please select the activities undertaken by your client. Also include activities expected to be undertaken in the next 12 months. Multiple activities can be selected and each activity selected will be added to the activities list.

		Totals	
		0 %	
<b>- Agriculture/Environmental/Forestry/Water/Sciences</b>			
Agricultural Advisory Services and Agronomists	<input type="checkbox"/> % 2	Archaeologist	<input type="checkbox"/> % 2
Aquaculture Consultancy	<input type="checkbox"/> % 2	Botanical Consultancy	<input type="checkbox"/> % 2
Environmental Consultancy	<input type="checkbox"/> % 2	Flora and Fauna Consultancy	<input type="checkbox"/> % 2
Forestry Services and Consultancy	<input type="checkbox"/> % 2	Horticulturalist	<input type="checkbox"/> % 2
Meteorological Consultancy	<input type="checkbox"/> % 2	Natural Resource Consultancy	<input type="checkbox"/> % 2
Oceanographic Consultancy	<input type="checkbox"/> % 2	Solar Energy Consultancy	<input type="checkbox"/> % 2
<b>- Construction/Engineering/Design/Development/Planning/ Mining/Exploration/Geological</b>			
		100 %	
Acoustic Engineering and Consultancy	<input type="checkbox"/> % 2	Architecture	<input checked="" type="checkbox"/> 95 % 2
Architectural Drafting	<input type="checkbox"/> % 2	Asset Management	<input type="checkbox"/> % 2
Building Surveying	<input type="checkbox"/> % 2	Chemical Engineering	<input type="checkbox"/> % 2
Civil Engineering	<input type="checkbox"/> % 2	Electrical Engineering	<input type="checkbox"/> % 2
Engineering Drafting	<input type="checkbox"/> % 2	Environmental Engineering	<input type="checkbox"/> % 2
Geologists / Geophysicists	<input type="checkbox"/> % 2	Hydraulic Engineering	<input type="checkbox"/> % 2
Industrial Engineering	<input type="checkbox"/> % 2	Interior Design	<input type="checkbox"/> % 2
Land Surveying	<input checked="" type="checkbox"/> 5 % 2	Structural Engineering	<input type="checkbox"/> % 2
Materials Engineering	<input type="checkbox"/> % 2	Vehicle Inspection	<input type="checkbox"/> % 2
Mining Engineering and Consultants	<input type="checkbox"/> % 2		
Nathers Energy Rating Assessors	<input type="checkbox"/> % 2		
Quantity Surveying	<input type="checkbox"/> % 2		
Town Planning/Urban Planning	<input type="checkbox"/> % 2		
<b>+ Business Services</b>		0 %	
<b>+ Social and Community Services</b>		0 %	
<b>+ Real Estate &amp; Property Services</b>		0 %	
<b>+ Health related services</b>		0 %	
<b>+ Other activities not fitting the above classes</b>		0 %	
		100 %	

**Land Surveying**

A land surveyor marks property boundaries and records the information on plans and maps. They must be licensed to do this work, since the plans they make are the bases of legal transactions of land parcels.

Our Miscellaneous PI Products includes hundreds of Occupations found in our drop down menus.

Help keys are available to ensure you select the correct Occupation for your client.

**Enter your Gross Fee Details**

Policy Inception Date: 14 May 2010

Policy Expiry Date: 14 May 2011

A.B.N.: 12345679101

Actual Gross Fees For Previous Financial Year (Australia & New Zealand only). Please include any fees paid to Contractors: 100,000

Cover	Premium	Select
\$1 million	1,250.00	<input type="checkbox"/>
\$2 million	1,555.00	<input type="checkbox"/>
\$3 million	1,860.00	<input type="checkbox"/>
\$4 million	2,195.00	<input type="checkbox"/>
\$5 million	2,500.00	<input checked="" type="checkbox"/>
\$10 million	3,125.00	<input type="checkbox"/>

Select the cover required. Premiums are indicative only and are exclusive of statutory charges and underwriter fees

Complete limited information to obtain an indicative Premium for a range of Limits from \$1 million up to \$10 million.

**Professional Indemnity Limit of Indemnity**  
Please select the Professional Indemnity of Indemnity required from the table

For the purpose of calculating Stamp Duty please confirm the percentage of revenue earned in each state (must add up to 100%):

NSW: 100% VIC: % QLD: % SA: % WA: % ACT: % NT: % TAS: % Overseas: % Total: 100%

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**Enter your clients details**

Insured Business Name: ABC Pty Ltd

Date the proposer commenced trading or expected to commence trading: 1 January 2000

Does the proposer have any Subsidiary company applying for this insurance registered in any country outside of Australia and New Zealand?  Yes  No

Has the proposer earned or are they expected to earn any fees (including fees paid to Contractors) outside of Australia & New Zealand?  Yes  No

Number of staff including principals and employees: 3

Has the proposer been involved in any Mergers and Acquisitions in the last 5 years?  Yes  No

Has the proposer been involved in any Joint Ventures in the last 5 years?  Yes  No

Does the proposer hold relevant tertiary qualifications for the activities selected?  Yes  No 2

Does the proposer have more than 3 years industry experience in their practiced field?  Yes  No

**Step 1: Obtain A Price**  
**Step 2: Acceptance Criteria**  
**Step 3: Quote and Bind**

**YOUR PRICE: \$2,997.50**

Premium: \$2,500.00  
Stamp Duty: \$137.50  
GST: \$260.00  
Policy Fee: \$100.00  
Excess: \* \$2,500  
\* Inclusive of Costs

IMPORTANT: This estimate is not confirmed until you complete all questions.

A breakdown of the charges is received.

Complete the remaining questions to bind the quote.

Alternatively, the quote can be saved to complete at a later stage.

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**Past Claims**

Has any claim been made against the Proposer or any principal, partner, director, consultant or employee in respect of the risks to which this proposal relates?  Yes  No

Has the Proposer or any principal/partner/director/ consultant or employee incurred any other loss or expense which might be within the terms of cover?  Yes  No

Please Enter Details Here

Is any principal, director, partner, consultant or employee of the Proposer, after enquiry, aware of any of the following?

- a) give rise to a claim against the Proposer or any of the principals, partners, directors, consultants or employees of the Proposer?
- b) result in the Proposer or any of the principals, partners, directors, consultants or employees of the Proposer incurring any losses or expenses which might be within the terms of cover?
- c) otherwise affect the cover?

Is any Director, Partner, Principal, Consultant or Employee of the Proposer aware of any complaints or any contract dispute alleging non-performance or your product or service?

Are you currently insured for Professional Indemnity?  Yes  No

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**Step 1: Obtain A Price**

**Step 2: Acceptance Criteria**

**Step 3: Quote and Bind**

**YOUR PRICE: Referred**

Premium: Referred

Stamp Duty: Referred

GST: Referred

Policy Fee: Referred

Excess: Referred

IMPORTANT: We cannot auto quote this risk. Please complete the proposal form & we'll contact you.

**Message from webpage**

Unfortunately we are unable to process your application online. Please complete the remainder of the question set and an underwriter will contact you within 48 hours.

[OK](#)

Free text boxes are available for any positive responses to the claims questions.

The quote then becomes a Referral, however the quote can still proceed on line and an Underwriter will respond within 48 hours, however generally the same day.

**Summary**

Business Activities	Percentage
<b>Construction/Engineering/Design/Development/Planning/ Mining/Exploration/Geological</b>	
Architecture	95%
Land Surveying	5%

Client Details	
Policy Inception Date	14/05/2010
Policy Expiry Date	14/05/2011
A.B.N.	12345679101
Actual Gross Fees	100,000
Percentage of revenue earned in each state	NSW: 100%
Insured Name	ABC Pty Ltd
Date the proposer commenced trading	01/01/2000
Subsidiary company outside of Australia and New Zealand	No
Fees outside of Australia & New Zealand	No
Number of staff	3
Mergers or Acquisitions in the last 5 years	No
Joint Ventures in the last 5 years	No
Relevant tertiary qualifications	Yes
More than 3 years industry experience	Yes

Past Claims	
Claim against the Proposer or any principal	No
Loss or expense within the terms of cover	No
Circumstances which might affect consideration	No
Complaint or contract dispute	No
Currently insured for Professional Indemnity	No

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**Step 1: Obtain A Price**

**Step 2: Acceptance Criteria**

**Step 3: Quote and Bind**

**YOUR PRICE: \$2,997.50**

Premium: \$2,500.00

Stamp Duty: \$137.50

GST: \$260.00

Policy Fee: \$100.00

Excess: \* \$2,500

\* Inclusive of Costs

IMPORTANT: This estimate is not confirmed until you complete all questions.

A Summary screen is then available for you to check the information provided.

**New Quote**

[Professional Indemnity](#)   Information Technology (IT)   Management Liability   Trainers And Training Organisations

Insured Name    Policy Reference Number      

**Ready to Bind - New Business**       Exclude Cancelled, Lapsed & Declined

Date Saved	Insured Name	Product	Progress	Quote	Proposal	Wording
14/05/2010	<a href="#">ABC Pty Ltd</a>	Professional Indemnity	Price Confirmed			
03/05/2010	<a href="#">ki test 2</a>	Professional Indemnity	Price Confirmed			
03/05/2010	<a href="#">ki tests pl</a>	Professional Indemnity	Price Confirmed			

**Ready to Bind - Generated Renewals**       Exclude Cancelled, Lapsed & Declined

Date Renewed	Insured Name	Product	Progress	Quote	Proposal	Wording
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**Unfinished, Referred Quotes & Renewals**       Referred to Underwriter Only

Date Saved	Insured Name	Product	Progress	Proposal
27/04/2010	Alto Consulting (WA) Pty Ltd;	Professional Indemnity	Declined	
08/04/2010	hgchkgxgfbx	Professional Indemnity	Declined	
08/04/2010	<a href="#">ABC Design Ltd</a>	Professional Indemnity	Referred to Underwriter	

**Bound Policies**       Exclude Cancelled, Lapsed & Declined

Date Bound	Insured Name	Product	Progress	Policy Schedule	Insurance Schedule	Cert of Currency	Wording
13/05/2010	Lisa Nguyen Test	Professional Indemnity	Cancelled				
05/05/2010	kj test	Professional Indemnity	Bound				

The Broker is then returned to their Broker Portal, which includes:

- Ready to Bind New Business Quotes & Generated Renewals
- Unfinished, Referred Quotes & Renewals
- Bound policies.

All documentation can also be viewed here. From Quotes, Proposals, Wordings, Policy Schedules, Insurance Schedules, Certificates of Currency and Wordings.

**Bind Quote**

Logged in user: Michelle La Rosa

**QUOTATION**

<b>Premium:</b>	<b>\$2,500.00</b>	<a href="#">Review Details</a>
<b>Stamp Duty:</b>	<b>\$137.50</b>	<a href="#">Edit Details</a>
<b>GST:</b>	<b>\$260.00</b>	<a href="#">Cancel Quote</a>
<b>Policy Fee:</b>	<b>\$100.00</b>	<a href="#">New Quote</a> <sup>2</sup>
<b>YOUR PRICE:</b>	<b>\$2,543.75</b>	<a href="#">Bind Quote</a>
<b>Excess:</b>	<b>\$2,500</b> * Inclusive of Costs	<a href="#">Back To Portal</a>
<b>Inception Date:</b>	<b>14/05/2010</b>	
<b>Expiry Date:</b>	<b>14/05/2011</b>	

- Before binding this quote I confirm that:
- i. I have received the signed and dated proposal form from the proposed Insured and that the answers supplied in that proposal form reflect the answers supplied on this online quotation.
  - ii. I have the authority to bind this risk on the proposed Policyholders behalf.
  - iii. The signed and dated proposal form will be submitted to Brooklyn Underwriting within 14 days of inception of the risk. Failure to do so may result in the policy lapsing at 4pm AEST on the 14th day following acceptance of the risk.

Once the Broker clicks on the underlined Insured name in "Ready to Bind", it brings you to the Bind Quote Screen.

**Bind Quote**

Logged in user: Michelle La Rosa

**QUOTATION**

<b>Premium:</b>	<b>\$2,500.00</b>	<a href="#">Review Details</a>
<b>Stamp Duty:</b>	<b>\$137.50</b>	<a href="#">Edit Details</a>
<b>GST:</b>	<b>\$260.00</b>	<a href="#">Cancel Quote</a>
<b>Policy Fee:</b>	<b>\$100.00</b>	<a href="#">New Quote</a> <sup>2</sup>
<b>YOUR PRICE:</b>	<b>\$2,543.75</b>	<a href="#">Bind Quote</a>
<b>Excess:</b>	<b>\$2,500</b> * Inclusive of Costs	<a href="#">Back To Portal</a>
<b>Inception Date:</b>	<b>14/05/2010</b>	
<b>Expiry Date:</b>	<b>14/05/2011</b>	

- Before binding this quote I confirm that:
- i. I have received the signed and dated proposal form from the proposed Insured and that the answers supplied in that proposal form reflect the answers supplied on this online quotation.
  - ii. I have the authority to bind this risk on the proposed Policyholders behalf.
  - iii. The signed and dated proposal form will be submitted to Brooklyn Underwriting within 14 days of inception of the risk. Failure to do so may result in the policy lapsing at 4pm AEST on the 14th day following acceptance of the risk.

Once the Broker ticks the "Broker Declaration" box, the Bind Quote button turns green, and it is now ready to be bound.

**Bind Quote**

Logged in user: Michelle La Rosa

**SUCCESS! - POLICY BOUND**

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**DOCUMENTS**

-  [Policy Schedule](#)
-  [Schedule of Insurance](#)
-  [Certificate Of Currency](#)
-  [Wording](#)

The Policy is now bound and the documentation can be viewed on the following pages.