



Disclosure Statement

Body Corporate and Community Management Act 1997

SECTION 206

Body Corporate

Body Corporate for: HANFORD RESIDENCES Community Titles Scheme 47645
 Lot No: 76 on SP 267487
 Address: 76 / 245 HANDFORD ROAD TAIGUM QLD 4018

PRESCRIBED INFORMATION

Secretary of Body Corporate

Name: Allan Tregellas C/- BRIGHT AND DUGGAN STRATA PROFESSIONALS
 Address: PO BOX 4549 ASHMORE PLAZA ASHMORE QLD 4214
 Telephone: 07 5532 1900

Body Corporate Manager

Name: BRIGHT AND DUGGAN STRATA PROFESSIONALS
 Address: AS ABOVE
 Telephone: _____

Annual Contributions and Levies

Administrative Fund: \$2,688.89 **GROSS** each year by instalments in
advance on the FIRST day of each QUARTER Discount: N/A
 Sinking Fund: \$1,283.33 **GROSS** each year by instalments in
advance on the FIRST day of each QUARTER Discount: N/A
 Other: N/A

Contribution Schedule Lot Entitlements

Based on Contribution Schedule Lot Entitlements: Lot Entitlement 1 Aggregate 90
2688.89 (Admin) 1283.33 (Sinking) N/A (Other)
Ratified at AGM dated 26/10/2021
 Based on Interest Schedule Lot Entitlements: Lot Entitlement 1 Aggregate 90
N/A (Insurance included in Admin Fund Levy)
Ratified at AGM dated N/A
***Only applies if a separate Levy has been struck for Insurance otherwise the Insurance is paid from Administration Fund**

Improvements on Common Property for which Buyer will be responsible

NOTHING SIGHTED
 IN RECORDS
 PROVIDED

DS
 PJA

| | | | |
|---------------------------------|---|-----|---|
| Body Corporate Committee | Is there a committee for the Body Corporate? | Yes | X |
| | | No | |
| | If there is a committee, is the Body Corporate manager engaged to perform the functions of the committee? | Yes | |
| | | No | X |

| | |
|---|---------------------|
| Information prescribed under Regulation Module | ACCOMMODATION – NIL |
|---|---------------------|

| | |
|--|-------------------------------------|
| Body Corporate Assets Required to be Recorded on Register | NOTHING SIGHTED IN RECORDS PROVIDED |
|--|-------------------------------------|

| | |
|-----------------------------|-----------------------------------|
| Sinking Fund Balance | \$371,817.97 AS AT 30 AUGUST 2022 |
|-----------------------------|-----------------------------------|

| | |
|------------------|--|
| Insurance | Insurer: CHU |
| | Policy No: HU0026061 |
| | Building: \$30,408,000.00 |
| | Public Liability: \$30,000,000.00 |
| | Other: SEE ATTACHED |
| | Valid to: 31/08/2023 |

| | | |
|----------------|---|---------|
| Signing | <div>DocuSigned by:  DFEEE3EC92A04E7</div> | |
| Seller | 08/09/2022 3:59 PM AEST | Witness |
| | Date | |

| | |
|-------------------------------|---|
| Buyer's Acknowledgment | The Buyer acknowledges having received and read this statement from the Seller before entering into the contract. |
| | |
| Buyer | Witness |
| | |
| Date | |

REPORT PREPARED ON: 30 AUGUST 2022

Body Corporate and Community Management Act 1997

Section 204

Body Corporate and Community Management (Accommodation Module)

Roll of Lots and Entitlements

HANDFORD RESIDENCES CTS 47645**LOT NO. 76 UNIT NO. PLAN NO. 267487 TYPE: B.F.P. A/C NO: 02100033**

ORIGINAL OWNER

| Name of Original Owner of Lot | Residential Address of Original Owner | Address for service of notices on Original Owner |
|-------------------------------|---|---|
| Egaust Pty Ltd | C/- PO Box 10766 Southport BC QLD 4215 | C/- PO Box 10766 Southport BC QLD 4215 |

CONTRIBUTION ENTITLEMENTS

| Contribution Entitlements | Date of Registration |
|---------------------------|----------------------|
| 1 | 27/08/15 |

INTEREST ENTITLEMENTS

| Interest Entitlement | Date of Registration |
|----------------------|----------------------|
| 1 | 27/08/15 |

NAME AND ADDRESS OF OWNER(S)

| Full Name of Owner(s) | Residential Address | Address for service of notice on Owner(s) | Date of notice |
|-----------------------------|--|--|-----------------|
| Perri Jane Tregellas | 282 South Road Hampton East VIC 3188 | 282 South Road Hampton East VIC 3188 | 21/01/16 |
| Perri Jane Tregellas | 282 South Road Hampton East VIC 3188 | 282 South Road Hampton East VIC 3188 | 16/03/17 |
| Perri Jane Tregellas | 282 South Road Hampton East VIC 3188 | 282 South Road Hampton East VIC 3188 | 15/02/18 |
| Perri Jane Tregellas | 195 Lindenow-Glenaladale Road Lindenow South VIC 3875 | 195 Lindenow-Glenaladale Road Lindenow South VIC 3875 | 07/04/21 |
| Perri Jane Tregellas | 195 Lindenow-Glenaladale Road Lindenow South VIC 3875 | 195 Lindenow-Glenaladale Road Lindenow South VIC 3875 | 08/11/21 |

HANDFORD RESIDENCES CTS 47645**LOT NO. 76 UNIT NO. PLAN NO. 267487 TYPE: B.F.P. A/C NO: 02100033****LESSEE**

| Full name of lessee of lot | Address for service of notices | Type of Notice | Receipt of Notice | Term |
|----------------------------|--------------------------------|----------------|-------------------|------|
|----------------------------|--------------------------------|----------------|-------------------|------|

LETTING AGENT

| Full name of Letting Agent | Address for service of notices | Date of receipt of appointment notice | Date of receipt of withdrawal notice |
|----------------------------|--------------------------------|---------------------------------------|--------------------------------------|
|----------------------------|--------------------------------|---------------------------------------|--------------------------------------|

Runto Property Management**3/1 Gumview Street
Albany Creek QLD 4035****10/06/20****MORTGAGEE**

| Full name of mortgagee | Address for service of notices | Type of Notice | Date of receipt of notice |
|------------------------|--------------------------------|----------------|---------------------------|
|------------------------|--------------------------------|----------------|---------------------------|

NOMINEES

| Name of Corporation | Nominee for | Ranking | Full name of company nominee | Date of receipt of notice |
|---------------------|-------------|---------|------------------------------|---------------------------|
|---------------------|-------------|---------|------------------------------|---------------------------|

Egaust Pty Ltd**Owner****1****Ros Bartholomew****09/09/15****Egaust Pty Ltd****Owner****1****George Mastrocostas****11/09/15****Perri Jane Tregellas****Owner****0****Allan Tregellas****08/07/16****REPRESENTATIVE**

| Full name representative | Address for service of notices | Capacity | Date of receipt of notice |
|--------------------------|--------------------------------|----------|---------------------------|
|--------------------------|--------------------------------|----------|---------------------------|

POWER OF ATTORNEY

| Full name Power of Attorney | Attorney for | Address for service of notices | Date of receipt of notice |
|-----------------------------|--------------|--------------------------------|---------------------------|
|-----------------------------|--------------|--------------------------------|---------------------------|

HANDFORD RESIDENCES CTS 47645

245 Handford Road Taigum QLD 4018

Ledger Report**30 August 2022**

| Name: Perri Jane Tregellas | | | Account Number: 02100033 | | |
|-----------------------------------|----------------------|--------------|------------------------------------|---------|----------|
| | | | Lot Number: 00076 | | |
| | | | Unit Number: | | |
| | | | StrataPay Number: 144064217 | | |
| Date | Description | Fund | Reference | Amount | Balance |
| | Brought Forward | | | 880.00 | 880.00 |
| 04/08/21 | Admin Fund | Admin Fund | R0002180 | -620.28 | 259.72 |
| 04/08/21 | Sinking Fund | Sinking Fund | RA002180 | -259.72 | 0.00 |
| 22/09/21 | 01/11/21 to 31/01/22 | Admin Fund | I0004542 | 620.28 | 620.28 |
| 22/09/21 | 01/11/21 to 31/01/22 | Sinking Fund | I0004632 | 259.72 | 880.00 |
| 08/11/21 | Admin Fund | Admin Fund | R0002281 | -620.28 | 259.72 |
| 08/11/21 | Sinking Fund | Sinking Fund | RA002281 | -259.72 | 0.00 |
| 17/12/21 | 01/02/22 to 30/04/22 | Admin Fund | I0004722 | 724.17 | 724.17 |
| 17/12/21 | 01/02/22 to 30/04/22 | Sinking Fund | I0004812 | 381.94 | 1,106.11 |
| 14/02/22 | Arrears Notice Fee | Other | M0000443 | 9.90 | 1,116.01 |
| 18/02/22 | Admin Fund | Admin Fund | R0002392 | -724.17 | 391.84 |
| 18/02/22 | Sinking Fund | Sinking Fund | RA002392 | -381.94 | 9.90 |
| 18/02/22 | Other | Other | RB002392 | -9.90 | 0.00 |
| 23/03/22 | 01/05/22 to 31/07/22 | Admin Fund | I0004902 | 724.17 | 724.17 |
| 23/03/22 | 01/05/22 to 31/07/22 | Sinking Fund | I0004992 | 381.94 | 1,106.11 |
| 10/05/22 | Admin Fund | Admin Fund | R0002487 | -724.17 | 381.94 |
| 10/05/22 | Sinking Fund | Sinking Fund | RA002487 | -381.94 | 0.00 |
| 21/06/22 | 01/08/22 to 31/10/22 | Admin Fund | I0005082 | 672.22 | 672.22 |
| 21/06/22 | 01/08/22 to 31/10/22 | Sinking Fund | I0005172 | 320.83 | 993.05 |
| 02/08/22 | Admin Fund | Admin Fund | R0002588 | -672.22 | 320.83 |
| 02/08/22 | Sinking Fund | Sinking Fund | RA002588 | -320.83 | 0.00 |
| 03/08/22 | Owner's Tax Year Rep | Other | M0000491 | 16.50 | 16.50 |
| 03/08/22 | Owner's Tax Year Rep | Other | M0000492 | 16.50 | 33.00 |

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australia's strata leader



Local network:

Southport | Clayfield | Newstead | Hope Island
NSW | VIC | ACT

customercare@bright-duggan.com.au

bright-duggan.com.au

PO Box 4549, Ashmore QLD 4214

P: 07 3862 1868

ABN 23 115 369 858

HANDFORD RESIDENCES CTS 47645**BALANCE SHEET**

AS AT 30 AUGUST 2022

| | ACTUAL 30/08/2022 | ACTUAL 31/07/2022 |
|--|-----------------------------|-----------------------------|
| <u>OWNERS FUND</u> | | |
| Administrative Fund | (2,231.53) | 8,172.17 |
| Sinking Fund | 371,817.97 | 346,676.64 |
| <u>TOTAL</u> | <u>\$ 369,586.44</u> | <u>\$ 354,848.81</u> |
| <u>THESE FUNDS ARE REPRESENTED BY</u> | | |
| <u>CURRENT ASSETS</u> | | |
| Cash At Bank | 238,148.52 | 215,361.05 |
| Term Investment 22898006 | 77,820.10 | 77,820.10 |
| Term Investment 248117038 | 100,261.93 | 100,261.93 |
| Levies In Arrears | 8,283.82 | 17.75 |
| Other Arrears | 940.81 | 676.81 |
| Insurance Claims Pending | 0.00 | 1,520.00 |
| Prepaid Expenses | 0.00 | 3,475.42 |
| Other Debtors | 250.00 | 250.00 |
| <u>TOTAL ASSETS</u> | <u>425,705.18</u> | <u>399,383.06</u> |
| <u>LIABILITIES</u> | | |
| Gst Clearing Account | 2,996.28 | 967.14 |
| Creditors | 49,609.73 | 184.51 |
| Accrued Expenses | 0.00 | 2,265.93 |
| Levies In Advance | 3,512.73 | 41,116.67 |
| <u>TOTAL LIABILITIES</u> | <u>56,118.74</u> | <u>44,534.25</u> |
| <u>NET ASSETS</u> | <u>\$ 369,586.44</u> | <u>\$ 354,848.81</u> |

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bright-duggan.com.au
PO Box 4549, Ashmore QLD 4214
P: 07 3862 1868
ABN 23 115 369 858**HANDFORD RESIDENCES CTS 47645****STATEMENT OF INCOME AND EXPENDITURE**

FOR THE PERIOD 01 AUGUST 2022 TO 30 AUGUST 2022

| | ACTUAL 01/08/22-30/08/22 | BUDGET 01/08/22-31/07/23 | VARIANCE % | ACTUAL 01/08/21-31/07/22 |
|---|-----------------------------|-----------------------------|---------------|-----------------------------|
| <u>ADMINISTRATIVE FUND</u> | | | | |
| <u>INCOME</u> | | | | |
| Levies - Administrative Fund | 54,999.82 | 236,000.00 | 23.31 | 220,000.90 |
| Discount - Admin Fund | (0.02) | 0.00 | 0.00 | 0.00 |
| Interest On Overdue Levies | 0.00 | 0.00 | 0.00 | 185.71 |
| TOTAL ADMIN. FUND INCOME | 54,999.80 | 236,000.00 | | 220,186.61 |
| <u>EXPENDITURE - ADMIN. FUND</u> | | | | |
| Accounting - Audit Fee | 0.00 | 1,000.00 | 0.00 | 0.00 |
| Accounting - Bas Preparation | 250.00 | 1,000.00 | 25.00 | 1,000.00 |
| Accounting - Tax Returns | 0.00 | 300.00 | 0.00 | 198.00 |
| Admin - Stratamax Software Fee | 0.00 | 740.00 | 0.00 | 736.36 |
| Admin - Document Archive | 30.00 | 120.00 | 25.00 | 120.00 |
| Bank Charges - Transaction Fee | 2.00 | 700.00 | 0.29 | 630.55 |
| Building Repairs | 80.00 | 6,500.00 | 1.23 | 6,449.22 |
| Caretaker | 9,556.84 | 146,800.00 | 6.51 | 137,172.11 |
| Cleaning | 0.00 | 100.00 | 0.00 | 53.37 |
| Electrical Repairs | 0.00 | 1,300.00 | 0.00 | 1,256.00 |
| Fire Protection Contract | 0.00 | 1,000.00 | 0.00 | 1,082.71 |
| Garage Door Servicing | 0.00 | 3,000.00 | 0.00 | 1,754.52 |
| Garden & Grounds | 40.82 | 2,000.00 | 2.04 | 1,412.04 |
| Garden & Grounds - Rubbish | 49.09 | 650.00 | 7.55 | 572.73 |
| Gymnasium - Equipment Maint | 0.00 | 750.00 | 0.00 | 700.91 |
| Insurance - Excess | 500.00 | 500.00 | 100.00 | 1,000.00 |
| Insurance | 44,453.64 | 40,445.00 | 109.91 | 33,344.94 |
| Insurance - Claim | 0.00 | 0.00 | 0.00 | 6,785.99 |
| Insurance - Claims Pending | 927.27 | 0.00 | | 0.00 |
| Insurance - Claim Refund | 0.00 | 0.00 | 0.00 | (6,786.01) |
| Insurance - Stamp Duty | 4,133.52 | 4,200.00 | 98.42 | 3,072.95 |
| Legal Services | 0.00 | 1,000.00 | 0.00 | 888.82 |
| Management Fees | 3,221.66 | 12,780.00 | 25.21 | 12,630.00 |
| Management Fees - Additional | 275.00 | 1,000.00 | 27.50 | 1,685.00 |
| Management Fees - Comms/Disb | 1,940.83 | 7,650.00 | 25.37 | 7,713.75 |
| Management Fees - Add/Disb | 25.00 | 1,000.00 | 2.50 | 529.10 |
| Management Fees - Audit Prep | 0.00 | 693.00 | 0.00 | 0.00 |
| Pest Control | 0.00 | 4,500.00 | 0.00 | 3,102.73 |
| Plumbing & Maintenance | 0.00 | 1,500.00 | 0.00 | 0.00 |

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 NSW | VIC | ACT

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 ABN 23 115 369 858

HANDFORD RESIDENCES CTS 47645

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 AUGUST 2022 TO 30 AUGUST 2022

| | ACTUAL | BUDGET | VARIANCE | ACTUAL |
|---|------------------------------|-----------------------------|----------|---------------------------|
| | 01/08/22-30/08/22 | 01/08/22-31/07/23 | % | 01/08/21-31/07/22 |
| Sundry Expenses | 0.00 | 300.00 | 0.00 | 0.00 |
| Utilities - Electricity | (62.50) | 900.00 | (6.94) | 845.81 |
| Utilities - Water & Sewerage | (19.67) | 800.00 | (2.46) | (25.60) |
| <u>TOTAL ADMIN. EXPENDITURE</u> | 65,403.50 | 243,228.00 | | 217,926.00 |
| <u>SURPLUS / DEFICIT</u> | <u>\$ (10,403.70)</u> | <u>\$ (7,228.00)</u> | | <u>\$ 2,260.61</u> |
| Opening Admin. Balance | 8,172.17 | 8,172.17 | 100.00 | 5,911.56 |
| <u>ADMINISTRATIVE FUND BALANCE</u> | <u>\$ (2,231.53)</u> | <u>\$ 944.17</u> | | <u>\$ 8,172.17</u> |

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PO Box 4549, Ashmore QLD 4214
P: 07 3862 1868
ABN 23 115 369 858

HANDFORD RESIDENCES CTS 47645**STATEMENT OF INCOME AND EXPENDITURE**

FOR THE PERIOD 01 AUGUST 2022 TO 30 AUGUST 2022

| | ACTUAL 01/08/22-30/08/22 | BUDGET 01/08/22-31/07/23 | VARIANCE % | ACTUAL 01/08/21-31/07/22 |
|--|-----------------------------|-------------------------------|---------------|-----------------------------|
| <u>SINKING FUND</u> | | | | |
| <u>INCOME</u> | | | | |
| Levies - Sinking Fund | 26,249.73 | 105,000.00 | 25.00 | 104,998.92 |
| Special Sinking Fund Levy | 0.00 | 115,000.00 | 0.00 | 0.00 |
| Interest Received | 0.00 | 0.00 | 0.00 | 398.10 |
| <u>TOTAL SINKING FUND INCOME</u> | 26,249.73 | 220,000.00 | | 105,397.02 |
| <u>EXPENDITURE - SINKING FUND</u> | | | | |
| Assets-New & Replacements | 0.00 | 0.00 | 0.00 | 317.27 |
| Building Repairs | 0.00 | 10,000.00 | 0.00 | 12,447.30 |
| Consultant | 0.00 | 1,400.00 | 0.00 | 800.00 |
| Electrical | 0.00 | 3,000.00 | 0.00 | 0.00 |
| Contingency | 0.00 | 10,000.00 | 0.00 | 0.00 |
| Fencing | 0.00 | 6,300.00 | 0.00 | 0.00 |
| Fire Prtcn-Repairs & Servicing | 0.00 | 0.00 | 0.00 | 1,270.00 |
| Gardens & Grounds | 168.40 | 5,000.00 | 3.37 | 14,719.82 |
| Gym Equipment | 0.00 | 0.00 | 0.00 | 816.85 |
| Income Tax Instalments | 0.00 | 0.00 | 0.00 | (21.40) |
| Painting & Surface Finish | 0.00 | 485,000.00 | 0.00 | 0.00 |
| Plumbing Repairs & Maintenance | 0.00 | 3,000.00 | 0.00 | 0.00 |
| Pressure Cleaning | 640.00 | 2,000.00 | 32.00 | 127.27 |
| Project Management | 0.00 | 10,000.00 | 0.00 | 0.00 |
| Tree Felling/Removal | 300.00 | 6,000.00 | 5.00 | 3,920.00 |
| <u>TOTAL SINK. FUND EXPENDITURE</u> | 1,108.40 | 541,700.00 | | 34,397.11 |
| <u>SURPLUS / DEFICIT</u> | <u>\$ 25,141.33</u> | <u>\$ (321,700.00)</u> | | <u>\$ 70,999.91</u> |
| Opening Sinking Fund Balance | 346,676.64 | 346,676.64 | 100.00 | 275,676.73 |
| <u>SINKING FUND BALANCE</u> | <u>\$ 371,817.97</u> | <u>\$ 24,976.64</u> | | <u>\$ 346,676.64</u> |



Collective Insurance Brokers Pty Ltd
AFS 511427
ABN 27 625 475 434
Email: info@collectiveib.com.au

RENEWAL TAX INVOICE

Handford Residences CTS47645
C/: Bright & Duggan
PO Box 4549
ASHMORE QLD 4214

Date: 24/08/2022
Invoice Number: 00171467
Account Executive: Carly Dudley
Broking Assistant: Carly Dudley

Thank you for using our services to arrange this insurance cover.

Brief details of cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your Duty of Disclosure. Please do not hesitate to contact us with any questions you may have.

| Type of Policy | CHU Residential Strata |
|---------------------|------------------------------------|
| Insured | Handford Residences CTS47645 |
| Policy Description | 245 Handford Road, TAIGUM QLD 4018 |
| Insurer | CHU Underwriting Agencies |
| Underwritten by | QBE Insurance Australia Ltd (CHU) |
| Policy Number | HU0026061-1 |
| Period of Insurance | 31/08/2022 to 31/08/2023 |
| Effective Date | 31/08/2022 |

| Premium | FSL | Insurer Policy Charge | Insurer Total GST | Stamp Duty | Broker Fee | Broker Fee GST | Invoice Total |
|-------------|---------|-----------------------|-------------------|------------|------------|----------------|---------------|
| \$39,074.00 | \$ 0.00 | \$ 105.00 | \$3,917.91 | \$3,868.31 | \$2,400.00 | \$ 240.00 | \$49,605.22 |

Payment Options



Collective Insurance Brokers Pty Ltd

DEFT Reference Number
40557121714670

Pay by credit card or registered bank account at www.deft.com.au or phone 1300 30 10 90. Payments by credit card may attract a surcharge.



Name: Handford Residences CTS47645
Invoice No: 00171467
Total: \$49,605.22
Due Date: 14/09/2022



*498 405571 21714670

Pay in-store at Australia Post by cheque or EFTPOS



Billers Code: 20362
Ref: 40557121714670

Contact your participating financial institution to make BPAY payments using the biller code and reference number as detailed above

Total Due: \$49,605.22

SUMMARY OF COVER

| | | |
|--------------------|----------------|--------------------------|
| Residential Strata | Policy Number | HU0026061-1 |
| | Policy Period | 31/08/2022 to 31/08/2023 |
| | Effective Date | 31/08/2022 |

| | | |
|------------------------------|--------------|------------------------------------|
| The Insured: | | |
| Handford Residences CTS47645 | Plan Address | 245 Handford Road, TAIGUM QLD 4018 |

| CHU UNDERWRITING - Residential | | LIMITS / SUM INSURED | |
|--------------------------------|--|----------------------|---------------|
| POLICY 1 | INSURED PROPERTY (Building) | \$ | 30,408,000 |
| | Loss of Rent/Temp Accommodation (15%) | \$ | 4,561,200 |
| | INSURED PROPERTY (Common Area Contents) | \$ | 253,629 |
| | FLOOD | | Included |
| POLICY 2 | PUBLIC LIABILITY | \$ | 30,000,000 |
| POLICY 3 | VOLUNTARY WORKERS | \$ | 200,000/2,000 |
| POLICY 4 | WORKERS COMPENSATION (ACT, TAS & WA ONLY) | | Not Selected |
| POLICY 5 | FIDELITY GUARANTEE | \$ | 250,000 |
| POLICY 6 | OFFICE BEARER’S LIABILITY | \$ | 5,000,000 |
| POLICY 7 | MACHINERY BREAKDOWN | | Not Selected |
| | Loss of Rent/ Temp Accommodation (20%) | | |
| POLICY 8 | CATASTROPHE INSURANCE (Community Association) | \$ | 4,561,200 |
| | Extended cover – Rent/Temp Accommodation | \$ | 684,180 |
| | Escalation in Cost of Temp Accommodation | \$ | 228,060 |
| | Cost of Storage Evacuation | \$ | 228,060 |
| POLICY 9 | Government Audit Costs | \$ | 25,000 |
| | Appeal Expenses – common property health & safety breaches | \$ | 100,000 |
| | Legal Defense Expenses | \$ | 50,000 |
| POLICY 10 | LOT OWNERS FIXTURES AND IMPROVEMENTS (per lot) | \$ | 250,000 |

EXCESSES

POLICY 1

| | | |
|---------------------------------|----|-------|
| Any event of any kind | \$ | 1,000 |
| Water Damage | \$ | 5,000 |
| Exploratory Costs – Burst Pipes | \$ | 5,000 |

POLICY 9

| | | |
|------------------------|----|-------|
| Legal Defence Expenses | \$ | 1,000 |
|------------------------|----|-------|

SPECIAL TERMS AND CONDITIONS

Not Applicable

INSURER

CHU Underwriting Agencies Pty Ltd
ABN 18 001 580 070 / AFS 243261
Level 5, 1 Northcliff Street
Milsons Point NSW 2061
www.chu.com.au

UNDERWRITTEN BY

QBE Insurance (Australia) Ltd
ABN 78 003 191 035 / AFSL 239545
Level 5, 2 Park Street
SYDNEY NSW 2000
www.qbe.com.au

INSURER PRODUCT DISCLOSURE STATEMENT & POLICY WORDING

QM562-0122

IMPORTANT NOTICES & INFORMATION

We have prepared this document to assist you to understand important issues relating to your insurances. Please contact your Account Executive if you have any questions or require further advice/assistance.

CANCELLATION CLAUSE

If a cover is cancelled before the expiry of the period of Insurance, we will refund to you only the net return premium which we received from the Insurer. We will not refund any part of the brokerage/commission we receive for arranging cover.

ESSENTIAL READING OF POLICY WORDING

The policy wordings for your insurances are essential reading to understand what is protected by each policy. Read them carefully as soon as possible and contact us if you have any concerns about the extent of your cover.

YOUR DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty to tell the insurer anything that you know, or could reasonably be expected to know, may affect their decision to insure you and on what terms. You have this duty until they agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell the insurer anything that:

- reduces the risk they insure you for; or
- is common knowledge; or
- they know or should know as an insurer; or
- they waive your duty to tell them about.

If you do not tell the insurer something you are required to, they may cancel your contract or reduce the amount they will pay you if you make a claim, or both. If your failure to tell them is fraudulent, they may refuse to pay a claim and treat the contract as if it never existed.

NOTE

Any change in occupation or relevant material facts must be advised in writing to our office. This Summary of Cover has been prepared for general reference only. Nothing obtained herein prevails over the terms, conditions and exclusions of the policy.

DUTY OF GOOD FAITH

Both parties to an insurance contract, the insurer and the insured, must act towards each other with the utmost good faith. If you fail to do so, the insurer can cancel your insurance. If the insurer fails to do so, you may be able to sue the insurer.

REMUNERATION

| | |
|---|------------|
| Collective Insurance Brokers Pty Ltd income | \$3,376.85 |
| Authorised Representative | \$6,837.95 |
| (exclusive of GST). | |

GENERAL ADVICE WARNING

We have provided you with general advice and not personal advice. In doing so, we have not taken into consideration your personal circumstances, specific objectives, financial situation or needs. You should therefore immediately review the advice together with your policy documentation to determine if they are appropriate for your personal circumstances and requirements.

AVERAGE OR CO-INSURANCE

Some policies contain an Average or Co-insurance clause. This means that if you insure for less than the full value of the property, your claim may be reduced in proportion to the amount of the under-insurance.

Some business interruption policies contain an Average/Co-Insurance clause which has a different application. Check your policy and contact us with any questions.

CONTRACTS AND LEASES YOU SIGN

If you sign a contract with an indemnity, "hold harmless" or release, it can invalidate your insurance – unless you obtain the Insurer's consent in advance. These clauses are often found in leases and other contracts you sign from time to time relating to your business. Do not sign a contract or lease without contacting us and/or taking legal advice as to whether the contract terms will prejudice your policy.

LEASING, HIRING AND BORROWING PROPERTY

When you lease, hire or borrow property, make sure that the contract clearly identifies who is responsible for insuring the property.

Industrial Special Risks policies automatically cover property which you are responsible to insure, subject to the policy excess. Public liability insurance may assist you meet claims relating to property damage to property which you lease or hire. A sub-limit usually applies to the amount you can claim for damage to property in your care, custody or control.

ADDITIONAL INSURED AND NOTING INTERESTS

If a person is to be named on your policy or insured as a co-insured or joint insured, notify us immediately so we can request this in advance from the insurer. Your property and liability policies will not provide automatic cover for the insurable interest of other parties (e.g., mortgagees, lessors).

Check with us whether the insurer will include someone else as an insured or note their interests before you agree to this in a contract or lease. We cannot guarantee that an insurer will agree to include someone as an insured under your policy or to note their interests on your policy.

CLAIMS OCCURRING POLICIES

Most of your policies do not provide indemnity in respect of events that occurred before the insurance commenced. They cover events that occur during the policy period.

CLAIMS MADE POLICIES

Some policies (e.g. professional indemnity insurance) provide cover on a "claims made" basis. This means that claims first advised to you (or made against you) and reported to your insurer during the policy period are insured under that policy, irrespective of when the incident causing the claim occurred. If you become aware of circumstances which could give rise to a claim, notify the insurer during the policy period.

Report all incidents that may give rise to a claim against you to the insurers immediately after they come to your attention and before the policy expires.

INSURER SOLVENCY

We do not warrant or guarantee the current or ongoing solvency or financial viability of the insurer because we have no control over the insurer's performance and this can be affected by many complex commercial and economic factors.

INSURANCE BROKERS CODE OF PRACTICE & EXTERNAL DISPUTES RESOLUTION SERVICE

Collective Insurance Brokers Pty Ltd subscribe to the Insurance Brokers Code of Practice and the Financial Ombudsman Service (FOS). FOS administer an independent and free external dispute resolution service for our clients.

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