

Claim Form

ACCURACY OF INFORMATION. It is a condition of the Policy that all information provided is accurate. Any information found not to be true may lead to a claim being denied and the Policy being terminated. The insurer has the right to further investigate any claim.

INSTRUCTIONS.

Step 1. Please complete this form; attach a copy of the letter from the relevant government agency advising of an audit; and mail to Claims Division, International Underwriting Agencies Ltd, PO Box 7238, Wellesley Street, Auckland, NZ 1002 or fax documentation to 9 302 7694.

Step 2. Please supply additional documents (refer 'Documents Required' below) in due course. If the documentation can't be provided, please contact us on 9 302 7693.

Accountancy Firm's Name (as listed on the policy schedule):

Reference Number: _____

Policy Number: _____

Contact person should we have any questions:

Name: _____

Phone number: (____) _____

Fax number: (____) _____

Email address: _____

Client's Name (party being audited):

If the entity being audited differs to the listed 'Client Name', please list here and note additional information at # under the heading 'Documents Required' below.

Is the 'Client Name' being audited GST registered? YES [] NO []

If 'YES', their registered number is: _____

What type of inquiry, investigation, review or audit is being undertaken?

Please list below which periods/years* are being inquired, investigated, reviewed or audited and advise the date on which the relevant return was lodged with the relevant government agency:

Period/Year	Date return lodged
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

When was the client first approached by the relevant government agency to provide additional information or advised that an inquiry, investigation, review or audit was to be undertaken?

____/____/____

If reporting this claim more than 20 business days after the above date, please explain why the delay.

Estimate of the final claim cost: \$ _____

If all documents, as outlined on Page 3, are not being provided to finalise this claim, approximately when will final documentation be provided? ____/____

Where attached, does the Tax Invoice represent 'FINAL' [] or 'PROGRESS' [] payment.

Also, refer Page 3 re 'Documents Required' to complete the claim.

Signature: _____ Date: ____/____/____
(Accountancy Firm Representative)

>> It's important that you provide all documents as listed on Page 3 with the required information. The claim can't be submitted to QBE for processing until it is complete. <<

DOCUMENTS REQUIRED TO COMPLETE THE CLAIM

ALSO READ STEPS 1 & 2 ON PAGE 1.

1. # It is possible that the entity being audited isn't noted as the listed 'Client Name', however, the entity may be a subsidiary or majority controlled entity of the listed 'Client Name'. Please provide a copy of official company records that clearly substantiates the relationship between the listed 'Client Name' and the entity being investigated, reviewed or audited.
2. Proof (typically by print outs from the relevant government agency's portal) as to the actual date that the relevant return(s) being audited were submitted to the relevant government agency.
3. Your Tax Invoice made out to QBE Insurance (International) Ltd, AMP Centre, 29 Customs Street West Auckland NZ. *(Note, whilst you use this address, please ensure the Tax Invoice is mailed to Audit Claims Division PO Box 7238, Wellesley Street, Auckland, NZ 1002.)*
4. Where the amount of the Tax Invoice is greater than \$1,000, the insurer requires a copy of the accountant's 'time sheets' or 'work in progress' documents that support the Tax Invoice. The insurer requires a detailed breakdown that identifies the partner/employee involved; the relevant hourly charge rate for each partner/employee involved; a description of the activities undertaken; number of units/hours involved in each activity listed; and any disbursement costs.
5. Where you have engaged another professional to assist, their fees must be included as a Disbursement Cost and where, combined fees being claimed are over \$1,000, the same rule applies re the other professional providing 'time sheets' or 'work in progress' as per above.
6. A copy of the final letter from the relevant statutory authority confirming that the investigation, review or audit has been completed.

**>>> PLEASE NOTE THAT THIS CLAIM WON'T BE CONSIDERED BY QBE
UNLESS ALL REQUIRED DOCUMENTATION IS PROVIDED.
IF UNSURE, CONTACT US FOR FURTHER ASSISTANCE. <<<**