Professional Risk Managers

PO Box R1293,

Royal Exchange, NSW 1225

**LETTER OF AUTHORITY**

**TO WHOM IT MAY CONCERN**

This letter is to confirm that we have appointed Professional Risk Managers to act as Insurance Broker and Consultant to (company name) effective (date of appointment) until further notice in writing rescinding such appointment.

This appointment authorises Professional Risk Managers to undertake the following on our behalf: -

1. Obtain any information they deem necessary from any Insurer or Insurance Intermediary relative to our insurance portfolio.

2. Inspect policies, alter and/or cancel any policies

3. Negotiate with Insurers and arrange contracts of insurance in accordance with our instructions.

4. Discuss renewal requirements with current brokers, review requirements and place covers as required including working with current broker to maintain existing covers

5. Undertake and perform all activities in our name normally performed by a Broker on behalf of their clients.

6. This letter of appointment also authorises the current broker to liaise with current Insurers to maintain covers and work with Professional Risk Managers to maintain the current Insurance covers. Any changes to the current policies to be authorised by Professional Risk Managers.

**DATE:**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF PERSON SIGNING APPOINTMENT:**

**CAPACITY:**