

## Instructions

This form is to be used when a broking house is applying to access and use QBE's 'Broker Xchange' website. The form must be signed by a person legally authorised by the broking house to enter into contractual relations on behalf of the broking house (e.g. owner/director).  
The form may be completed electronically but must be signed by hand. Upon completion, please mail the original form or pass directly to your QBE underwriter.

## Broker Details

Name of broking house ( <i>the Broker</i> )				
Address ( <i>Postal</i> )				
Suburb		City		Postcode
Email address				

## Important Legal Notices

The Broker hereby applies to access and use QBE's 'Broker Xchange'. If QBE Insurance (International) Limited ("QBE") accepts this application the Broker agrees that:

- it has read and understands the QBE 'Terms and Conditions of Use' (found at <https://brokers.qbe.co.nz>, ('Terms and conditions')) and agree to be governed by them, as amended from time to time;
- it must ensure that its employees and representatives (which terms include, without limitation, the users as advised by the Broker to QBE from time to time) abide by the QBE 'Terms and Conditions of Use';
- it consents on behalf of itself and each of its employees and representatives to the collection, use and transmission of the information in this form and obtained through the QBE 'Broker Xchange' for the purpose of administration of the businesses of QBE and its related companies and warrants that the Broker is authorised to give this consent on behalf of its employees and representatives; and
- it warrants that the contents of this application are true and correct.

The Broker hereby agrees to immediately confirm with QBE any changes to the list of the Broker's authorised staff accessing 'Broker Xchange'.

## Authorised Broker Signature(s)

- The signatory to this form warrants that it is duly authorised by the Board of the Broker to sign this contract on behalf of the Broker.
- If signed by directors of the Broker the form should be signed by two directors or, if the Broker only has one director, by that director.

Name of Director/ Officer Authorised by the Board <i>(delete whichever does not apply)</i>		Name of Director/ Officer Authorised by the Board <i>(delete whichever does not apply)</i>	
Position		Position	
Signature		Signature	
Date <i>(dd/mm/yyyy)</i>		Date <i>(dd/mm/yyyy)</i>	

## QBE Use Only

Broker set up completed by		Date <i>(dd/mm/yyyy)</i>	
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