

**ABOUT THIS FORM**

This form is to be completed by the builder in situations where a Certificate of Insurance has been issued and the builder is seeking to cancel the Certificate of Insurance.

This form **MUST** be signed by the BUILDER AND OWNER named on the certificate. If not, the cancellation will not be approved.

**A B C**
**PLEASE USE CAPITAL LETTERS.**
**SECTION 1. DETAILS ABOUT THE CERTIFICATE OF INSURANCE**

Building Entity (Business Name):

Builders Licence Number:

Contact Phone Number:

Fax Number:

Policy Number:

**ADDRESS OF THE DOMESTIC BUILDING WORKS**

Unit number/s

Lot number

Street number

Street name

Suburb/Town

State

Postcode

**SECTION 2. APPLICATION TO CANCEL A CERTIFICATE OF INSURANCE**

**⚠** A certificate cancellation will only be considered if **ALL** of the following apply:

- ✓ The building contract has been terminated.
- ✓ No works have commenced on the site.
- ✓ A period of no more than two (2) years has lapsed since the date of insurance
- ✓ No monies are owing to any party to the contract.
- ✓ There are no disputes between any parties to the contract.

**i** If deposit funds have been paid by an owner and not returned, the Certificate of Insurance cannot be cancelled.

Please state the reason for the cancellation of the certificate:

Builder's Name

Builder's Signature

Date (dd/mm/yyyy)

Owner's Name

Owner's Signature

Date (dd/mm/yyyy)

**HIA INSURANCE SERVICES PTY LTD - PRIVACY NOTICE**

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Unless we hear from you otherwise, through the means set out in the **HIAIS Privacy Notice**, we will assume that you have read the **HIAIS Privacy Notice** and you have no objection to us handing your personal information in the manner set out in this notice (which includes contacting you to promote our products and services we think may be of interest to you).

A copy of the **HIAIS Privacy Notice** can be located on our website [www.hiainsurance.com.au](http://www.hiainsurance.com.au)

**Return form and all supporting documentation to:**

HIA Insurance Services Pty Ltd, PO Box 883, North Ryde BC NSW 1670  
 Phone: 1300 200 201 Fax: 1300 694 663 Email: [hiais.ryde@aon.com](mailto:hiais.ryde@aon.com)