

New Building/Asset Notification Procedure

Members declare their assets as part of the data collection process at the beginning of the protection period. For underwriting, capital management as well as reinsurance management purposes Unimutual needs to know changes in members asset base(s). Therefore, Unimutual requires it's members notify them of any significant changes in their declared values during the protection period.

For any major construction projects, we recommend an early notification to Unimutual which allows our risk services team to provide early feedback on risk management and potential protection implications. This should help to work towards a seamless transition of the new asset into the protection.

The notification procedure applies to:

- New Buildings (either purchased, leased, rented, transferred, on loan or on practical handover following a construction project)
- Additional Contents (either purchased, leased or on loan)
- Increase in Building Value due to refurbishment
- Increase in Asset value due to revaluation

Any New Building with a value greater than **\$10m** must be referred to Unimutual at least 28 days prior to acquisition if it meets either of the following criteria:

- Located above the 26th parallel south and/or
- It includes combustible insulated panels (EPS or similar) representing more than 20% of the floor plan

The following value and time limits apply to the notification of new assets provided they are not otherwise excluded and are of a similar nature to the existing **Protected Property**.

Value	Notification	Building Notification form	Time of Notification	Cover
< \$1m	Automatically covered and need to be declared at renewal.	No	At renewal	Automatic
>\$1m <\$25m	To be notified to Unimutual within 90 days of practical completion/handover/acquisition.	Yes	Within 90 days of acquisition	Automatic for 90 days*
>\$25m <\$50m	To be notified to Unimutual with a minimum of 28 days prior to practical completion/handover/acquisition.	Yes	28 days before acquisition	Automatic for 90 days*
>\$50m	To be notified to Unimutual with a minimum of 90 days prior to practical completion/handover/acquisition.	Yes	90 days before acquisition	Underwriting required

* The 90 day period begins when the member acquires the property, is legally responsible or a has assumed responsibility to provide protection.

Note

- If the accumulation of the new assets within the Protection Period falls within figures listed above, then notification of the new assets is required.
- Buildings with increased exposures may require additional information. Please ensure sufficient time is allowed to navigate any additional queries.
- All assets need to be declared on renewal and included in the Members COPE Spreadsheet.

NEW BUILDING/ASSET NOTIFICATION FORM

(To be completed by Member / Facilities and Services)

This form should be completed for all new Buildings as well as building refurbishments where there is an increase in the Total Value of the building or changes to the Construction, Occupancy, Protection and Exposure details.

Once completed please email to service@unimutual.com.au

Campus name (if applicable)		
Building ID		
Building Name		
Street Address		
City/Suburb		
State		
Postcode		
Latitude (in decimal format to six (6) places)		
Longitude (in decimal format to six (6) places)		
Date of Completion/Handover		
Contract value of Building / Refurbishment	\$	1
Allowance for Demolition Costs	\$	2
Allowance for Inflationary Provisions during balance of protection and reconstruction period	\$	3
Value of new contents (furniture and equipment) purchased for this building	\$	4
Total Value of new addition to portfolio (Add value of cells 1, 2, 3 & 4)	\$	5
Value of existing contents moved from other locations into this building	\$	6
Number of above-grade stories		
Number of below-grade stories		
New Building Yes/No If this not a new building, loss history for the past 5 years will need to be provided and the Year Built.		
Heritage Listed? Yes/No		
Gross Floor area (m²)		

Basic Predominant Structure	
Exterior Walls	
Roofing	
Occupancy details (e.g. laboratory, office, accommodation, recreation, sports facility etc)	
Number of Photovoltaic (PV) panels	
Primary Fire Detection	
Sprinklered	
If sprinklered what percentage?	
Additional details for Fire Detection and/or Protection:	
Security Arrangements (i.e. restricted swipe card access etc)	
Additional Comments	