

ATTN –Syndicate – Syndicate address – XXXX – if multiple please note all of them including address and contact details if possible, please.

Date – XX/XX/XXXX

To whom it may concern,

LETTER OF APPOINTMENT / BROKER ON RECORD

Effective **DATE** , I appoint Placement Services Pty Ltd L14 /167 Eagle St Brisbane QLD 4000- as our local Australian Broker to access our Lloyds broker **NAME INDIVIDUAL BROKER AND** **THEIR TITLE and ADDRESS OF Lloyds Broker** - as our Lloyds Broker to manage the following insurance requirements for listed entities:

Please list -

**Entity–PROVIDE DETAILS INCLUDING ABN Policy No Due Date** – as per the attached terms and conditions – attach quote or policy schedule and wording.

This appointment replaces any existing appointment in place between any other broker or MGA that has been approached on this account, and any other London intermediary / interest.

Kind Regards,

Retail Broker Name -   
Title -   
Business –   
Phone –  
Email –

**NOTE Please complete on company letter head and return to Placement Services Pty Ltd.**