

Business Insurance Renewal Checklist

TOPIC	QUESTION	YES	NO
<p>Basic Information</p> <p>It is important that any changes in your business risks since your last renewal be notified to your insurers via our account manager.</p>	<ul style="list-style-type: none"> • Has the name of your business changed? • Have you added or disposed of any business entities? • Has your mailing contact changed? • Has the nature of your business and your legal entity changed? 		
<p>Commercial General Liability</p> <p>Provides protection where your business is found to be legally liable for bodily injury or property damage.</p>	<ul style="list-style-type: none"> • Is your financial information up to date? • Have there been any significant changes to your business? • Have you taken on any new contracts? • Have you changed or taken on any new leases? • Does your business depend on the Internet or other electronic means for collecting revenue? 		
<p>Commercial Motor</p> <p>Provides protection from losses resulting from owning and/or operating a motor vehicle.</p>	<ul style="list-style-type: none"> • Has the radius of operation changed on any of your vehicles? • Are you considering, or have hired, any new drivers for your business? • Have you sold or purchased any vehicles during the year? 		
<p>Commercial Property</p> <p>Protects the tangible assets of your business against fire and other insurable perils.</p>	<ul style="list-style-type: none"> • Since your last renewal, have you reviewed the replacement cost of your building? • Have you updated your business inventory including any new computers, furniture or other equipment? 		
<p>Partnership with your advisor</p> <p>As your insurance advisor, we are as important to your business as your lawyer and accountant.</p>	<ul style="list-style-type: none"> • Have you shared with us everything you've shared with your lawyer and accountant? 		

Do you need assistance preparing for your next renewal?

Please contact us via email at info@ppis.com.au or phone us on (03) 9863 8633.



AUSTRALIAN BOOKSELLERS ASSOCIATION