

Background

The New South Wales workers compensation and state privacy legislative regimes places strict obligations on how insurers share information with third parties. To ensure that Insurance and Care NSW (**icare**), acting on behalf of the Workers Compensation Nominal Insurer (the **Nominal Insurer**), remains compliant with its legislative obligations, icare/the Nominal Insurer requires employers and insurance brokers acting on their behalf to agree to the terms in this letter of appointment.

Authorisation

This is to certify that from

Date

Policy holder name (the **Employer**)

appoints

Broker name (the **Agent**)

Note: if the policies listed below apply to more than one entity and the person signing has authority to sign on behalf of the other entities, you can list each broker entity that the form applies to e.g. # entity and its subsidiaries listed below and those acquired after completion of this authorisation.

to act on their behalf for the workers compensation insurance policy or policies specified in the Policies Table listed in this Letter of Appointment (the Policies) when dealing with icare/Nominal Insurer within the scope of the functions set out below.

It is acknowledged that the scope of the Insurance Broker's obligations and authority to act on the Employer's behalf is always subject to the terms of the actual agreement in place with the Insurance Broker, which may be more limited than the scope of functions set out below.

The Employer further acknowledges and gives consent for the Insurance Broker to undertake the functions contemplated by this Letter of Appointment through sub-contractors or other service providers.

Functions

Subject to any limitation on the Insurance Broker's authority to act on the Employer's behalf under any separate agreement, the Insurance Broker's functions are detailed below:

1. **Policy management** - manage all aspects of the Policies, which may include accessing policy information, obtaining policy documents or making changes to the Policies, validating information (such as claims costs) relevant to the Policies;
2. **Claims** - access and discuss claims information and claims data under the Policies, including for the purposes of claim and injury management and or injury prevention;
3. **icare liaison** - liaise with icare to discuss issues not covered above.

