

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Asset Register Section

Policy Detail (Asset)

Policy Number: *Example_MF123456*

Line of Business: *PY*

Does your agency have Property assets to declare (including building, contents, fixture, fittings, office equipment, stock, employee laptops and etc)?

A Yes response requires completion of the Asset Register.

☐ Yes ☐ No

Do any of the assets you own contain Cladding as described above which does not comply with Building Code of Australia at the time the building was completed?

☐ Yes ☐ No

Select On-screen* to enter data directly or select Excel template to download and complete template.

*** If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.**

☒ On-screen (Recommended if you have 100 rows or less)

☐ Excel template (Recommended if you have more than 100 rows)

Asset Registry Grid

Total items: 3

Row 1	
Record ID	
Status	
Agency Asset ID	-
Lot/DP	-
Level / Floor	
Street Number and Street Name	
Suburb / Town	
Post Code	
Occupancy	
Construction	
Protection	
Date of most recent property valuation	
Building height (Number of storeys)	
Number of Buildings per Site	
Year Built	
Buildings \$	-

Row 2	
Record ID	
Status	
Agency Asset ID	
Lot/DP	
Level / Floor	
Street Number and Street Name	
Suburb / Town	
Post Code	
Occupancy	
Construction	
Protection	
Date of most recent property valuation	
Building height (Number of storeys)	
Number of Buildings per Site	
Year Built	
Buildings \$	

Asset Register Section

Total Asset Value	
Total Asset Value (Prior Year)	
Number of full time employees at site	
Number of employees on any one shift	

Total Asset Value	
Total Asset Value (Prior Year)	
Number of full time employees at site	
Number of employees on any one shift	

Row 3	
Record ID	
Status	
Agency Asset ID	
Lot/DP	
Level / Floor	
Street Number and Street Name	
Suburb / Town	
Post Code	
Occupancy	
Construction	
Protection	
Date of most recent property valuation	
Building height (Number of storeys)	
Number of Buildings per Site	
Year Built	
Buildings \$	
Contents \$	
Contents \$ Artwork or Cultural Artefacts	
Buildings & Contents	
Consequential Loss	
Total Asset Value	
Total Asset Value (Prior Year)	
Number of full time employees at site	
Number of employees on any one shift	

Totals	
Building height (Number of storeys)	
Buildings \$	
Contents \$	
Contents \$ Artwork or Cultural Artefacts	
Consequential Loss	
Total Asset Value	
Total Asset Value (Prior Year)	

Building

Current Year (Building)

10000000.00

Previous Year (Building)

12500000.00

Variance (Building)

25

Please provide details for the variation to the Buildings value compared to last year's declaration.

Enter details here...

Asset Register Section

Contents

Current Year (Contents)

10000000.00

Previous Year (Contents)

115000000.00

Variance (Contents)

15

Please provide details for the variation to the Contents value compared to last year's declaration.

Enter details here...

Consequential Loss

Current Year (Consequential Loss)

10000000.00

Previous Year (Consequential Loss)

11600000.00

Variance (Consequential Loss)

16

Please provide details for the variation to the Consequential Loss value compared to last year's declaration.

Enter details here...

Contents - Artwork or Cultural Artefacts

Current Year (Contents - Artwork or Cultural Artefacts)

1000000

Previous Year (Contents - Artwork or Cultural Artefacts)

1180000

Variance (Contents - Artwork or Cultural Artefacts)

18

Please provide details for the variation to the Contents - Artwork or Cultural Artefacts value compared to last year's declaration.

Enter details here...

Please provide further details in relation to your Asset Register value compared to last year's declaration.

Enter details here...

I acknowledge that I have reviewed all Inactive assets and have updated Buildings, Contents and Consequential Loss with ZERO(\$) values. (Noting that any Inactive assets with values, will calculate towards your policy's Total Asset Value in the Property Summary Section)

☒ I Agree

System Admin Use only (Asset Excel File)

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Watercraft Section

Does your agency own or have an interest in watercraft?

A Yes response requires completion of the Watercraft Declaration schedule.

☐ Yes ☐ No

Select On-screen* to enter data directly or select Excel template to download and complete template. * If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.

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☐ Excel template (Recommended if you have more than 100 rows)

Watercraft Registry Grid

Total items: 1

Row 1	
Record ID	
Status	
Vessel Name	
Description of Vessel	
Year Built	
Territorial Usage	
Replacement Value \$	
Replacement Value \$ (Prior Year)	
Consequential Loss	
Consequential Loss (Prior Year)	
Is the vessel a Ferry?	
Length (metres)	
Tonnage	
Maximum Number of Passengers	
Location Address	
Suburb	
Post Code	

Totals	
Replacement Value \$	
Replacement Value \$ (Prior Year)	
Consequential Loss	
Consequential Loss (Prior Year)	
Length (metres)	
Tonnage	
Maximum Number of Passengers	

System Admin Use only (Watercraft Excel File)

Replacement Value \$ (Watercraft

Current Year (Watercraft-Replacement Value)

500000

Previous Year (Watercraft-Replacement Value)

0

Watercraft Section

Variation % (Watercraft-Replacement Value)

100

Please provide further details in relation to your Watercraft Replacement value compared to last year's declaration.

Enter further details here...

Consequential Loss \$ (Watercraft)

Current Year (Watercraft-Consequential Loss)

1000000

Previous Year (Watercraft-Consequential Loss)

0

Variation % (Watercraft-Consequential Loss)

100

Please provide further details in relation to your Watercraft Consequential Loss compared to last year's declaration.

Enter further details here...

I acknowledge that I have reviewed all Inactive assets and have updated Replacement Value and Consequential Loss with ZERO(\$) values. (Noting that any Inactive Watercraft assets with values, will calculate towards your policy's Total Asset Value in the Property Summary Section)

☒ *I Agree*

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Aviation Section

Aircraft

Does your agency own or have an interest in aircraft?

A Yes response requires completion of the Aircraft Declaration Schedule.

☐ Yes ☐ No

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☐ Excel template (Recommended if you have more than 100 rows)

Aircraft Registry Grid

Total items: 1

Row 1	
Record ID	-
Status	Active
Type of Aircraft	-
Is this a drone?	-
Capacity (seats)	-
Year of Manufacture	-
Registration Number	TE-ST-01
Replacement Value \$	250,000
Replacement Value \$ (Prior Year)	-
Consequential Loss	500,000
Consequential Loss \$ (Prior Year)	-
Forecast Flying Hours	-
Piloted by own staff	-
Location Address	-
Suburb	-
Post Code	-

Totals	
Capacity (seats)	-
Replacement Value \$	250,000
Replacement Value \$ (Prior Year)	-
Consequential Loss	500,000
Consequential Loss \$ (Prior Year)	-
Forecast Flying Hours	-

Replacement Value \$ (Aircraft)

Current Year (Aircraft-Replacement Value)

250000

Previous Year (Aircraft-Replacement Value)

0

Variation % (Aircraft-Replacement Value)

100

Aviation Section

Please provide further details in relation to your Aircraft Replacement value compared to last year's declaration
Enter details of Aircraft Replacement value here...

Consequential Loss \$ (Aircraft)

Current Year (Aircraft-Consequential Loss)
500000

Previous Year (Aircraft-Consequential Loss)
0

Variation % (Aircraft-Consequential Loss)
100

Please provide further details in relation to your Aircraft Consequential Loss compared to last year's declaration
Enter details of Aircraft Consequential Loss here...

Airfield

Does your Agency own or have any responsibility for any airfields, airstrips or aircraft landing areas?
☐ Yes ☐ No

Provide details about any navigation facilities or runway lighting supplied and who is responsible.
Enter details here...

Provide details of emergency equipment and arrangements including fire fighting, disaster planning, first aid, heavy lift equipment.
Enter details here...

3rd Party Aircrafts

Are there any third party aircraft in the owner's care, custody and control?
☐ Yes ☐ No

Third Party Aircraft Registry Grid

Total items: 1

	Record ID	Status	Aircraft Category	Maximum value of any one aircraft	Total value of all aircraft in one place at any one time?
Row 1	-	Active	Test Category	250,000	250,000
Totals	-	-	-	250,000	250,000

Describe the airport/airfield owner's responsibilities in connection with control tower/ground traffic control services.
Enter description here...

Describe the airport/airfield owner's responsibilities in connection with ramp and turn around services.
Enter description here...

Describe the airport/airfield owner's responsibilities in connection with refuelling and storage of fuel services.
Enter description here...

Aviation Section

Describe the airport/airfield owner's responsibilities in connection with maintenance services for third party aircraft.
Enter description here...

Describe the airport/airfield owner's responsibilities in connection with cargo handling services.
Enter description here...

Is a hold harmless agreement signed with a fuel company? If so, give details.
Enter details here...

Employed Pilots

Does your Agency employ Pilots as members of staff?
A Yes response requires completion of the Employed Pilots Declaration schedule.
☐ Yes ☐ No

Select On-screen* to enter data directly or select Excel template to download and complete template. * If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.
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☐ Excel template (Recommended if you have more than 100 rows)

Employed Pilots Registry Grid

Total items: 1

Row 1	
Record ID	
Status	
Name	
Flying Hours	
Type of Aircraft Flown	
Any Hiring Charters?	
Purpose of Charter	

Totals	
Flying Hours	

I acknowledge that I have reviewed all Inactive assets and have updated Replacement Value and Consequential Loss with ZERO(\$) values. (Noting that any Inactive Aircraft assets with values, will calculate towards your policy's Total Asset Value in the Property Summary Section)
☒ I Agree

System Admin Use only (Aircraft Excel File)

System Admin Use only (Employed Pilots Excel File)

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Fine Arts Section

Does your Agency own any Fine Art works/collections over \$10m per site/location?

☐ Yes ☐ No

Does your agency require cover for incoming exhibitions valued at \$10M and over per exhibition?

A Yes response requires completion of the Fine Arts Declaration schedule.

☐ Yes ☐ No

Fine Arts Registry Grid

Total items: 1

	Exhibition Title / Description of Artwork	Exhibition Start Date	Exhibition End Date	Venue	Value A\$	Comments
Row 1						
Totals	-	-	-	-	-	-

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Property Summary - Asset Values Section

TO ENSURE CORRECT CALCULATIONS, PLEASE ENSURE THE FOLLOWING SECTIONS ARE COMPLETED BEFORE COMPLETING THIS SECTION –

1. ASSET REGISTER SECTION
2. WATERCRAFT SECTION
3. AVIATION SECTION

Total Asset Value (TAV)

Total Asset Value for the agency (TAV) is the total of completed Asset Register plus total values for Watercraft and Aircraft.

Current Year

5209864900.44

Previous Year

4377614900.43

Variation %

19

If would like to provide any additional details in relation to your declaration, Total Asset Value or any other changes, please enter details below.

Enter additional details here...

Asset Register

Current Year (Asset Register)

5207614900.44

Previous Year (Asset Register)

4377614900.43

Variation % (Asset Register)

19

Watercraft

Current Year (Watercraft)

1500000

Previous Year (Watercraft)

0

Variation % (Watercraft)

100

Property Summary - Asset Values Section

Aircraft

Current Year (Aircraft)
750000

Previous Year (Aircraft)
0

Variation % (Aircraft)
100

Please confirm that the Total Asset Value for each section is correct.

☐ Yes ☐ No

Please provide details below. We will review and reach out to you if required.
If "No" response enter details here...

TMF Agency - TMF Declaration 2026/2027 - Property Declaration Form

Agency Structure Section (Incl. Mergers & Splits)

Instructions

1. Please confirm if there are multiple entities / agencies that are covered under this policy.

In some cases, a single policy may cover multiple agencies or parts of multiple agencies, such as when shared services or similar functions from different agencies are centralised.

We are seeking clarification on policy structure to:

obtain an accurate understanding of how policies are structured across the different lines of insurance,

assist agencies in proper declaration by ensuring they are including all their risk exposures,

ensure optimal management of contributions by icare.

2. Please select 'Yes', only if there has been or will be a structural change to your Agency.

A split or merger is the transfer of assets and/or functions to another agency OR policy within the TMF (split), or absorption of assets and/or functions from another agency OR policy within the TMF (merge).

If any of the above has occurred, your Client Engagement Manager will be in contact with you to obtain further details, where required.

For the renewal period, are there or will there be multiple entities / agencies covered under this policy?

☐ Yes ☐ No

Please list the entities / agencies.

List the entities here...

Has there been, or will there be an agency structural change to your policy since the previous declaration cycle?

☐ Yes ☐ No

What kind of agency structural change has occurred?

- ☐ Born from a Split
- ☐ Split
- ☐ Split and Abolished
- ☐ Merge
- ☐ Split and Merge
- ☐ Abolished
- ☐ Merged and Abolished

Effective Date

01-01-2025

Please provide as much detail as possible about this agency structural change.

Enter details here...

Please let us know if you have any additional comments.

Enter additional comments here...