

Vero Guide and Application form for Tax Probe[®] Plus

IMPORTANT INFORMATION

Please read this first

Tax Probe[®] Plus

This Guide and Application form is designed to assist in the capture of risk information, and if acceptable, to enable Vero to process Tax Probe Plus covers.

The following is a high-level summary, please read the Vero Tax Probe Plus PDS/Policy which is available at vero.com.au for full details of covers, conditions and exclusions. Terms not defined in this Guide and which are in bold are given their meaning under the Vero Tax Probe[®] Plus Policy Wording.

What is Tax Probe[®] Plus?

Tax Probe[®] Plus covers the **professional fees** (such as accountant's fees) incurred by **you** in connection with a **tax audit** of a **return**, by the Australian Taxation Office, or by a Commonwealth, State or Territory department, body or agency.

What does it cover?

Tax Probe[®] Plus covers **professional fees** reasonably and necessarily incurred by **you** in connection with a **tax audit** by an **authority**, which is commenced and notified to **us** during the **period of insurance**.

What type of audits will be covered?

There are four mutually exclusive cover options available for this insurance, therefore the nature and extent of cover will depend on which cover option **you** select:

- Business Audit Only – With Investigation Cover (excluding Extra Cover – Directors' Personal Tax Returns and Extra Cover – Self-Managed Superannuation Fund); or
- Business AND Directors Audit – With Investigation Cover (including Extra Cover – Directors' Personal Tax Returns but excluding Extra Cover – Self-Managed Superannuation Fund); or
- Individual cover (excluding Extra Cover – Directors' Personal Tax Returns and Extra Cover – Self-Managed Superannuation Fund); or
- Self-managed superannuation fund cover (excluding Extra Cover – Directors' Personal Tax Returns, but including Extra Cover – Self-Managed Superannuation Fund).

The cover **you** select will be shown on **your policy schedule**.

Extra covers

1. Reinstatement of insured amount

If **we** pay a claim for **professional fees** under the Tax Probe Plus **we** will automatically reinstate the **insured amount**. **You** will not have to pay any additional premium.

2. Directors' personal tax returns (for Business and Directors Audit – with Investigation Cover only)

If **your policy schedule** shows that **you** have selected 'Business and Directors Audit – with Investigation Cover' and **you** are (i) a company and (ii) the director(s) work full-time in the business, **we** will also pay for **professional fees** reasonably and necessarily incurred by each director in connection with a **tax audit** by an **authority** of the director's personal income **tax returns**, that are lodged with that **authority**, which is commenced and notified to **us** during the **period of insurance**.

This Extra cover only covers a **tax audit** of a director's personal income **tax return** that was prepared by the same **tax agent** who prepared the income **tax return** for the business in that same year.

The amounts payable under this Extra Cover do not apply in addition to the 'Business and Directors Audit – with Investigation Cover' insured amount.

This Extra Cover will only apply if **your policy schedule** shows that **you** have selected 'Business and Directors Audit – with Investigation Cover'.

3. Self-Managed Superannuation Fund (for Self-Managed Superannuation Fund Cover only)

What we cover

Where "Self-Managed Superannuation Fund Cover" is shown on **your policy schedule**, **we** will also pay the **professional fees** in connection with an appeal to reconsider a reviewable decision to an administrative tribunal constituted to hear appeals provided that **you** supply us with: (a) written evidence that the appeal has a reasonable prospect of success; and

(b) any other documents and information **we** reasonably require in relation to the audit of the self-managed superannuation fund and/or the appeal.

The amounts payable under this Extra Cover do not apply in addition to the 'Self Managed Superannuation Fund Cover' insured amount.

This Extra Cover will only apply if **your policy schedule** shows that **you** have selected 'Self-Managed Superannuation Fund Cover'.

4. Travel and accommodation expenses

What we cover

We will reimburse **you** for travel and accommodation expenses incurred by **you** or your employees if they are reasonably and necessarily incurred to substantiate the claim.

Privacy statement

AAI Limited trading as Vero Insurance is the insurer and issuer of **your** commercial insurance product, and is a member of the Suncorp Group, which we'll refer to simply as "the Group".

Contact us

To view **our** Privacy Statement and for more information about **our** privacy practices including accessing or correcting **your** personal information, making a complaint, or obtaining a list of overseas countries **you** can:

- ▼ Visit www.vero.com.au/privacy.
- ▼ Speak to us directly by phoning one of our Sales & Service Consultants on: 1300 888 073 or by
- ▼ Email us at claims@vero.com.au

Your duty of disclosure

Before **you** enter into an insurance contract, **you** have a duty to tell **us** anything that **you** know, or could reasonably be expected to know, may affect **our** decision to insure **you** and on what terms.

You have this duty until **we** agree to insure **you**.

You have the same duty before **you** renew, extend, vary or reinstate an insurance contract.

You do not need to tell **us** anything that:

- ▼ reduces the risk **we** insure **you** for;
- ▼ is common knowledge;
- ▼ **we** know or should know as an insurer; or
- ▼ **we** waive **your** duty to tell **us** about.

If you do not tell us something

If **you** do not tell **us** anything **you** are required to, **we** may cancel **your** contract or reduce the amount **we** will pay **you** if **you** make a claim, or both.

If **your** failure to tell **us** is fraudulent, **we** may refuse to pay a claim and treat the contract as if it never existed.

The following questions must be answered giving full and complete details

Tax Probe cover amounts

Select Professional fees cover amount required [Sum Insured] (✓please tick one box)

\$10,000 \$15,000 \$20,000 \$50,000 \$100,000

Tax Probe Business structure

Select the type of entity to be covered and type of cover required (please tick one entity type box)

Sole Trader Partnership Company SMSF

Note: Each entity (sole trader, partnership, company or SMSF) receives just one ABN.

An entity needs an ABN to register for GST and PAYG withholding.

For example, a single partnership running a cafe and a newsagency would have only one ABN. But if they set up as separate companies, each entity must register in its own right. Each ABN will require a separate Tax Probe Plus cover for that entity.

Select the type of cover suited to the business structure.

Business Audit Only

(a) Business audit only – with investigation cover (please tick if this cover type is required)

Total Aggregated Annual Turnover ABN:

\$

Business AND Directors Audit

(b) Business AND Directors Audit – with investigation cover (please tick if this cover type is required)

Total Aggregated Annual Turnover Number of Directors ABN:

\$

Director/s names:

1.

2.

3.

4.

Individual Cover

(c) Sole Trader; or Partnership (please tick which individual business structure requires this cover type)

Total Annual Turnover Number of Partners

\$

Sole Trader

Important: You can carry on a business in your own name without registering a trading name if you don't change or add anything to your name. An ABN is needed if you want to avoid having amounts withheld from payments to you. An ABN is compulsory if your business collects GST.

For example, if your name is John Smith, you don't have to register a name to trade as J Smith or John Smith. But if you trade as John Smith Landscaping, you need to register the name with the relevant government body in your state. When you apply for an ABN, you must provide the trading name of your business.

Trading Name:

What are the Names of each partner:

(a)

(b)

(c)

(d)

Important: You will need a separate Tax Probe Plus cover for each Partner. The Partnership must apply for an ABN and use it for all business dealings.

Partnership ABN

Self-Managed Superannuation cover

(d) Self-managed superannuation cover (please tick if this cover type is required)

Important

Super law requires that your fund's assets must be valued at market value. A valuation of assets is required to confirm SMSF has complied with relevant Super law.

Market Value of assets as at last reported income year:

\$

An SMSF is a private superannuation fund, regulated by the ATO. You must comply with Superannuation and tax laws.

Note: We only provide cover for the Corporate Trustee. We do not cover individual SMSF beneficiaries.

Does your SMSF have a Corporate Trustee

No Yes

Name of Corporate Trustee

ABN:

Tax Probe cover information

Intermediary:

Cover Inception date:

/ /

Cover Expiry date:

/ /

Insured Entity Name:

ABN:

Registered for GST Purposes?

No Yes

Business Description/Business activity:

Business Entity Premises Address:

State Postcode

Phone Number:

()

Mobile Number:

Date business entity established:

/ /

Email Address:

Insured Web site address:

Accountant Company name:

Insurance history and claims experience

Names of current/previous Tax Probe insurers:

Two empty text input boxes for listing current and previous Tax Probe insurers.

Has any insurance company:

- (a) declined to accept a tax audit proposal from you? No Yes
- (b) cancelled a tax audit policy? No Yes
- (c) declined to renew a tax audit policy? No Yes
- (d) required higher premiums and/or higher excess to insure you for tax audit? No Yes

If 'Yes', please provide more details

Empty text input box for providing details for question (d).

Has any insurance company refused to meet a tax audit claim lodged by you or any entity named as the Insured?

No Yes If 'Yes', please provide more details

Empty text input box for providing details if 'Yes' to the insurance claim question.

Tax Probe cover questions

Are you compliant and registered with all your statutory obligations and all requirements (including the payment of any amount) as required under any Commonwealth, State or Territory legislation, which may be the subject of an audit?

No Yes If Yes, please provide more details

Five empty text input boxes for providing details if 'Yes' to the compliance question.

Have you in the past 12 months received any enquiry, or been subject to any audit by any Commonwealth, State or Territory Department, Body or Agency regarding any matter connected with any statutory obligation or requirement which may be the subject of an audit?

No Yes If Yes, please provide more details

Five empty text input boxes for providing details if 'Yes' to the audit enquiry question.

Have you participated in any tax avoidance scheme or undertaking?

No Yes If Yes, please provide more details

Five empty text input boxes for providing details if 'Yes' to the tax avoidance question.

Are there any other facts relating to this insurance or to you which should be disclosed to enable a true assessment of this application to be made before acceptance by us?

No Yes If Yes, please provide more details

I/We consent to:

- (i) the use of personal information about me/us for the purposes shown in the Privacy Statement, and
- (ii) the disclosure of personal information about me/us to, and obtaining personal information from, other parties, including those shown in the Privacy Statement, for any of these purposes.

If I/we have disclosed personal information about any other person(s), I/we confirm that I/we am/are authorised to:

- (i) disclose to you personal information about that person(s) and to consent to its use for the purposes shown in the Privacy Statement,
- (ii) consent to disclosure to, and obtaining of other personal information about that person(s) from, other parties including those shown in the Privacy Statement, for any of these purposes,
- (iii) I/we have read and understood the above information and the information I/we have given is true and correct.
- (iv) I/we have read and understood the policy and agree to be bound by the terms and conditions it contains.
- (v) I/we understand that I/we am/are not insured until Vero Insurance confirms it's acceptance.

This declaration is signed for and on behalf of:

Print Name

Signed by:

Date

Other Important Notices

Please note that Tax Probe Plus Policy does not give cover for **Tax audits** known about, or which should have been known about, prior to the commencement of the **period of insurance**.

Disclaimer

AAI Limited ABN 48 005 807 trading as Vero Insurance ("Vero") does not intend to provide nor does Vero provide any advice in this Guide. If advice is required, independent advice should be sought. For Tax guidance visit www.ato.gov.au. For Business structures or ABN related information visit www.business.gov.au. Links to third party websites are inserted for your convenience, but do not constitute endorsement of material at these sites.