

# Distributor Nomination Form



## Nominate a Domestic Building Insurance (DBI) distributor using this form

From 1 July 2017, builders can access BuildVic – an online portal for managing and purchasing Domestic Building Insurance (DBI). To access the portal builders must nominate a DBI distributor from the Victorian Managed Insurance Authority (VMIA) panel.

### Who should complete this form

VMIA eligible builders whose current insurance broker is not a DBI Distributor.

### How to use this form

Fill out this form electronically using Adobe Acrobat Reader and email to: [dbinominations@vmia.vic.gov.au](mailto:dbinominations@vmia.vic.gov.au) or print, complete by hand and post to: Victorian Managed Insurance Authority (VMIA), Attention to: DBI Nomination, PO Box 18409, Collins Street East VIC 3000

## Builder Information

### Legal Entity Name

### ABN

### ACN

**Sole Traders or Partnerships:** The ABN provided cannot be associated with a Trust **Companies:** The ACN must be provided

### Nominated Registered Building Practitioner (RBP)

First Name  Last Name

RBP number  –

Email address

You must provide an email address to access the BuildVic Portal

## Nominated DBI Distributor Select only one DBI Distributor

- Bovill Risk & Insurance Consultants Pty Ltd  CCM Insurance Group Pty Ltd  HIA Insurance Services Pty Ltd
- Insurance House Pty Ltd  Master Builders Insurance Brokers Pty Ltd

## Contact Details For VMIA Nominated DBI Distributors

### Bovill Risk & Insurance Consultants Pty Ltd

Suite 14, 71 Victoria Crescent Abbotsford  
VIC 3067  
P: 1800 077 933  
E: dbi@bric.com.au

### CCM Insurance Group Pty Ltd

113-115 Denmark Street  
Kew VIC 3101  
P: 03 9853 4688  
E: dbi@ccmininsurance.com.au

### HIA Insurance Services Pty Ltd

2/70 Jolimont Street Jolimont  
VIC 3002  
P: 1800 633 467  
E: au.hiais@aon.com

### Insurance House Pty Ltd

Level 3, 100 Wellington Parade  
East Melbourne VIC 3002  
P: 1300 851 329  
E: builders@ihgroup.com.au

### Master Builders Insurance Brokers Pty Ltd

Level 3, 332 Albert Street  
East Melbourne VIC 3002  
P: 1800 150 888  
E: dbi@mbib.com.au

## Terms and Conditions

The Builder nominates the DBI Distributor for the purpose of making applications to the VMIA for:

- eligibility for domestic building insurance required in accordance with a ministerial order issued under section 135 of the Building Act 1993 (Vic.) (DBI Insurance); and/ or
- a review of the terms and conditions of the Builder's eligibility to apply for DBI Insurance; and/ or
- DBI Insurance; and/ or
- amendment of the DBI Insurance and/ or to cancel the DBI Insurance

(each of which is known as an Application) including any Application made via BuildVic (Portal).

This nomination remains in force until such time that the Builder provides written notice to the VMIA that it no longer nominates the DBI Distributor to provide it with access to VicBuild.

In consideration of the VMIA providing access to VicBuild via the DBI Distributor, the Builder and its Registered Building Practitioner/s acknowledge and agree that:

- The VMIA has appointed DBI Distributors as its agent to assist builders make the Applications.
- Where the Builder provides any information to a DBI Distributor, it is acknowledged that the DBI Distributor is receiving the information as agent for the VMIA, and these terms and conditions apply as if the Builder was providing that information direct to the VMIA.
- When making an Application, all information provided by the Builder must be true, correct and complete.
- All directors and partners of the Builder will be jointly and severally responsible for the truth, correctness and completeness of any information provided to the VMIA by the Registered Building Practitioner or by any person the Registered Building Practitioner nominates and authorises to provide information to the VMIA as if each of the directors or partners of the Builder provided the information to the VMIA.
- If any of the information provided by or on behalf of the Builder when making an Application is not correct, the VMIA may refer the matter to the Victorian Building Authority to enquire into the conduct of the Builder and/ or the Registered Building Practitioner.
- The information provided by or on behalf of the Builder to the VMIA will be relied upon by the VMIA to help it decide whether to accept the Application and on what terms.
- The VMIA has the right at all times to seek additional information from the Builder and all other parties, entities or persons involved in or proposed to be involved in the building works which is the subject of an Application.
- The VMIA has the right to decline any Application even though the Builder may have been assessed as being eligible to request DBI Insurance.

## Declaration

### Name of Nominated Registered Building Practitioner

First Name

Last Name



### Signature of Nominated Registered Building Practitioner

If completing this form electronically, upload an image of the signature in the box below. Plain text signatures are not accepted.

DD / MM / YYYY

SIGNATURE OF NOMINATED BUILDING PRACTITIONER

NAME

DATE

### Where to send this form

EMAIL [dbinominations@vmia.vic.gov.au](mailto:dbinominations@vmia.vic.gov.au)

POST Victorian Managed Insurance Authority (VMIA), Attention to: DBI Nomination, PO Box 18409, Collins Street East VIC 8003