

# NOMINATION AND AUTHORITY FORM

## Who should complete this form

Builders seeking to nominate and authorise additional persons (other than their DBI Distributor) to make and complete on behalf of the Builder, any application (including applications made via BuildVic) to the Victorian Managed Insurance Authority (VMIA) for:

- Domestic Building Insurance (DBI) certificates; and/ or
- amendments and/ or cancellations of DBI certificates.

## How to use this form

Fill out this form electronically using Adobe Acrobat Reader or print and complete by hand before posting the original signed form to:

Victorian Managed Insurance Agency (VMIA) Attention: DBI Nomination, PO BOX 18409, Collins Street East, Victoria 8003

## BUILDER INFORMATION

### Legal entity name

### ABN

### ACN

## NOMINEE DETAILS

Full Name

Street name

Street type

Suburb

State

Postcode

Relationship  
to Builder

(e.g. employee, broker, spouse)

Position  
(if employee)

**Please ensure you carefully read and sign at the end of the form**

The Builder, and its directors and partners, hereby nominates and authorises the Nominee specified on page one of this form to make and complete on behalf of the Builder, any application to the Victorian Managed Insurance Authority (VMIA) for:

- A. DBI; and/ or
- B. amendment of the DBI certificate and/ or to cancel the DBI certificate

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

This nomination and authority remains in force until such time that the Builder provides written notice to the VMIA that the Nominee no longer has such authority.

In making this nomination and giving this authority the Builder and its directors and partners acknowledge and agree that:

1. The Nominee is authorised to apply to the VMIA to be an authorised user of the Portal on behalf of the Builder to input and access information about the Builder and its building activities and to make Applications on behalf of the Builder and make payments on behalf of the Builder.
2. Any and all information, statements, representations and acknowledgments given by or made by the Nominee in any Application or in relation to any Application made on behalf of the Builder whether made via the Portal or otherwise are and are deemed to be information, statements, representations and acknowledgments given by or made by the Builder.
3. The VMIA will rely upon any and all information, statements, representations and acknowledgments given or made by the Nominee in any Application or in relation to any Application on behalf of the Builder whether made via the Portal or otherwise as if such information, statements, representations and acknowledgments were given or made by the Builder.
4. If any information, statement, representation and/or acknowledgment given or made by the Nominee in any Application or in relation to any Application on behalf of the Builder via the Portal or otherwise is inaccurate, incomplete, incorrect, misleading, deceptive and/or untrue the Builder and its directors and/ or partners jointly and severally agree to indemnify the VMIA for any loss, damage, cost, payments (including but not limited to payments made as a result of claims made under DBI), interest, liability, expenses, fees and premiums which the VMIA incurs, suffers or which remain unpaid in relation to any Application made on behalf of the Builder or in relation to any DBI issued for works undertaken or to be undertaken by the Builder as a result of any Application made on behalf of the Builder.
5. This nomination and authorisation of the Nominee by the Builder does not reduce, limit, lessen or negate any other liability, indemnity and/ or responsibility the Builder and each of its directors and/ or partners have or may have in relation to any Application made on its behalf or any DBI issued by the VMIA to the Builder whether such DBI was issued as a result of an Application by the Nominee on behalf of the Builder or an Application made by the Builder or any other person on behalf of the Builder or made via the Portal or otherwise.

## SIGNATURES

### Nominee



\_\_\_\_\_  
SIGNATURE OF NOMINEE

\_\_\_\_\_  
NAME OF NOMINEE

\_\_\_\_\_  
/ /  
DATE

### Executed as a Deed by the Registered Building Practitioner and each Director and/ or Partner of the Builder



\_\_\_\_\_  
SIGNATURE OF REGISTERED BUILDING PRACTITIONER

\_\_\_\_\_  
NAME OF REGISTERED BUILDING PRACTITIONER

\_\_\_\_\_  
/ /  
DATE



\_\_\_\_\_  
SIGNATURE OF DIRECTOR/ PARTNER

\_\_\_\_\_  
NAME OF DIRECTOR/ PARTNER

\_\_\_\_\_  
/ /  
DATE



\_\_\_\_\_  
SIGNATURE OF DIRECTOR/ PARTNER

\_\_\_\_\_  
NAME OF DIRECTOR/ PARTNER

\_\_\_\_\_  
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DATE



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SIGNATURE OF DIRECTOR/ PARTNER

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NAME OF DIRECTOR/ PARTNER

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/ /  
DATE



\_\_\_\_\_  
SIGNATURE OF DIRECTOR/ PARTNER

\_\_\_\_\_  
NAME OF DIRECTOR/ PARTNER

\_\_\_\_\_  
/ /  
DATE



**IMPORTANT**

Ensure that the form is fully signed by all relevant persons and attach additional pages as required.  
Please return the **original dated and signed** form to the VMIA. E-signatures and photocopies will not be accepted.

### Where to send this form

**POST TO**

Victorian Managed Insurance Agency  
Attention: DBI Nomination  
PO BOX 18409, Collins Street East, Victoria 8003