

Australian Government Australian Reinsurance Pool Corporation

RISe - Reinsurance Information System Cedant User Manual

Version V3.2

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1 Document Information

1.1 Glossary of Terms

| Acronym / Term | Term / Definition |
|------------------------------------|---|
| ARPC | Australian Reinsurance Pool Corporation |
| Business Class | The insurance classes covered by ARPC. These are the same as those for which premium returns are submitted with the addition of Public Liability. |
| Eligible Australian Insurance | Eligible risks that cedants report and pay premium to ARPC |
| GST | Goods and Services Tax |
| GWP | Gross Written Premium |
| Ineligible Australian Insurance | Risks that cedants cover but are not covered by ARPC |
| Non-Resident Withholding Tax | Relates directly to the tax that cedants are required under their country's tax laws to withhold from the premium paid to ARPC. |
| RISe | Reinsurance Information System – ARPC's web based system used by its reinsureds to submit premium and aggregate information to ARPC. |

2 Introduction

2.1 Who Should Read this Manual

This manual is intended for users of the ARPC Reinsurance Information System – i.e. employees of ARPC's Reinsured's who will be required to use the system to submit information.

This manual describes the functionality available within the system and provides explanations on how to effectively use the system. It is the primary help resource available for the system. Additional support, if required, can be sought from ARPC.

The concepts of this manual assume that the user is familiar terms and concepts outlined in the ARPC Reinsurance Agreement.

2.2 Other Resources

The RISe Claims Cedant Manual describes the functions of the web based ARPC Claims System which should be used In the event of an eligible terrorism loss to submit loss estimates and claims. This manual is available from the About RISe page on the ARPC Internet site - http://arpc.gov.au/reinsuring/rise/

2.3 System Requirements

2.3.1 Web Browser

The RISe system is a web based system so can be used on any device that runs a modern web browser.

Recommended browsers include:

- § Chrome
- § Firefox
- § Internet Explorer version 7 or above (version 9 or above preferred)
- § Safari

Other browsers may work but have not been tested by ARPC.

2.3.2 File Types

You will require Excel XP or above in order to complete ARPC templates.

All forms submitted must be on the latest version of the templates (which can be found in the 'Download Template' section of RISe

3 Overview

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3.1 **RISe and Client Obligations**

The reinsurance agreement requires clients to submit the following information via RISe:

- § •quarterly premium returns
- annual fire and ISR gross written premium returns (both ARPC eligible and ineligible)
- annual aggregate reports of sums insured by postcode
- loss estimates (if applicable) and
- s claims (if applicable)

RISe is ARPC's client Information management system, which provides clients with a simple, secure and effective means of submitting this information.

To ensure the information held by ARPC is current, clients are requested to use RISe to verify their details annually and advice of any relevant changes. The system also assists ARPC to manage and process the information efficiently and effectively

4 Logging In

Log in details should have previously been provided to you via email, if however you are unable to locate your user details please contact ARPC on +61 02 6279 2100 or via email enquiries@arpc.gov.au

4.1 To log in to RISe:

RISe can be accessed either by a link on the ARPC website <u>http://arpc.gov.au/</u> or directly by going to <u>https://rise.arpc.gov.au/login</u>

| | an Government | | | |
|------------|--------------------------------|-------|------|--|
| "Australia | n Reinsurance Pool Corporation | | | |
| RISe Home | Username Password | - | Park | |
| | | Login | | |
| | | | | |

- in the Username field, enter the username provided by ARPC
- in the Password field enter your password. This is a case sensitive system generated password
- click on the Login button

Forgotten password

After attempting to login you will be asked if you have <u>'forgotten your password'</u>? click on this link

| Have you forgott | en your password? |
|------------------|--|
| Username | |
| Password | |
| | Wrong username or password. |
| | For security reasons, after 3 failed attempts your account will be locked. |
| | Login |

You will then be asked to fill in your Username and Email address

| Please enter the details below. | |
|------------------------------------|---------------------------------------|
| If you do not know either of these | details <u>contact ARPC</u> directly. |
| Username | |
| Email Address | |
| | Reset Password |

If you can not remember your Username click on the '*contact ARPC*' link and request your password and username via email.



The email address being requested is that of the Primary Contact person as listed in RISe and not necessarily your own.

Locked Account

After three failed log in attempts, the system will automatically lock your account.

To arrange to have your account unlocked and a temporary password reissued, please contact the ARPC on <u>enquiries@arpc.gov.au</u> and provide your username.



You should completely close down and then reopen your internet browser before attempting to log back in with the new temporary password.

Disclaimer

After logging in to RISe the disclaimer page is displayed.

| RISe Home | The information on this secure web interface is provided for general information only. It is made available on the understanding that, in providing the information, the Australian Reinsurance Pool Corporation (ARPC) is not engaged in the provision of advice. |
|-----------|---|
| | While ARPC makes every reasonable effort to maintain accurate and up-to-date information, it accepts no responsibility for the accuracy or completeness of any information available on this secure web interface. |
| | In particular, users should be aware that the accuracy and completeness of 'market share' information is reliant on factors which are not necessarily or entirely within the control of the ARPC. |
| | the accuracy of information supplied by users (e.g. relating to gross written premiums, annual aggregate exposure and claims); |
| | the accuracy of data input procedures and analysis undertaken by third parties, and the timing of audit processes (both internal and external) relating to information. (Please note that a formal independer audit of financial information is not conducted until the end of the financial year to which the information relates). |
| | Users should therefore exercise their own skill and care in relation to the information provided. They should make thei own independent inquiries and seek professional advice in relation to any specific issues concerning them. The ARPC accepts no liability whatsoever (by reason of negligence or otherwise) arising directly or indirectly from the use of, or reliance upon, the information provided. |
| | Accept Disclaimer >> Reject Disclaimer |

Once you have read the disclaimer you will need to click on the Accept Disclaimer button in order to continue.

5 Home Page

After accepting the disclaimer the Home page is displayed.

(If this is your first time logging on with a new or reset password, the information regarding your password will be displayed)

| "Chigher" J." Australian Reinsur | ance Pool Corporation | |
|--|---|---------------------------------|
| | HOME | |
| F8Se Home | Your ball senseshid logn was 2:37.45 PB Friday, December 02, 2010 Password Changed | |
| Download Templates | Four temperary password has been shanged. Your new persustent password is | |
| Premium Return | Your session has now ended. Please login here again to continue. | |
| Incidents and Claims | ARPC welcomes clients to its client services Site, RISe. | |
| and the second s | By using the left hand savigation ductors you can go to the following sections: | |
| Aggregate Return | Download Templates - Drambad the latest templates required for submission of return APPC | res, loss sativates and plaivs |
| Market Share Reports Manage Profile | Premier Quarterly Return - Submit your Quarterly Premium Returns. You can also information previously submitted | run exports on greenium |
| Manage GWP | Incidents and Claims - Vex intomation on incidents, and also autimit loss estimates reports on logs estimates and claims previously submitted. | and plaims. You can also run |
| Contact Us | Appregate Return Submission - Submit your Appregate Rature. | |
| Logout (ARPC Home) | Market Share Reports - Run reports that summarise your percentage of market share submitted to us. | e based on antiomation you have |
| | Manage Profile - Enables you to check your contact details and wolfy ARPC of any | changes. |
| | Activity Summary | |
| | New Templates uploaded since past month | |
| | Aggregate Return Submission is non open for year | 2040 |



Please note the writing in green, which will provide you with your new permanent password, you will need to record this password as you will be required to log straight back in using your username and this new permanent password

5.1 Homepage General Information

As well as an overview of the RISe system the home page provides the following information.

| Heading | Description |
|-------------------------------------|--|
| Last Successful Login | The date your account was last accessed |
| New Templates | Will show any new templates that have been added by ARPC. If new templates have been added you will need to ensure that you are using the latest version |
| Aggregate Return Status and year | Will inform you if submissions are open (able to submit) or closed (unable to submit) and for which year |
| Next Premium Return | Informs you when your next quarterly premium return is due for submission |
| Next Aggregate Return | Informs you when your next annual aggregate Report is due for submission |

5.2 Navigation Menu

The menu on the left hand side of the screen enables you to navigate to the areas of RISe you require.

| RISe Home | | | |
|----------------------|--|--|--|
| Download Templates | | | |
| Premium Return | | | |
| Incidents and Claims | | | |
| Aggregate Return | | | |
| Market Share Reports | | | |
| Manage Profile | | | |
| Manage GWP | | | |
| Contact Us | | | |
| Logout (ARPC Home) | | | |

| Navigation Item | Description |
|----------------------|---|
| RISe Home | This is the current page you are on, if at any stage you wish to return to this page you should click on this button |
| Download Templates | On this screen you will be able to download the latest templates required for submission of premium or Aggregate reports |
| Premium Return | Submit quarterly premium reports and nil premium returns. You can also run reports on previously submitted premium information (see <i>page 24</i> for instructions on submitting your quarterly premium return). |
| Incidents and Claims | In the event of an incident this will open the Claims module system. |
| Aggregate Return | Submit Annual Aggregate Report. You can also run reports on previously submitted aggregate data (see <i>page 30</i> for instructions on submitting your Annual Aggregate Report). |
| Manage Profile | Check your contact information and notify ARPC of any changes |
| Manage GWP | Submit annual fire and ISR gross written premium (GWP) returns (both ARPC eligible and ineligible) which is used to calculate your annual retention (see <i>page 41</i> for instructions on submitting your Annual Gross Written Premium Declaration) |
| Contact Us | Contact ARPC |
| Logout (ARPC Home) | Logs you out of RISe and takes you the ARPC website |

6 Templates

6.1 Download Templates

Once you have opened this page you will be able to view the templates that are available.

| | HOME » DOV | VNLOAD TEN | IPLATE | | | |
|---------------------------------------|------------------------|----------------|-------------------------|------------|----------|---------|
| | Templates available fo | or downloading | | | | |
| | Template | Version | Comment | Valid From | Valid To | Status |
| | Aggregate Report | 2014 | | 27/06/2014 | - | Current |
| a a a a a a a a a a a a a a a a a a a | Premium Return | P2.7 | Premium Return Template | 20/09/2013 | - | Current |
| Download Templates | | | | | | |
| Aggregate Report | | | | | | |
| Premium Return | | | | | | |

The template links that are displayed on this page are the latest versions available for download, you will need to ensure that you are using the most recent and current version when uploading these documents.

• once you have clicked on the template a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

| Do you want to open or save Aggregate Report.xisx (275 KB) | Open | Save | | Cancel |
|--|------|------|--|--------|
|--|------|------|--|--------|

- if you would like to work on the template before saving select the uppen button
- if you would like to download the template now to work on later, select the save button.

6.2 Completing the Templates

The following pages show examples of the ARPC Templates and brief instructions on how to complete them.

Should you require further information on how to complete the templates please contact ARPC using the Contact Us menu item.

6.2.1 Premium Return Template

| | Remittance Ad | lvice |
|--|--|--|
| RPC ABN: 74 807 136 872 | | |
| EDANT NAME: | | PAYMENT DATE: |
| ion-Resident forG &T purposes (w. ct required to pay CSI) | Yes | Exchange Rate 0 |
| Susiness Number / A BN | | Withholding Tax Rate 0.00% |
| AYMENT ANOUNT: AUSS | 0.00 | |
| AYMENT DETAILS: | | |
| | Financial Year Ending: | 2014 |
| | 1 Period ending 30/09 Period ending 31/12 | Period ending 31/03 Period ending 30/06 |
| OTHER PAYMENT DETAILS: | 53 | |
| ◆PAYMENT\$ TO BE MADE BY EF | T TO ARPC AT: | |
| BANK: | RESERVE BANK OF AUSTRALIA | с. |
| SVVIFT (For foreign com pany): 38B | R5BKAU25 092-009 | |
| CCOUNT NUMBER: | 009-11657-9 | |

PLEASEUPLOAD THIS TEMPLATE USING RISE: https://rise.arpc.gov.au

| | | _ | | | | | | | |
|---|-----|------------------|-----|----------------------|------------------|-----|------------------|------------------|------------------|
| Australian Reinsurance Pool Corporation ABN 74 807 136 872 | | | | ARPC Premium F | Return Form | | | | |
| ABN 74 807 136 872 | | _ | | Registration | Nbr: | | | | |
| | ACT | NSW | NT- | QLD | 8A | TAS | VIC | WA | TOTAL |
| Tier A | | | | | | | | | |
| Fire / ISR / BI | | | | | | | | | |
| Subject Gross Written Premium | | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Reinsurance Premium at 12% Australian GET | 1 | \$0.00 | | - \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| non-resident Withholding Tax | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Sub-total | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Contract Works | | | | | | | | | |
| Subject Gross Written Premium Reinsurance Premium at 12% | | \$0.00 \$0.00 | | - \$0.00 | \$0.00 \$0.00 | - | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| Australian GST | 1 | - | | | - | | - | - | - |
| non-resident Withholding Tax | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Sub-total | | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Mobile Plant | | | | | | | | | |
| Subject Gross Written Premium Reinsurance Premium at 12% | 1 | \$0.00 \$0.00 | | - \$0.00 | \$0.00 \$0.00 | - | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| Australian GST | | | | | | | - | | - |
| non-resident Withholding Tax Sub-total | | \$0.00 \$0.00 | | - \$0.00 | \$0.00 \$0.00 | | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| | | 00.00 | | 0.00 | 00.00 | | | 00.00 | |
| Faim Subject Gross Written Premium | | 50.00 | | - \$0.00 | \$0.00 | - | S0.00 | \$0.00 | 50.00 |
| Reinsura nœ Premium at 12% | 1 | \$0.00 | | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Australian GST non-resident Withholding Tax | 1 | - so.col | | - so.col | 50.00 | - | - so.col | - so.col | 50.00 |
| Sub-total | 1 | \$0.00 | | - \$0.00 | \$0.00 | 1 | \$0.00 | \$0.00 | \$0.00 |
| - | | | | | | | | | |
| Burglary Subject Gross Written Premium | | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Reinsurance Premium at 1296 | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Australian GST non-resident Withholding Tax | 1 | so.col | | - 50.00 | \$0.00 | - | so.co | so.col | 50.00 |
| Sub-total | | \$0.00 | | - \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| Miscellan eou s Acoldent | | | | | | | | | |
| Subject Gross Written Premium | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Reinsurance Premium at 12% Australian GET | 1 | \$0.00 | | - \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| non-resident Withhold ing Tax | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Sub-total | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| Glass | | | | | | | | | |
| Subject Gross Written Premium Reinsurance Premium at 12% | | \$0.00 \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| Australian GST | | | | | | | | | - |
| non-resident Withholding Tax Sub-total | | \$0.00 \$0.00 | | - \$0.00 | \$0.00 \$0.00 | - | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| | | | | | | | | | |
| Total Gross Written Premium Total Reinsurance Premium at 12% | - | \$0.00 \$0.00 | | - \$0.00 - \$0.00 | \$0.00 \$0.00 | | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 |
| Australian 9-37- | | - | | | - | | - CO | - | \$0.00 - |
| non-resident Withholding Tax | - | \$0.00 | | - \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | \$0.00 |
| T ota I Due | - | \$0.00 | | - \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |

| Australian Reinsurance Pool Corporation ABN 74 807 136 872 | l | | AR | PC Premium R | leturn Form | | | | |
|--|---|---|--|--|--|---|---|---|--------------------------------------|
| | ACT | NSVV | NT | Registration QLD | Nbr: SA | TAS | VIC | VA | TOTAL |
| Tier B | ACI | 1600 | | | - | 143 | 10 | | TOTAL |
| Fire / ISR / BI Subject Gross Witten Premium Perinsurance Premium at 4% Australian - GST non-resident Withholdin g Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Contract Vibris Subject Gross Witten Premium Pelnsurance Premium at 4% Australian -QST non-resident Withholdin g Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$ 0.00 \$ 0.00 - \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Nobile Plant Subject Gross Witten Premium Perinsurance Premium at 4% Australian GST non-resident Withholdin g Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 50.00 \$0.00 | \$ 0.00 \$ 0.00 - \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Farm Subject Gross Wittlen Premium Reinsurance Premium at Australian-QST non-resident Withholdin q Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Burgiany Subject Gross Witten Premium Reinsurance Premium at 4% Australian 450 non-resident Withholdin q Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Miscellane ous Accident Subject Gross Witten Premium Reinsurance Premium at 4% Australian 451 non-resident Withholdin q Tax Sub-total | \$0.00 \$0.00 50.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Glass Subject Gross Witten Premium Perinsurance Premium at 4% Australian 431 non-resident Withholdin q Tax Sub-total | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$ 0.00 \$ 0.00 - \$ 0.00 \$ 0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$ 0.00 \$ 0.00 - \$ 0.00 \$ 0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Total Gross Written Premium Total Reins urance Premium at 4% Australian Q ST non-resident Withholding Tax Total Due | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |

| Australian Reinsurance Pool Corporation ABN 74 807 136 872 | | | AR | PC Premium R | eturn Form | | | | |
|--|--|---|--|--------------------------------------|---|---|---|--------------------------------------|--|
| | ACT | NSVV | NT | Registration QLD | Nbr: SA | TAS | VIC | AV | TOTAL |
| Tier C | | | | | | | | | |
| Pre / ISR/ BI Subject Gross Witten Premium Perlensurance Premuli mat Australian GST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Contract Vibriks Subject Gross Written Premium Pelansurance Premium at 2% Australian.cST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Nobile Plant Subject Gross V/ Itten Premium Painsurance Premium at 2% Australian-QST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Farm Subject Gross Wittlen Premium Reinsurance Premium at 2% Australian GST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$ 0.00 \$ 0.00 - \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 |
| Burglany Subject Gross Witten Premium Reinsurance Premium at 2% Australian CST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Miscellane ous Accident Subject Gross Written Premium Reinsurance Premium at 2% Australian GST non-resident Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Glass Subject Gross W ritten Premium Reinsurance Premu m at 2% Australian-CST non-esitient Withholding Tax Sub-total | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |
| Total Gross VVIItan Premium Total Reins urance Premium at 2% Australian GST non-resident Vithholding Tax Total Due | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 - \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$0.00 \$0.00 \$0.00 \$0.00 |

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Enter Subject Gross Written Premium in Foreign Currency Amounts

*(Please ensure that you have also entered an exchange rate on the 'Remittance' worksheet. Rate example: 0.7847 to convert NZD to AUD, or 1 for AUD:AUD)

| | ACT | NSW | NT | QLD | SA | TAS | VIC | WA | TOTAL |
|------------------------|------|------|------|------|------|------|------|--------------|-------|
| Tier A | | | | | | | | | |
| Fire / ISR / BI | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | | - |
| Contract Works | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | 0.00 | - |
| Mobile Plant | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | 0.00 | - |
| Farm | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | | - |
| Burglary | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | 0.00 | - |
| Miscellaneous Accident | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | | - |
| Glass | - | 0.00 | - | 0.00 | 0.00 | - | 0.00 | 0.00 | - |
| | | | | | | | | Tier A Total | - |
| Tier B | | | | | | | | | |
| Fire / ISR / BI | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | - |
| Contract Works | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | - |
| Mobile Plant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Farm | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Burglary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Miscellaneous Accident | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Glass | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| | | | | | | | | Tier B Total | - |
| Tier C | | | | | | | | | |
| Fire / ISR / BI | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | | - |
| Contract Works | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Mobile Plant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | - |
| Farm | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | - |
| Burglary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Miscellaneous Accident | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| Glass | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |
| | | | | | | | | Tier C Total | - |

Gross Written Premium Total

6.2.1.1 Premium Return Template Instructions:

| Field | Description |
|----------------------------------|---|
| Cedant Name | Enter the name of the cedant you are submitting the return for (this should be the name used on the reinsurance agreement) |
| Payment Date | Enter the date which you expect to pay this premium (in dd/mm/yyyy format ie. 22/03/2012) |
| Non-Resident for GST purposes | This cell reflects whether you should be paying the Australian Goods and Services Tax (GST). If you are required to pay GST please select 'No' from the drop down list. If you are not required to pay GST, please select 'Yes' from the drop down list |
| Business Number/ABN | Enter the cedant's Australian Business Number (ABN) number, or if you are not registered in Australia, enter the cedant's registration number |
| Withholding Tax Rate | If applicable enter your Non-Resident withholding Tax Rate |
| | Please Note: Non-resident withholding tax is different from Australian withholding tax, it relates directly to the tax that you, as our cedant, are required under your country's tax laws to withhold from the premium paid to ARPC. It does not apply to tax that your policy holder has deducted when paying premium. |
| Exchange Rate | Only applies to overseas cedants using the 'Foreign Currency Amounts' worksheet with a currency other than AUD. Enter the current exchange rate (if in doubt you may find the following website useful <u>http://www.xe.com/ucc/</u>). The exchange rate is available to change when there are entries in the 'Foreign Currency Amounts' worksheet |
| Broker Details | Enter any acting Broker/Group/Agency details if applicable |
| Payment Amount | This figure is automatically updated based on the amounts you enter in the 'Foreign Currency Amounts' worksheet. You are not able to amend this cell |
| Payment Details | Financial Year - This has been locked to reflect the current financial year. You are not able to amend this cell |
| | Should you need to make an amendment to a previous financial year, please contact the ARPC who will provide you with a Premium Return Template that reflects that financial year |
| | Period Ending - Enter the number one ('1') in the box for the period you are reporting (make sure to delete the pre-entered number) |
| Other Payment Details | Enter any further payment details if applicable |
| | |

Tier A, B and C Spreadsheet

| Field | Description |
|----------------------------------|--|
| Subject Gross Written Premium | Manually enter the 'subject gross written premium' amounts for the appropriate tier and class This should be the only cell where you need to manually enter amounts, the majority of the remaining cells are locked and contain automatic calculations |
| Reinsurance Premium at | This amount is automatically calculated by applying the appropriate tier rate to your 'subject gross written premium' amount. You are not able to amend these amounts |
| Australian GST | <i>If you are required to pay GST these cells will automatically calculate 10% of the 'Reinsurance Premium at' amount. You are not able to amend these amounts</i> |
| Non-Resident Withholding Tax | Any applicable withholding tax amounts will be automatically calculated by applying the 'Withholding Tax Rate' you entered on the 'Remittance' worksheet to the 'Reinsurance Premium at' amounts that was calculated above, therefore you should not have to amend this amount. |
| | Please Note: Non-resident withholding tax is different from Australian withholding tax, it relates directly to the tax that you, as our cedant, are required under your country's tax laws to withhold from the premium paid to ARPC. It does not apply to tax that your policy holder has deducted when paying premium. |
| Subtotal | This amount is automatically calculated by adding any 'Australian GST' amounts to the 'Reinsurance Premium at' amounts. You are not able to amend these amounts |

Foreign Currency Amounts Worksheet

| Field | Description |
|---------------|--|
| Tier A | Enter any applicable subject gross written premium amounts under the appropriate class (please note that you are not able to enter amounts under ACT, NT or TAS as there are no tier a postcodes in these states) |
| Tier B | Enter any applicable subject gross written premium amounts under the appropriate class |
| Tier C | Enter any applicable subject gross written premium amounts under the appropriate class |
| EXCHANGE RATE | Make sure that you have entered an exchange rate amount on the 'Remittance' Worksheet or these amounts will not populate the Tier A, B and C worksheets. (If you have entered AUD on the 'Foreign Currency Amounts' worksheet, you will need to enter an exchange rate of '1' on the 'Remittance' worksheet) |

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6.2.2 Annual Aggregate Report Template

| RPC Tier A Exposure Data by Stre | et Address | | Submission Year | | 2014 | | | | |
|----------------------------------|------------------|-------------|--------------------|--------|----------|-------|----------------------------------|----------------------------------|------------------------------|
| FORMATION REQUIRED | | | | | | | | | |
| Name of Insured | Street Number | Street Name | Type (St, Ave etc) | Suburb | Postcode | State | Building Sum Insured (A\$mio) | Contents Sum Insured (A\$mio) | Business Interruption Sum |
| | | | | | | | | | |
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| nnual | TION ONLY 2 | | | | | | | | |
|----------------------------------|---|-------------|--|--------------------------|------------------------------------|---|---|---|---|
| Au | Australian Reinsurance Pool Corporation | | Australian Reinsurance Pool Corporation_ | | Number of Risks (Co- Insured | Reinsured's Aggregate Sum Insured | Reinsured's Aggregate Sum Insured | Reinsured's Aggregate Sum Insured | Reinsured's Aggregate Sur Insured |
| ostcod | State T | <u>Tier</u> | Proportion c | Insured | Insured 👻 | A CONTRACTOR OF | | | |
| *REFER TO INSTRUCTION WORKSHEET* | | ORKSHEET* | ter annes | Buildings Only A\$mio | Contents Only A\$mio | Combined Buildings AND Contents A\$mio | Business Interruption | | |
| 2000 | NSW | A | 0.0 | 0.00 | 0.00 | 0.00 | A\$mio | | |
| 2009 | NSW | Â | 0.0 | 0.00 | 0.00 | 0.00 | ů | | |
| 2060 | NSW | A | 0.0 | 0.00 | 0.00 | 0.00 | (| | |
| 3000 | VIC | A | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 3005 | VIC | A | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 3006 | VIC | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 3008 | VIC | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 4000 | QLD | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 5000 | SA | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 6000 | WA | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 6003 | WA | Â | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 800 | NT | B | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 810 | NT | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 812 | NT | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 820 | NT | B | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2006 | NSW | B | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2008 | NSW | B | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2007 | | B | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| | NSW | | 201120 | | | | | | |
| 2010 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2011 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2015 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2016 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2017 | NSW | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2018 | NSW | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2019 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2020 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2021 | NSW | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2022 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2023 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2024 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2025 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2026 | NSW | в | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2027 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2028 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2029 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2030 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2031 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2032 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2033 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |
| 2034 | NSW | В | 0.0 | 0.00 | 0.00 | 0.00 | | | |

Construction Risks (including Annual CW policies)

| Annual Agg | gregate Rep | oort 2014 | IN: Number of | SURER'S PROPORTION O | DNLY |
|-----------------------|----------------|-------------------|------------------|---|---|
| Postcode <u>State</u> | | stcode State Tier | | Reinsured's Aggregate Sum Insured | Reinsured's Aggregate Sum Insured |
| | | | Proportion of | Total Contract Value | Advanced Loss of |
| *REFER TO I | INSTRUCTION WO | RKSHEET* | | Only A\$mio | Profits A\$mio |
| 2000 | NSW | А | 0.0 | 0.00 | 0.00 |
| 2009 | NSW | Α | 0.0 | | 0.00 |
| 2060 | NSW | Α | 0.0 | 0.00 | 0.00 |
| 3000 | VIC | Α | 0.0 | 0.00 | 0.00 |
| 3005 | VIC | Α | 0.0 | 0.00 | 87.00 |
| 3006 | VIC | A | 0.0 | 0.00 | 0.0 |
| 3008 | VIC | A | 0.0 | 0.00 | 0.0 |
| 4000 | QLD | A | 0.0 | 0.00 | 0.0 |
| 5000 | SA | А | 0.0 | 0.00 | 0.0 |
| 6000 | WA | А | 0.0 | 0.00 | 0.0 |
| 6003 | WA | A | 0.0 | 0.00 | 0.0 |
| 800 | NT | В | 0.0 | 0.00 | 0.0 |
| 810 | NT | В | 0.0 | 0.00 | 0.0 |
| 812 | NT | В | 0.0 | 0.00 | 0.0 |
| 820 | NT | В | 0.0 | 0.00 | 0.0 |
| 2006 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2007 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2008 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2010 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2011 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2015 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2016 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2017 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2018 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2019 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2020 | NSW | В | 0.0 | | 0.0 |
| 2021 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2022 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2023 | NSW | В | 0.0 | 0.00 | 0.0 |
| 2024 | NSW | В | 0.0 | | 0.0 |
| 2025 | NSW | В | 0.0 | | 0.0 |
| 2026 | NSW | В | 0.0 | 0.00 | 0.00 |

6.2.2.1 Aggregate Report Template Instructions:

The Annual Aggregate Report is to be a "snap-shot" of the reinsured's gross sums insured as at 3pm, 30 June each year.

ARPC also requires street address information from all cedants for insured properties, excluding contract works located within postcodes 2000, 3000, 4000, 5000 and 6000.

Please ensure that individual risks are allocated to the correct postcode location. Multiple risk schedules will need to be split and individually allocated. Distribution of postcode exposures by the Lead insurer to the following market would greatly assist data

The 'Construction' worksheet is to contain all Contract Works risks. Plant and Equipment policies are to be included in the Contents column of the 'All Risks ex CW' worksheet

The report is due within 30 days of the end of each Retention Period as per clause 10(b) of the Reinsurance Agreement. However, we will accept the reports up to 60 days from the end of the Retention period to avoid confusion with the quarterly premium accounts

Cedants are required to submitted their aggregate return by 31 August each year

| Field | Description |
|--|---|
| Name of Insured (column A) | The name of the entity insured at this address |
| Street Number – State (columns B – G) | The postal address details for this record |
| Building A\$mio (column H) | Building Sum Insured amount for this address* |
| Contents A\$mio (column I) | The Contents Sum insured amount for this address* |
| Business Interruption \$Amio (Column J) | The Business Interruption Sum Insured for this address* |
| | Street Address data is required for the following postcodes 2000 3000 4000 5000 6000 N.B Street Address Details Report differs from the All Risks ex CW Report. All risks (buildings, contents and business interruption) in the above postcodes must be included and there is no requirement that the risk has to contain a building (e.g. "contents only" risks must be included in the Street Address data). |

Street Address Details Worksheet

| All Risks ex CW and | Construction | Worksheets |
|---------------------|--------------|------------|
|---------------------|--------------|------------|

| Field | Description | | | |
|--|--|--|--|--|
| Postcode (column B) | The physical location postcode for each risk. Post office box such as 2001 2002 are not recognized as location postcodes and are not valid ARPC postcodes | | | |
| State (column C) | The state which the postcode is in. Please note that we no longer use a Locality guide as there are usually multiple suburb names within each postcode | | | |
| Tier (column D) | Tier locations as per ARPC's postcode list available from the ARPC website: http://www.arpc.gov.au/tiersearch.aspx | | | |
| Number of Risks (column E) | Only indicate your proportion of each risk where a building is insured. This includes 'Buildings Only', 'Combined Building and Contents' or 'Construction' risks. Do not include 'Contents Only' risks. | | | |
| | For example, if you offer 30% support on 5 building risks in postcode 2000, the indicated 'Number of Risks' (for your share) would be $5 * 0.3 = 1.5$. Note that Schedules need to be split into individual risks. | | | |
| Buildings Only A\$mio (Column F) | Your share of the total gross aggregate sum insured for the building component or contract value of each risk located in each postcode. | | | |
| Contents only A\$mio (column G) | All Risks ex CW Your share of the total gross aggregate sum insured for the contents component of each risk located in each postcode. Burglary/Money/Glass sections of ISR contents policies do not need to be shown separately | | | |
| Combined Buildings and | | | | |
| Contents A\$mio (Column H) | Your share of the total gross aggregate sum insured for the 'combined building and contents'. | | | |
| | For 'All Risks ex CW', we now require all sums insured to be split between the building component and contents. For Tier A postcodes, it is no longer possible to input the combined amounts. Please check with ARPC if you are having difficulty obtaining this split. | | | |
| Business Interruption A\$mio (Column I) | Your share of the total gross aggregate sum insured for the business interruption or ALoP component of each risk by postcode. The use of 'Target Risk' location is acceptable | | | |

7 Premium Submissions

This section of the RISe website is used to manage the upload and reporting for the Quarterly Premium Return. You will be able to select the following options from the left hand navigation menu buttons.

| RISe Home | |
|--------------------|---|
| Download Templates | |
| Premium Return | |
| Premium Upload | |
| Nil Premium | * |
| Premium Reports | HOME » PREMIUM RETURN |
| | Premium Return Home |
| | This section is used to manage the upload and reporting for the Quarterly Premium Return. Use the left hand navigation button to select either of the following sections: |
| | Premium Upload - Upload the premium return, including resubmission of prior returns. |
| | Nil Return - Submit a Nil Return. Only periods for which you have not submitted a return previously will be available within this section. |
| | Premium Reports - Various reports can be run including exporting previously submitted returns. |
| | Summary of premium returns for prior quarters: 2014 Q3: Nil 2014 Q2: \$22,000.00 2014 Q1: N/A 2013 Q4: N/A |

| Navigation Item | Description |
|-----------------|--|
| Premium Upload | Upload the completed premium return template, including resubmission of prior returns |
| Nil Return | Submit a Nil Return. Only periods without submissions will be available within this section. |
| Premium Reports | Various reports can be run, including exporting previously submitted returns in excel. |



Premium submissions are due by the end of the month following the submission period. ARPC submission periods for quarterly premium are:

> *Quarter 1) 01 July – 30 September Quarter 2) 01 October – 31 December Quarter 3) 01 January – 31 March Quarter 4) 01 April – 30 June*

7.1 Uploading a Premium Return

Once you have clicked on the Premium Upload menu option you will be taken to the following screen

| RISe Home | Reminder |
|--------------------|--|
| Download Templates | The Premium Return information must be submitted on the latest version of the Premium Return template which ca be accessed via the "Download Templates" located in the menu. You will require Excel XP or above in order to complete the template. |
| Premium Return | Once the template is completed, save it into a directory from which it can be selected from the Browse option below |
| Premium Upload | Once you have selected the template file to upload, please click the upload button. |
| Nil Premium | Browse |
| Premium Reports | The Upload Process may take a few minutes. |

click on the Browse.... button

| Choose file | <u>ما</u> کتار: |
|--|-----------------|
| Look in 🔡 Ma Computer | · • • • • |
| er (coal field (C) () Audio CD (D) Septend on lapoliol (G) Septend on land (H) Silet on land (H) Solaron (Interest (Pc) Sept., mick on Maximut (C) Solaron (Co) | |
| File parte | • Dress |
| | |

 once you have located the completed premium return on your computer directory click on the 'Open' button



click on the Upload >>> button



Should you receive an error message when uploading your return, please read and correct these items on your form before uploading it again. If you are still unable to upload the form after correcting all the mistakes, or are unsure as to what the error message refers to, you should contact the ARPC via the 'Contact Us' link on the left hand navigation menu.

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| RISe Home | Print Friendly version | | | | | |
|---------------------|------------------------------------|----------------|---|----------------|------------|-----------|
| Anbele RANdelikte | Premium Return Submiss | ion Confirm | mation | | | |
| Download Templates | Below are the results of your pre- | nium submiss | ion validation process. | | | |
| Premium Return | Tier A Items Processed | 224 | Total Gross Written Premium | | s | 0.00 |
| cidents and Claims | Tier A Items Accepted | 224 | Reinsurance Premium at | | 5 | 0.00 |
| ggregate Return | Tier A Items Rejected | 0 | Withholding Tax (if applicable) | | 5 | 0.00 |
| arket Share Reports | | | Total Due | | \$ | 0.00 |
| nage Profile | | | | | | |
| nage GWP | Tier B Items Processed | 224 | Total Gross Written Premium | \$ | 1 | 00,564.00 |
| | Tier B Items Accepted | 224 | Reinsurance Premium at | 5 | | 4,022.56 |
| ntact Us | Tier B Items Rejected | 0 | Withholding Tax (if applicable) Total Due | 5 | | 4.022.5 |
| out (ARPC Home) | | | Total Dite | | | 4,022.00 |
| | Tier C Items Processed | 224 | Total Gross Written Premium | | \$ | 0.00 |
| | Tier C Items Accepted | 224 | Reinsurance Premium at | | 5 | 0.00 |
| | Tier C Items Rejected | 0 | Withholding Tax (if applicable) | | 5 | 0.0 |
| | | | Total Due | | 5 | 0.00 |
| | Premium Return For quarter | ending 30/9, | 2008/2009 financial year | | | _ |
| | Total Premium Return Due | | \$ | | | 4,022.56 |
| | Previously Submitted Premium | Return Was | 5 | | Never | Submitted |
| | You will need to finalise the subm | ission before | your premium return is committed to th | e system. | | |
| | Press 'Submit Premium Return | >>' for accep | tance and to finalise your submission | n | | |
| | Press 'Cancel Premium Return' | and contact | ARPC if you believe this submission | i îs calculate | d incor | rectly |
| | | | ledge and belief, the information submi surance contracts, is true and correct | tted by us in | relation t | o our |
| | descent from more breiten e | and and are as | | | | |

- if you would like to print a copy of this screen click on the <u>'Print Friendly version'</u> link in the top left of the page
- if the information is incorrect or you receive error messages, correct the information on your premium return template, save and close it and then resubmit the information by following the previous steps

| RISe Home | Thank you for your Premium Return Submision |
|--------------------|--|
| Nide Home | Your Premium Return for period guarter ending 30/9, 2008/2009 financial year has been submitted successfully |
| Download Templates | Your total Premium Return submission was \$ 4,022.56 |
| Premium Return | Return To Premium Return Upload >> |
| | |

click on the Return To Premium Return Upload >> button to finalise your submission.

7.2 Submitting a Nil Premium Return

| Once you have clicked on the | Nil Premium | menu option you will be taken to the |
|---|--------------------------------|--|
| ollowing screen | | |
| Unsubmitted Period | | |
| Below is the list of Quarters for which a Pres | mium Return has not been | recieved. |
| Click on 'Submit Nil Return' to indicate a Nil | return for that period. | |
| Press 'Finalise Nil Return' to submit the nil r | eturn | |
| | | |
| Denses (Connect NEI Deturn) to return to the East | of Question for which a De | amium Datum has not have envioued |
| Press 'Cancel Nil Return' to return to the list | of Quarters for which a Pre | emium Return has not been recieved. |
| | of Quarters for which a Pre | emium Return has not been recieved. |
| | | |
| Period Ending | Financial Year | Action |
| Period Ending Period Ending 30/06 | Financial Year 2014 | Action Submit Nil Return |
| Period Ending Period Ending 30/06 Period Ending 30/09 | Financial Year 2014 2015 | Action Submit Nil Return Submit Nil Return |



Premium Returns are listed in RISe by financial year and not calendar year. Financial Year 2014 refers to the 2013/2014 financial year that begins with the period ending 30 September calendar year 2013.

 click on the '<u>Submit Nil Return</u>' link next to the period you wish to submit a nil return for, the following message will appear at the bottom of the screen

You have selected **Period Ending 30/06** of Financial Year **2014** to be submitted as Nil Return. You must finalise your Nil Premium Return before it is recorded to the System.

Finalise Nil Return >> Cancel Nil Return

- that period will no longer appear on the list and the following message will be on the bottom of the page

quarter ending 30/6, 2013/2014 financial year has been successfully finalised as Nil Premium Return

 from here you may either submit another Nil return or use the left hand navigation menu to navigate away from the period



The only periods listed will be those where we do not have a record of a quarterly return being uploaded or a nil return submitted.

7.3 Premium Reports

This section enables you to download and view your submitted premium reports. Once you click on

the Premium Reports menu option you will be taken to the following screen.

| | HOME » PREMIUM | RETURN » PREMIUM RE | EPORTS |
|--------------------|----------------|---------------------|--------|
| RISe Home | Search | | |
| Download Templates | Financial Year | 2014 | i . |
| Premium Return | Quarter | Алу | • |
| Premium Upload | | Search >> | |
| Nil Premium | | | |
| Premium Reports | | | |

- type in the financial year that you would like to export the information from
- either select the quarter you wish to export information from, or to view all leave as 'Any'
- click on the Search >>>> button to open or save the report

| RISe Home | Search | | | | | |
|--------------------|----------------|----------------|---------------------|----------------|--------------|------------------|
| Download Templates | Financial Year | | 2014 | | | |
| Premium Return | Quarter | | Any Search >> | • | | |
| Premium Upload | | | Search 22 | | | |
| Nil Premium | Uploaded Date | Financial Year | Period Ending | Payment Amount | Payment Date | SubmissionTyp |
| Premium Reports | 28/03/2014 | 2014 | Period Ending 30/09 | \$10,920.00 | 01/01/2014 | Submitted Return |
| | 02/04/2014 | 2014 | Period Ending 31/12 | \$0.00 | 01/01/0001 | Nil Return |

• click on the blue underlined 'Uploaded Date' to open this return using excel

8 Incidents and Claims

In the event of an incident clicking on the

Incidents and Claims

menu item will open the

ARPC's claims system. Further instructions and information on utilizing the system can be found in the Claims System Cedant Manual.

This manual is available from the About RISe page on the ARPC Internet site - <u>http://arpc.gov.au/reinsuring/rise/</u>

9 Aggregate Report Submission

This section of RISe is used to manage the annual submissions of Aggregate Reports which are due to ARPC by 31 August each year.



| Navigation Item | Description |
|---------------------|---|
| Bulk Upload | Used to upload the downloadable Annual Aggregate Report |
| Manual Uploads | This can be used to manually enter individual exposure information, however it is advised that you use the template instead. This can not be used when reporting Tier A risks |
| Finalise Submission | You should click directly on this if you wish to report that you do not have any exposure for the reporting period (ie. A nil aggregate return) |
| Export Submission | Download your submission information to an excel spreadsheet (ie. Enables you download and view last year's submission). |



The annual aggregate return is a snapshot the Reinsured's gross sums insured as at 3pm, 30 June each year and is due to ARPC by 31 August.

9.1 Bulk Upload

| ce you click on the | Bulk Upload menu item you will be taken to the following scree | | | |
|----------------------|---|--|--|--|
| | HOME » AGGREGATE HOME » BULK UPLOAD | | | |
| RISe Home | Your aggregate information must be submitted on the correct version of the Annual Aggregate Report template which can be accessed via the "Download Template" button | | | |
| Download Templates | shown on the left-hand side of this page. You will require Excel XP or above in order to complete the template. | | | |
| Premium Return | Once you have completed the template it must be saved on your system enabling you to select the correct file to upload when using the Browse box below. | | | |
| Incidents and Claims | Once you have selected the Report please click the Upload button. The system will only accept | | | |
| Aggregate Return | submissions made using the standard Report Template which can be downloaded by clicking on the "Download Template" left navigation item. | | | |
| Bulk Upload | The current year for submissions is: 2014. | | | |
| Manual Upload | Please ensure your sum insured values are in AUD millions (e.g. 2,500,000 should be entered as 2.5). | | | |
| Finalise Submission | Upload >> | | | |
| Export Submission | The Upload Process may take a few minutes. | | | |

click on the Browse... button

| ALC: NO | - | | _ |
|----------------|------------------------------------|-------|-------|
| Look in | Ma Conduler | • • • | - |
| -Local Disk | | | |
| Audic (D | (Dr) n'epella'(Gr) | | |
| apct or | | | |
| | erjindivi" (Iti) | | |
| Colice ce | | | |
| | on 'Man' (Q:) In 'Molinus' (T.) | | |
| C. conspect of | ar pass an (r.) | | |
| | | | |
| | | | |
| a paras: | | | Queri |

once you have located the completed aggregate report form on your computer directory click on • the 'Open' button



click on the ' Upload >> ' button



Should you receive an error message when uploading your aggregate report, please read and NOTE correct these items on your form before uploading it again. If you are still unable to upload the form after correcting any oversights, or are unsure as to what the error message refers to, you should contact ARPC via the 'Contact Us' link on the left hand navigation menu

| RISe Home | Submission Successful. | | | |
|--|--|-----------------------------------|--|--|
| Download Templates | Ex CW Rows Processed: | | | |
| ALL CARLON AND AND A REAL PROPERTY AND A | Ex CW Rows Accepted: | 3 | | |
| Premium Return | Ex CW Rows Failed: | | | |
| Incidents and Claims | Ex CW Rows Ignored 2, | | | |
| Aggregate Return | Contract Works Rows Processed: 2 | | | |
| Market Share Reports | Contract Works Rows Accepted | | | |
| Manage Profile | Contract Works Rows Failed: Contract Works Rows Ignored; 2. | | | |
| Manage GWP | | | | |
| Contact Us | Congratulations, your submission validated successfully. | | | |
| Logout (ARPC Home) | You must finalise your submission before it is included in | the aggregate data for this year. | | |
| | Comments | * | | |

- add any comments concerning your aggregate information
- if the information is incorrect, correct the information on your Aggregate Report, save and resubmit the information by following the above steps
- if the information on the screen is correct, click on the Finalise Submission >> button

| | HOME » AGGREGATE HOME » FINALISE SUBMISSION |
|----------------------|--|
| RISe Home | Thank you - your submission for this year 2010 has been finalised on 1:34:18 PM Friday, December 03, 2010. You are no longer allowed to upload other aggregate data. |
| Download Templates | The ARPC will contact you when submissions are required for next year. |
| Premium Return | Note: if you need to make changes to your already finalised submission please contact ARPC. |
| Incidents and Claims | |
| Aggregate Return | |

9.2 Manual Upload

| Once you click or | the | Manual U | pload | | menu o | option | you v | vill be taken to the following screen |
|----------------------|---|--|---------------------------|--------------|--------------|----------------------|-------|---------------------------------------|
| | HOM | i » agakegai | RENGAME & M | ANUAL UPLOAD |) | | | |
| RISe Home | 100000000000000000000000000000000000000 | Contract Works Ye | ALC: NOT THE OWNER OF THE | | | | | |
| Download Templates | | tare your som bis ta Finalise Laberia | | | | | | |
| Premium Return | | | R. ST. | Consente | Combined | Baz | | |
| Incidents and Claims | Pastord | No. Riski | Rulting Sesie | Smio | 5.6C Smis | Jaarraption Satis | | |
| Aggregate Return | | | | | | | A10 | |

- complete each of the boxes for your postcode location then click on the Add button. The information will be verified. *Make sure that you input your sums insured in millions of dollars (eg. \$2,500,000 should be input as 2.5)* and Risk Numbers are for your share only
- correct any errors if applicable then click the Add button again
- repeat steps 1 and 2 for all postcodes
- to enter Contract Works figures click on <u>Switch to Contract Works</u> link near the top of the page.

| | HOME & AGGREGATE HOME & MARUAL UPLOAD | |
|----------------------|---|-------|
| RISe Home | Renze to An Roma an Contrast Ward 1 You, Instanting 1 | |
| Download Teniplates | Please ensure your sup insured values are in SUD millions (e.g. 2,500,000 should be entered as Click on the Finalise Superiodion botton on the left once you have Sinished entering all of your of | |
| Premium Return | Party and the state of the state | 165.0 |
| incidents and Claims | Postcode No. Rines Anio Anio | |
| Aggregate Return | (Aet) | |

- complete each of the boxes for your first construction postcode location then click on the button. The information will be verified. *Make sure that you input your sums insured in millions of dollars (eg. \$2,500,000 should be input as 2.5)* and Risk Numbers are for your share only
- correct any errors if applicable then click the Add button again
- repeat steps 1 and 2 for all postcodes
- once you have entered all your postcodes, click on 'Finalise Submission' on the left hand navigation menu.

| RISe Home | Now that you have advertised all your data your data your data your data your data your data to the current | or must mark your scherission as finalised. Once you do this you will be your 2019 |
|----------------------|---|---|
| Download Templates | | to your automasion plause enter them in the command box lie fore you |
| Pressuin Return | Please cick the tuttor below to finalise your | |
| Incidents and Claims | | |
| Aggregate Return | | |
| Bulk.Upload | Concerns | |
| Manual Upfoed | | |
| Finalise Submission | | |
| Export Submission | Finalize Externation | - 20 |

• you can now add any comments concerning your aggregate information, then click on the Finalise Submission >> button.

9.3 Finalise Submission

The finalise submission section of RISe can be accessed separately to submit a nil aggregate return.

Once you click on the Finalise Submission

menu item you will be taken to the following screen

| RISe Home | | ubmitted all your data you must mark your submission as finalised. Once you do new data for the current year 2014. | this you will be |
|----------------------|---|---|------------------|
| Download Templates | If you have no aggreg your submission. | gate exposure for this year you should check the "no submission" box below prior | r to finalising |
| Premium Return | - | any comments relating to your submission please enter them in the comment bo | ox before you |
| Incidents and Claims | click the "finalise subr | | |
| Aggregate Return | Please click the buttor | n below to finalise your submission. | |
| Bulk Upload | No Submission | • | |
| Manual Upload | | * | |
| Finalise Submission | Comments | | |
| Export Submission | Connerts | | |
| Market Share Reports | | | |
| Manage Profile | | Finalise Submission >> | |

- click on the 'No Submission' check box to indicate that you have a nil submission
- add any applicable comments
- click on the Finalise Submission >> button to submit your nil aggregate return.

9.4 Export Submission

Once you click on the

Export Submission

menu item you will be taken to the following page.

| | HOME » AGGREGATE HOME » EXPORT SUBMISSION |
|----------------------|--|
| RISe Home | Please select the year that you wish to export your submission details for. The data will be made available in a format that can be best viewed using Excel. |
| Download Templates | Year 2005 - |
| Premium Return | Export Ex CW Data >> |
| Incidents and Claims | Export Contract Works Data >> |
| Aggregate Return | |
| Bulk Upload | |
| Manual Upload | |
| Finalise Submission | |
| Export Submission | |

- select the desired year from the drop down menu
- click on Export Ex CW Data >> if you would like your All Risks ex CW information OR
- click on Export Contract Works Data >> if you would like your Construction Risks (including CW policies) information
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

| Do you want to open or save ExCWExport-2013.csv | Open | Save | • | Cancel | × |
|---|------|------|---|--------|---|
| | | | | | - |

• select the ______ button to view your previously submitted data

10 Market Share Reports

On this page you can run reports that provide your percentage of 'market' share based on information you have submitted to the ARPC compared to the total information submitted by ARPC's clients.

| Once you click on the | Market Share Reports | menu item you will be taken to the following screen |
|-----------------------|----------------------|---|
| | | |

| HOME » MARKET SHARE REPORTS |
|--|
| Aggregate Exposure Market Share Report |
| Premium Return Market Share Report |
| |
| |
| |



Whilst ARPC has a major share of the insurance market, we do not have 100% statistics for the Australian or worldwide market.

10.1 Aggregate Exposure Market Share Report

clicking on the <u>Aggregate Exposure Market Share Report</u> link will take you to the following screen

| | HOME » MARKET SHA | ARE REPORTS » AGGREGATE EXPOSURE |
|----------------------|-------------------|----------------------------------|
| RISe Home | Aggregate Return | Select an Aggregate Return 🖕 - |
| Download Templates | Submission Year | • |
| Premium Return | Report Type | Select a Report Type 🗸 · |
| Incidents and Claims | | Report >> |
| Aggregate Return | | |
| Market Share Reports | | |

• from the Aggregate Return drop down menu you can select the following options.



- from the Submission Year drop down menu select the year you wish to view
- from the Report Type drop down menu you can select the following options.

| Report Type | Select a Report Type 👻 * |
|-------------|--------------------------|
| | Select a Report Type |
| | Post Code ICA Code |

- click on the Report >>> button
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

Do you want to open or save Market_Share_Exposure..NonContractWorks.PostCode.2013.xls. Open Save Cancel ×

• select the <u>pen</u> button to view the report

10.2 Premium Market Share Report

| RISe Home | Underwriting Year | Al 🔻 |
|----------------------|-------------------|--------------|
| Download Templates | Report Type | State/Tier 💌 |
| Premium Return | | Report >> |
| Incidents and Claims | | |
| Aggregate Return | | |
| Market Share Reports | | |
| Aggregate Exposure | | |
| Premium Return | | |

• clicking on the Premium Market Share Report link will take you to the following screen

- from the Underwriting Year select the year that you wish to view.
- from the Report Type drop down menu you can select from the following options.

| Report Type | State/Tier 🔹 |
|-------------|---------------|
| | State/Tier |
| | Class |
| | Category/Type |

- click on the Report >>> button
- once you have clicked on your selection a dialogue box will appear at the bottom of your screen asking if you would like to Open or Save the template

| Do you want to open or save Premium_Market_Share.State_Tier.2014.xls | Open | Save • | Cancel |
|--|------|--------|--------|
|--|------|--------|--------|

• select the _____ button to view the report

11 Manage Profile Information

In this section of RISe you are able to inform ARPC of any changes in contact details that may have occurred.

| | HOME » MANA | GE PROFILE | |
|----------------------|--|--|----------|
| RISe Home | Please confirm the follo | | |
| Download Templates | Updates will be emailed • denotes a required fiel | I to ARPC for acceptance. | |
| Premium Return | Please review Compan | | |
| Incidents and Claims | Name - | | • |
| Aggregate Return | Number - | | |
| Market Share Reports | State - | | |
| Manage Profile | Country - | , | |
| Manage GWP | Please review Head Of Address 1 | fice details below: | |
| Contact Us | Address 2 | | |
| Logout (ARPC Home) | Address 3 | | 1 |
| 5 (/ | Suburb | | |
| | State | · · · | |
| | Postal Code | · · | |
| | Country | ·• | |
| | | count details below, used for Claim Proc | cessing: |
| | Bank Name | | |
| | BSB Number | | |
| | Account Number | | |
| | Swift Code | | |

- edit any applicable company information
- scroll down on the screen

• edit any applicable Primary Cedant contact information

| Please review Primary | Contact details belo | av. | |
|-----------------------|----------------------|-----|---|
| First Name | <u> </u> | | |
| Last Name | L | | |
| Email Address | L | | • |
| Address 1 | <u>_</u> | | * |
| Address 2 | | | |
| Address 3 | L | | |
| Suburb | - | 1 | |
| State | - | | |
| Postal Code | 2 | i. | |
| Country | - | 7 | |
| Phone Area Code | · · | | |
| Telephone Number | - | | |
| Fax Number | | | |



If you have alternate contacts that you would like added to RISe, please inform ARPC and provide the **NOTE** persons contact details as above.



Any changes made to contact information will be sent via a notification email to ARPC, who will then make the changes to the database. By doing this, ARPC is able to keep track of changes that are made and ensure that all appropriate documents are updated accordingly and all relevant staff are notified. • edit any applicable Broker/Agent company information

| Please review Broker Corr | npany details below: |
|---------------------------|-------------------------------------|
| Name | - |
| Address 1 | - |
| Address 2 | Ĩ. |
| Address 3 | |
| Suburb | - |
| State | - |
| Postal Code | - |
| Country | |
| Please review Broker Com | npany Postal Address details below: |
| Address 1 | |
| Address 2 | |
| Address 3 | |
| Suburb | - |
| State | - |
| Postal Code | - * |
| Country | 1 |

• once you have correctly edited the information click on the Email Changes >>> button, this will then send an email to the ARPC alerting them of the amendments



As a reminder to check this information, the ARPC has allocated each company with an 'Anniversary **NOTE** Date' on this date the following notice will appear.

| Notice Screen | |
|-------------------|--|
| Today is your ann | versary date. |
| | ted to the Profile screen where you can update your details. If you don't have anything to b Cancel Changes on the Profile screen to take you to the home page. |
| Now to proceed to | the next step click on Manage Profile. |

When you click on the 'Manage Profile' button you will be taken to the 'Manage Profile Screen' to check your details, if there have been any changes, please follow steps 1 -4. If there have not been any changes to the company or contact details in this period click on the No Changes button, which will then take you to the RISe Home page.

12 Manage GWP

In accordance with clause 5 of the Reinsurance Agreement for Terrorism Risks, clients are required to submit their Gross Fire/ISR premium figures for eligible and ineligible premium each retention period.

- § APRA regulated insurers are to submit to ARPC information matching to their ARPC return, by 30 September each year for the prior 12 month period ending 30 June
- § Non-APRA regulated insurers are to provide equivalent financial information to ARPC by 30 August each year for the prior 12 month period ending 30 June.
- indicate wether or not you were required to submit an APRA return for the last financial year from the drop down box

Were you required to submit an APRA return for the 12 months ending June 30 of 2012 Yes 🔻

| sios millen Freihum Deciaration a Re | etention Calculation |
|--|---|
| | rism Risks the reinsured is required to submit a calculation ar if they are registered with APRA, or 30 August if they a |
| Nere you required to submit an APRA return for the | e 12 months ending June 30 of 2013 Yes 🔻 |
| Please enter the details below for the 12 months ending etention figure. | 30 June prior to the retention period to calculate the |
| Eligible Australian Insurance The following figures are for ARPC Terrorism insurance | eligible risks. |
| Gross Fire and ISR Premium | \$ |
| Fire Service Levy component | \$ |
| Gross Fire and ISR Premium less Fire Service Levy | \$ |
| Ineligible Australian Insurance The following figures are for risks that are not covered by | y ARPC. |
| Gross Fire and ISR Premium | \$ |
| Fire Service Levy component | \$ |
| | \$ |
| Gross Fire and ISR Premium less Fire Service Levy | |
| Gross Fire and ISR Premium less Fire Service Levy Retention Calculation | |
| | |

| Field | Description |
|---|--|
| Eligible Australian Insurance | Refers to eligible risks that you report and pay premium to ARPC for. |
| Ineligible Australian Insurance | Refers to risks that you cover that are not covered by ARPC |
| Eligible Gross Fire and ISR Premium | This is the annual figure for the subject gross written premium for eligible risks in the Fire and ISR class from the last financial year. When entering this amount in RISe you should also include any applicable fire service levy component that you paid |
| Eligible Fire Service Levy | Enter any applicable eligible fire service levy as a separate figure (if this is nil enter a zero ('0') |
| Eligible Gross Fire and ISR Premium less Fire Service Levy | Your total eligible amount will automatically calculate once you click on the 'Calculate' button. You are not able to edit this field |
| Ineligible Gross Fire and ISR Premium | This is the annual figure for the subject gross written premium for ineligible Fire and ISR class risks from the last financial year. When entering this amount in RISe you should also include any applicable fire service levy component that you paid |
| Ineligible Fire Service Levy | Enter any applicable ineligible fire service levy as a separate figure (if this is nil enter a zero ('0') |
| Ineligible Gross Fire and ISR Premium less Fire Service Levy | Your total ineligible amount will automatically calculate once you click on the 'Calculate' button. You are not able to edit this field |
| Total Gross Fire and ISR Premium | This will automatically add your eligible and ineligible totals once you click the 'Calculate' button. You are not able to edit this field |
| Retention Figure | This will automatically calculate 4% of your Total Gross Fire and ISR Premium which will be your retention for the current financial year. You are not able to edit this field |



- enter the appropriate amounts and click on the on the Calculate button
- the system will then automatically compare this new retention amount against your previous retention. If there is a large variance you will receive the following message

Please note: the figures you have entered vary significantly from last year's submission. If you believe these figures are correct please press save to continue with your submission, otherwise please review and adjust appropriately.



This is not an error message, merely an alert to bring this to your attention should you wish to check the figures entered again.

• to proceed click on the Save >>> button

| HOME » MANAGE GWP | |
|--|----------------------------------|
| Gross Written Premium Declaration & Retention Conf | firmation |
| Below are the results of your Gross Written Premium declaration for the 2 Retention figure has calculated and appears below | 016 financial year. From this th |
| Eligible Gross Fire and ISR Premium | \$0.00 |
| Eligible Fire Service Levy component | \$0.00 |
| Ineligible Gross Fire and ISR Premium | \$0.00 |
| Ineligible Fire Service Levy component | \$0.00 |
| Gross Fire and ISR Premium LESS Fire Service Levy | \$0.00 |
| Retention figure | \$100,000.00 |

• ARPC will be notified of your submission and in due course you will be sent an endorsement confirming your new retention for the period.

As a reminder, from the 01 July each year a notification will appear informing you that you need to submit your GWP declaration (it will also inform you of how many days you have to submit it).

| RISe Home | Annual Premium Declaration |
|-----------|--|
| RISE Home | Your annual premium declaration is required to be submitted within 0 days. |
| | To proceed to the next step click on Continue. |
| | Continue |

13 Q & A's

What is the difference between Premium Returns, Aggregate Returns and the GWP declarations?

The aggregate return is due once a year, by 31 August, and is a snapshot of your risk exposure by postcode and state as at 30 June of that year.

Premium Returns are due quarterly and are used to calculate how much premium is payable to the ARPC by business class, tier and state.

The gross written premium declaration is due once a year, by 30 September and is the sum of your annual gross written premium for the fire/ISR Class of business (less any Fire Service Levy) and is used to calculate your annual retention figure.

Aggregate Returns

When are they due?

Annual Aggregate returns are due by the 31 August each year and you are able to start submitting them from July.

How do I amend a submission?

RISe only allows one Aggregate Return per client per year. Therefore, you will need to contact ARPC who will delete the previously submitted return for you.

Should I report Contents Only risks?

ARPC asks that you only report on a risk where a building is insured. This means that you should not report on 'contents only' risks or on risks that do not have a building component. The same applies for Business Interruption only

Should I report Business Interruption Only risks?

As with Contents Only risks, ARPC asks that you only report on a risk where a building is insured. This means that you should not report on 'Business Interruption only' risks or on risks that do not have a building component.

What does 'ARPCConcurrencyException' mean?

This error message can sometimes occur when you have attempted to upload your return, been advised off errors, corrected those errors and then tried to submit the return again all in the one session. This means that your Aggregate Return was not submitted.

Please close down your browser and then log back in and submit again.

Gross Written Premium (GWP) declarations

When are they due?

Gross written premium (GWP) declarations are due by the 30 September of each year.

Why is the retention displaying \$100,000 when I entered nil figures?

As per the Reinsurance Agreement for Terrorism Risks the Australian Reinsurance Pool Corporations minimum retention level is \$100,000.00.

Premium Returns

When are they due?

Quarterly premium submissions and payments are due within 30 days after the end of the quarter.

01 July - 30 September

01 October – 31 December

01 January - 31 March

01 April – 30 June

How do I amend a submission?

In order to amend a return you have submitted previously you will need to upload a new premium template for the applicable quarter (if this is for a previous financial year you will need to contact ARPC in order to receive the correct spreadsheet).

On the new premium template you will need to show the <u>full</u> amount of premium (not just the difference between what you previously reported and this one).

This will then override the previously submitted template in the system.

When does ARPC's financial year begin and end?

Financial years commence on the 01 July (this means that the period ending 30 September will always be the first quarter of the new year) and end on the 30 June.

How do I amend a submission?

In order to amend a return you have submitted previously you will need to upload a new premium template for the applicable quarter (if this is for a previous financial year you will need to contact ARPC in order to receive the correct spreadsheet).

On the new premium template you will need to show the <u>full</u> amount of premium (not just the difference between what you previously reported and this one).

This will then override the previously submitted template in the system.

What do we do on the Premium Template if we don't pay GST?

On the 'Remittance' (first sheet) page of the premium template there is a drop down box next to 'Foreign Company (No GST)?:' You should change the drop down option from no to 'Yes'.

Postcodes

Tier Postcode tables are not accessible in RISe. Please refer to our website <u>http://www.arpc.gov.au/?/postcodes</u>.

Please note that postcode tables are reviewed quarterly and all ARPC clients are notified via the the quarterly newsletter, Under the Cover, of any updates.

Postcode amendments can also be found on the last sheet of the 'ARPC Aggregate Return, which is available from the 'Download Templates' section of RISe.

14 NOTES

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