Information Submission Guide

Submission Required	Relevant Period	Date Due Each Year	Information Required	Reason for Requirement	Reinsurance Agreement References
Premium Returns	Q1 (1 Jul - 30 Sep)	30 October	Premium received during the relevant period	Determination of reinsurance premium owed	Clause 10 (a)
	Q2 (1 Oct - 31 Dec)	30 January			
	Q3 (1 Jan - 31 Mar)	30 April			
	Q4 (1 Apr - 30 Jun)	30 July			
Annual Aggregate	Financial Year (1 Jul - 30 Jun)	31 August	Snapshot of ceded risk exposure as at 3pm on 30 June, split into three reports: 1. Street Address Details (only if CBD postcodes have insured risks) 2. All Risks Ex CW (all postcodes) 3. Construction Risks (all postcodes)	Determination of total risk exposure ceded to ARPC for retrocession and modelling purposes	Clause 25 (d)
GWP Declaration	Financial Year (1 Jul - 30 Jun)	APRA Authorised: 30 September Non-Authorised: 31 August	GWP for the preceding financial year split into: 1. a) Eligible Fire and ISR Premium b) Fire Service Levy component 2. a) Ineligible Fire and ISR Premium b) Fire Service Levy component	Calculation of the retention for the period (financial year) No submission will mean the retention is set to the default (AUD $12.5 million)	Reporting Requirement: Clause 25 (a) and (b) Retention Calculation: Clause 5 (b)

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