

1.5	Please provide a sample copy of the following, if used: (please tick as appropriate)					
Credit/Account Opening Form	<input type="checkbox"/>	Purchase order form	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	
Order Acknowledgement	<input type="checkbox"/>	Delivery Note	<input type="checkbox"/>	Other Documents	<input type="checkbox"/>	
General Terms & Conditions/ Global Agreement	<input type="checkbox"/>	Letters Confirming Supply	<input type="checkbox"/>	Security Held	<input type="checkbox"/>	

2. Your Business Details

2.1	Business name	<input type="text"/>			
	Business address	<input type="text"/>			
	Postcode	<input type="text"/>	Telephone	<input type="text"/>	
	Email	<input type="text"/>	Fax	<input type="text"/>	
	Company registration no. (if applicable)	<input type="text"/>			
	Owners'/Partners' name(s) (if applicable)	<input type="text"/>			
	Contact name	<input type="text"/>			
	Telephone	<input type="text"/>	Email	<input type="text"/>	
	Broker	<input type="text"/>			
	Policy Number	<input type="text"/>			

2.2	By signing below you agree to QBE Insurance (Europe) Limited arranging for the selected Service to be provided via our lawyers, Simmons & Simmons LLP, and you confirm you have read and agreed to be bound by our standard Terms of Business.			
	Authorised Signatory	<input type="text"/>		
	Date	<input type="text"/>		
	Print name	<input type="text"/>		
	Title (e.g. Director)	<input type="text"/>		

3.	Checklist of documents to be returned to QBE (please tick as appropriate)								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Instruction & Agreement Form</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Copies of documents relating to contract above</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Insured's Prior Confirmation Form (Binding Contract advice)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Insured's Prior Confirmation Form (Commercial Terms & Conditions Review & Amend Service)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Instruction & Agreement Form	<input type="checkbox"/>	Copies of documents relating to contract above	<input type="checkbox"/>	Insured's Prior Confirmation Form (Binding Contract advice)	<input type="checkbox"/>	Insured's Prior Confirmation Form (Commercial Terms & Conditions Review & Amend Service)	<input type="checkbox"/>
Instruction & Agreement Form	<input type="checkbox"/>								
Copies of documents relating to contract above	<input type="checkbox"/>								
Insured's Prior Confirmation Form (Binding Contract advice)	<input type="checkbox"/>								
Insured's Prior Confirmation Form (Commercial Terms & Conditions Review & Amend Service)	<input type="checkbox"/>								



QBE European Operations

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QBE European Operations is a trading name of QBE Insurance (Europe) Limited, no.01761561 (QIEL), QBE Underwriting Limited, no. 01035198 (QUL), QBE Management Services (UK) Limited, no. 03153567 (QMSUK) and QBE Underwriting Services (UK) Limited, no. Q2262145 (QSUK), whose registered offices are at Plantation Place, 30 Fenchurch Street, London, EC3M 3BD. All four companies are incorporated in England and Wales. QIEL and QUL are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. QUL is a Lloyd's managing agent. QMSUK and QSUK are both Appointed Representatives of QIEL and QUL.