

Request for change of authorised agent

Employer Name

Employer Address

 Postcode

Workcover Employer no.

Intermediary Name

Intermediary no.

Please transfer management of all premium/debt collection and claims relating to the above employer to:

CGU Workers Compensation (Vic) Limited ABN 41 005 297 781
 Authorised Agent of the Victorian WorkCover Authority

Are there any related companies/business to be transferred?

No Yes Please ensure a form is completed for each one.

Name of Person Selecting Authorised Agent

Telephone no.

 ()

Email address

Position in Business/Company

Signature

Date

 / /

Tick Branch you wish to manage your WorkCover Insurance

Melbourne Bendigo Geelong Ballarat Morwell

Office Use Only

Date Received	Branch	Inc	CGU Ref.	A/C	Effective	Premium	NLI
					01 / /		

MELBOURNE

CGU Centre, 181 William Street
 Melbourne VIC 3000
 GPO Box 2090S
 Melbourne VIC 3001
 Tel. (03) 8630 1000 or
 Freecall 1800 066 204
 Fax (03) 8804 9406

BENDIGO

93 Williamson Street
 Bendigo VIC 3550
 PO Box 608
 Bendigo VIC 3550
 Tel. (03) 5410 0920 or
 Freecall 1800 814 095
 Fax (03) 8804 9435

GEELONG

37-41 Ryrie Street
 Geelong VIC 3220
 GPO Box 1744
 Geelong VIC 3220
 Tel. (03) 5215 3000 or
 Freecall 1800 806 954
 Fax (03) 8804 9436

BALLARAT

1-3 Bath Lane
 Ballarat VIC 3350
 PO Box 554
 Ballarat VIC 3353
 Tel. (03) 5329 4100 or
 Freecall 1800 814 485
 Fax (03) 8804 9434

MORWELL

2-4 George Street
 Morwell VIC 3840
 GPO Box 628
 Morwell VIC 3840
 Tel. (03) 5135 4500 or
 Freecall 1800 060 893
 Fax (03) 8804 9433

General Information

- ◆ WorkSafe policies are effective for 12 months. Employers can change WorkSafe Agent on or at any time after the expiration of the 12 month period.
- ◆ Employers cannot change WorkSafe Agent where there is more than one premium instalment outstanding.
- ◆ Upon transfer, your choice of premium payment (e.g. monthly, quarterly) will remain the same unless CGU is otherwise advised.
- ◆ Premium calculation is regulated by WorkSafe and changing Authorised Agent will not inhibit any debt or negotiations currently in place. CGU will take over all such matters.
- ◆ Changing WorkSafe Agent will not inhibit any reclassification matters you may have outstanding. CGU will resolve all such matters upon transfer.
- ◆ Outstanding Conciliations or Legal Proceedings will be reviewed and progressed by CGU upon transfer.
- ◆ Upon transfer, any outstanding reimbursements will be actioned.
- ◆ All open and closed claim files will be automatically transferred to CGU.
- ◆ Should you need any assistance prior to the effective date of change, do not hesitate to contact CGU on 1800 066 204.

**Transfers take effect on the 1st of each month.
To ensure your policy is transferred at the earliest opportunity, this form must be lodged
with CGU Workers Compensation by the 20th day of a given month.**