



Draft Reporting Standard GRS 800.1

Policy Data: Public and Product Liability and Professional Indemnity Insurance

Objective of this reporting standard

This Reporting Standard sets out requirements for the provision of information to APRA relating to insurers' public liability, product liability and professional indemnity insurance policies.

It includes *Reporting Form GRF 800.1 Policy Data: Public and Product Liability and Professional Indemnity Insurance* and the associated instructions.

Authority

1. This Reporting Standard is made under section 13 of the *Financial Sector (Collection of Data) Act 2001*.

Purpose

2. Information collected by *Reporting Form GRF 800.1 Policy Data: Public and Product Liability and Professional Indemnity Insurance* (GRF 800.1) is used by APRA for the purpose of prudential supervision and publication, including publication in the National Claims and Policies Database (NCPD).

Application

3. This Reporting Standard applies to insurers.

Commencement

4. This Reporting Standard applies for reporting periods ending on or after 31 December 2020.

Information required

5. An insurer must provide APRA with the information required by GRF 800.1 for each reporting period and each reportable policy of the insurer in force at any time during the reporting period.

Reporting periods and due dates

6. Subject to paragraph 7 of this Reporting Standard, an insurer to which this Reporting Standard applies must provide the information required by this Reporting Standard in respect of each calendar half-year (i.e. the periods ending 30 June and 31 December each year).
7. APRA may, by notice in writing, change the reporting periods, or specify reporting periods, for a particular insurer to require it to provide the information required by this Reporting Standard more frequently, or less frequently, or in respect of reporting periods based upon the insurer's own accounting financial year, having regard to:
 - (a) the particular circumstances of the insurer; and
 - (b) the extent to which the information is required for the purposes of the prudential supervision of the insurer.
8. The information required by this Reporting Standard must be provided to APRA by no later than four months after the end of the reporting period.
9. APRA may grant an insurer an extension of a due date in writing, in which case the new due date for the provision of the information will be the date on the notice of extension.

Method of submission

10. Unless a method is notified by APRA, in writing, prior to submission, the information required by this Reporting Standard must be rendered in comma separated values (CSV) format in accordance with the instructions in GRF 800.1, and must be provided electronically through the web site www.ncpd.apra.gov.au, by logging on using the relevant customer identification number and password provided by Fujitsu Australia (as agent of APRA), and following the instructions on that web site.

Quality control

11. The information provided by an insurer under this Reporting Standard must be subject to systems, processes and controls developed by the insurer for the internal review and authorisation of that information. It is the responsibility of the board and senior management of the insurer to ensure that an appropriate set of policies and procedures for the authorisation of data provided to APRA is in place.

Authorisation

12. Fujitsu Australia (as agent of APRA) will provide each insurer with a customer identification number. If an insurer proposes to submit information required by this Reporting Standard using the method in paragraph 10 (i.e. via the website), the insurer must apply for a password by viewing the web page referred to in paragraph 10, quoting the insurer's customer identification number and following the instructions for applying for a password on that page. Fujitsu Australia will advise the insurer's Chief Financial Officer of the password for the insurer. When

information is provided using the method in paragraph 10, the insurer will be required to quote its customer identification number and password. Upon successful validation of the customer identification and password a secure session between the insurer and Fujitsu Australia will be created and information will be encrypted before transmission.

13. Despite paragraph 12, or where APRA has under paragraph 10 notified an alternate method of submission, APRA may also determine in writing that:

- (a) a specified person (who need not be the Principal Executive Officer or Chief Financial Officer of the insurer);
- (b) a person holding a specified position (which need not be the position of Principal Executive Officer or Chief Financial Officer of the insurer); or
- (c) a person authorised by the insurer to use the insurer's customer identification number and password,

may, or must, authorise (in a manner specified) information provided by the insurer under this Reporting Standard.

Minor alterations to forms and instructions

14. APRA may:

- (a) make minor variations to GRF 800.1 (either generally, or in relation to a class of insurers, or in relation to a particular insurer) to correct technical, programming or logical errors, inconsistencies or anomalies;
- (b) vary, omit or substitute (either generally, or in relation to a class of insurers, or in relation to a particular insurer) an occupation code or description in Appendix B to GRF 800.1, if APRA forms the view that the existing code or description is inappropriate having regard to the circumstances or business of each relevant insurer and any other relevant considerations; or
- (c) vary, omit or substitute (either generally, or in relation to a class of insurers, or in relation to a particular insurer) a specification in a Table in GRF 800.1, if APRA forms the view that the specification is inappropriate having regard to the circumstances or business of each relevant insurer and any other relevant considerations.

15. If APRA makes such a variation it must notify affected insurers in writing.

Transition

16. An insurer must report under the old reporting standard in respect of a transitional reporting period. For these purposes:

old reporting standard means the reporting standard revoked by the determination that makes this Reporting Standard (being the reporting standard that this Reporting Standard replaces); and

transitional reporting period means a reporting period under the old reporting standard:

- (a) that ended before the date of revocation of the old reporting standard; and
- (b) in relation to which the insurer was required, under the old reporting standard, to report by a date on or after the date of revocation of the old reporting standard.

Note: For the avoidance of doubt, if an insurer was required to report under an old reporting standard, and the reporting documents were due before the date of revocation of the old reporting standard, the insurer is still required to provide any overdue reporting documents in accordance with the old reporting standard.

Interpretation

17. In this Reporting Standard:

agent of APRA means a person appointed under section 47 of the *Australian Prudential Regulation Authority Act 1998* to receive data on behalf of APRA.

APRA means the Australian Prudential Regulation Authority established under the *Australian Prudential Regulation Authority Act 1998*.

Chief Financial Officer means the person having the function of chief financial officer of the insurer, by whatever name called, and whether or not he or she is a member of the governing board of the entity, and if there is no such person means a person who performs similar functions to those commonly performed by a chief financial officer.

Fujitsu Australia means Fujitsu Australia Limited ABN 19 001 011 427.

general insurer has the same meaning as in the *Insurance Act 1973*.

insurer means a general insurer.

Principal Executive Officer means the principal executive officer of the insurer for the time being, by whatever name called, and whether or not he or she is a member of the governing board of the entity.

product liability insurance includes policies that provide for compensation for loss and or injury caused by, or as a result of, the use of goods.

professional indemnity insurance includes:

- (a) insurance that provides cover for a professional for actions taken against that professional in tort, contract or under statute law in respect of advice or services provided as part of their professional practice, including cover in respect of damages and legal expenses;
- (b) directors' and officers' liability insurance and legal expense insurance; and

- (c) medical indemnity insurance.

public liability insurance includes:

- (a) insurance covering legal liability to the public in respect of bodily injury or property damage arising out of the operation of the insured's business; and
- (b) insurance in respect of environmental clean-up costs resulting from pollution where not covered by Fire and Industrial Special Risk policies.

reportable policy means an insurance policy, entered into on or after 1 January 2003, of product liability insurance, professional indemnity insurance or public liability insurance, but does not include:

- (a) reinsurance or retrocession cover;
 - (b) marine insurance;
 - (c) domestic householder's or owner's insurance, or tenant's liability insurance, sold in conjunction with a building or contents policy; or
 - (d) an insurance policy solely in relation to an event that could neither occur in Australia nor in relation to an insured resident of Australia.
18. Unless the contrary intention appears, any reference to an Act is a reference to the instrument as in force or existing from time to time.
19. Where this Reporting Standard provides for APRA to exercise a power or discretion, this power or discretion is to be exercised in writing.

Reporting Form GRF 800.1

Policy Data: Public and Product Liability and Professional Indemnity Insurance

Instruction Guide

These instructions have been prepared for the purpose of defining the policy information required to be submitted by insurers in respect of public and product liability and professional indemnity insurance. This information will contribute to a National Claims and Policy Database (NCPD) in respect of these classes of insurance. The intention is to create a database that holds information in respect of claims and policies for public and product liability and professional indemnity on a national basis. State and Territory Government insurers will also contribute to the NCPD where possible.¹

Details of requirements in relation to reporting periods, method of submission and authorisation are set out in the Reporting Standard. The data submitted by each insurer will be validated by APRA at each reporting period. The data validation to be performed is outlined in Appendix C.

Record Layouts and Field Specifications

Policy Data Specifications

Policy Data	Data Item	Public & Products	Professional Risk	Field type ¹
1*	Insurer code	M	M	6a
2*	Class of Business	M	M	2a
3*	Record type	M	M	1a
4*	Policy Basis	M	M	1a
5*	Status	M	M	1a
6*	Month of end of Reporting Period	M	M	8n
7*	Policy number	M	M	30a/n
8*	Risk number	M	M	30a/n
9*	Product type	M	M	3a
10	Original Inception Date	O	O	8n
11	Date of commencement / inception (Term Inception Date)	M	M	8n
12*	Effective Start Date	M	M	8n
13	Term Expiry Date	M	M	8n

¹ State and Territory insurers are not required to comply with this Reporting Standard (*Reporting Standard GRS 800.1 Policy Data: Public and Product Liability and Professional Indemnity Insurance*), however, will provide information in accordance with this Reporting Form (GRF 800.1) where possible.

14*	Effective End Date	M	M	8n
15a	Gross Annualised Premium	T	T	12n
15b	Gross Earned Premium	T	T	12n
16	Gross Written Premium	M	M	12n
17a	Turnover	S	S	25a/n
17b	Total assets	S	S	25a/n
17c	Professional fees	S	S	25a/n
17d	Total number of staff	S	S	25a/n
17e	Other	S	S	25a/n
17f	Description of "Other"	R	R	50a
18	State	O	M	3a
19	Postcode	M	O	4n
20	Excess/Deductible/Attachment point	M	M	12n
21	Limits of Indemnity	M	M	12n
22	Nature of Insured Organisation/Occupation	M	M	6a or 4n
23	Coinsurance proportion	M	M	6n

¹Date must be DDMMYYYY, no delimiter.

Key:

M – mandatory field on all records from 1 July 2004.

O – optional field.

S or T – at least one of these field must contain a value (i.e. not blank).

R – mandatory field if field 17e is used.

a – alpha.

n – numeric.

* Fields so indicated, as a combination, must be unique.

Note: Where a policy is endorsed during the reporting period, separate records should be submitted for the exposure before and after the endorsement showing the relevant factors. If there are multiple endorsements or an endorsement covering the entire policy term that duplicates the unique record key (as above), then these records must be aggregated to create a single record that contains the latest statistical data relevant to the policy. See Appendix A, scenario 3 for example exposure records.

Policy Record Data Field Definitions

1. Insurer code

A unique code assigned by APRA to each contributor

2. Class of Business

- PL = Public & Product
- PI = Professional Risk

3. Record type

- P = Policy record

4. Policy Basis

- C = Claims Made basis
- L = Losses Incurred basis

5. Status

- N = New
- R = Renewal

Code R where the insurer made a renewal offer to the policyholder and the policy was renewed, whether or not adjustments were made to policy details or coverage on renewal, i.e. there is effective continuity with the insurer, even if the policy is not technically renewed, such as with claims made policies under the Insurance Contracts Act. Code all other policy records as N.

The Status on an endorsement or cancellation should match that of the base policy. That is, endorsements on a renewed policy would have a status of 'R', while an endorsement on a new policy would have a status of 'N'.

6. Month of End of Reporting Period

The data for each submission will relate to a six month period. Enter as DDMMYYYY the last day of the period being reported, e.g. insert 30062004 for data relating to the six months ending 30 June 2004.

7. Policy Number

A unique policy identifier (which may relate to several separate risk records) by which the exposure and premium information on each individual record can be identified. This information is only used for cross-referencing by APRA – it will not be published except in any individual data reports prepared for the insurer concerned.

8. Risk Number

A unique risk identifier (which may be the same as the policy number if the policy contains a single risk) by which the exposure and premium information on each individual record can be identified. This information is only used for cross-referencing by APRA – it will not be published except in any individual data reports prepared for the insurer concerned.

9. Product Type (Table 1)

Class	Public & Products	Professional Risk
Public liability (pure)	PUB	
Products liability (pure) and product recall	PRO	
Mixed public/products cover ('Broadform' liability)	BRD	
Construction liability	CON	
Cyber Insurance	CYB	
Environmental impairment liability	EIL	
Excess Liability	EXL	
Excess Umbrella	EXU	
Umbrella covers	UMB	
Other	PLO	
Professional indemnity (not medical malpractice) and errors & omissions		PII
Association Liability		ASN
Directors' and Officers' liability		D&O
Defamation Insurance		DFI
Employment Practices		EPL
Financial Institutions Policy		FIP
Information & Communication Technology Insurance		ICT
Medical Indemnity/Malpractice		MAL
Management Liability		MAN
Superannuation Trustees		STL
Other		PIO

Note: where business is written as part of a package policy, the “Product type” is to be based on the nature of the cover offered, as set out in the above table. The fact that cover is sold in conjunction with other types of insurance is not collected.

10. Original Inception Date

Enter as DDMMYYYY the date when cover under this policy was first issued to the client. Where this information is not available, enter a hyphen (“-”).

11. Date of Commencement/Inception (Term Inception Date)

Enter as DDMMYYYY the start date of the reported policy term. For new business this must be the same value as field 10.

12. Effective Start Date

Enter as DDMMYYYY the start date on which the period of exposure commenced for the set of rating factors reported with this record. If the record is an endorsement, the 'effective start date' is the date on which the endorsement commenced. If the record is a cancellation, both the 'effective start date' and 'effective end date' will be the date that the policy was cancelled. Where the record is not an endorsement or cancellation, the 'effective start date' should equal the 'term inception date'.

Where there are multiple endorsements in one reporting period, each endorsement must be reported.

Note: If there are transactions (e.g. multiple endorsements with the same effective start and end dates or an endorsement covering the entire policy term) that duplicates the unique record key, then these records must be aggregated to create a single record that contains the latest statistical data relative to the policy. Where there is an endorsement that covers the entire policy term, the endorsement record should be aggregated with the new business or renewal record to represent the endorsed policy details.

13. Term Expiry Date

Enter as DDMMYYYY the end date of the reported policy term. This date is to remain unchanged for a cancellation to enable the correct calculation of GEP.

14. Effective End Date (*for the purpose of tracking endorsements & cancellations*)

Enter as DDMMYYYY the date on which the period of exposure is due to cease for the set of rating factors reported with this record. If the record is an endorsement, the 'effective end date' will be the date on which the endorsement concludes. If the record is a cancellation, both the 'effective start date' and 'effective end date' will be the date that the policy was cancelled. Where the record is not an endorsement or cancellation, the 'effective end date' should equal the 'term expiry date'.

15. Premium (*This field is not used*)

You can choose to submit data for either 15a (Gross Annualised Premium) or 15b (Gross Earned Premium). However, you can submit data for both items if you have it available.

If you only provide GAP, the NCPD will calculate the GEP based on this amount. The system will not prevent you from reporting both. Where only one field is populated, the alternative field should be reported with a blank or a hyphen (“-”) but not a zero.

15a. Gross Annualised Premium

In this field insert (your co-insured share of) the gross annualised premium in force based on the rating factors represented by this record (in whole \$, no decimal points). Exclude all statutory charges (Stamp Duty, GST, and also exclude Fire Service Levies) but include others costs (such as commissions and instalment charges). If the policy is for a term other than twelve (12) months, pro-rate the premium to a 12month period.

Note that the premium for **“short term events” cover should not be annualised**. “Short Term Events” are defined as those that cover a specific period that is less than one month e.g. a sporting event over a long weekend or an annual festival.

Where a number of risks are reported separately, only the premium associated with that risk should be reported.

Note that **this is NOT the gross written premium** – it is the rate of premium for a full 12 months cover based on the rating factors that apply to the policy at the effective start date (field 12).

For the principle policy, the GAP must be reported in each and every reporting period, i.e. **the original GAP amount will be reported each time the record is reported**.

For an endorsement, the incremental change in GAP should be reported. For example, if the original policy was an annualised \$1,000, and an endorsement to the policy increased the total premium (from inception) by \$100, to \$1,100, then \$100 should be reported as the GAP on the endorsement record.

For a cancellation, the reported GAP amount will be the annualised amount (if any) refunded to the policy holder, stated as a negative. Negative numbers should be reported with a minus sign '-'.

Where records are aggregated due to duplication of the unique record key, the GAP must be the combined value of the GAP for all of the aggregated records.

In some cases (particularly endorsements) it would not be unusual to have a zero annualised premium.

Leap years are taken into account when calculating GEP (policy item 15b) from GAP (policy item 15a) and then validating that result back to GWP (policy item 16).

15b. Gross Earned Premium (GEP)

In this field, insert (your co-insured share of) the earned amount of gross annual premium for the exposure of this policy **during the reporting period** (in whole \$, no decimal points) between the effective start date (field 12) and effective end date (field 14). Include the same components as for gross annualised premium.

Where a number of risks are reported separately, only the premium associated with that risk should be reported.

For endorsements and cancellations, the GEP should still be the earned amount of gross annual premium for the exposure of this endorsement or cancellation **during the reporting period** (in whole \$, no decimal points) between the effective start date of the endorsement or cancellation (field 12) and effective end date of the endorsement or cancellation (field 14).

For an endorsement, the GEP will recognise the value of the premium earned on the endorsement for the relevant reporting period. For example, if the written premium on the endorsement was an incremental increase of \$200, the GEP reported for the endorsement would represent the premium earned during the reporting period in respect of the incremental \$200 written.

Negative numbers should be reported with a minus sign '-'.

Where records are aggregated due to duplication of the unique record key, the GEP must be the combined value of the GEP for all of the aggregated records.

16. Gross Written Premium (GWP)

In this field insert (your co-insured share of) the gross written premium for the exposure of this policy. Exclude all statutory charges (Stamp Duty, GST, and also exclude Fire Service Levies) but include others costs (such as commissions and instalment charges).

Where a number of risks are reported separately, only the premium associated with that risk should be reported.

For endorsements and cancellations, the incremental change in GWP should be stated.

For the principle policy, the GWP must be reported in each and every reporting period, i.e. **the original GWP amount will be reported each time the record is reported.**

For an endorsement, the incremental change in GWP should be reported. For example, if the original policy was for \$1,000, and an endorsement to the policy increased the total premium by \$200, to \$1,200, then \$200 should be reported as the GWP on the endorsement record.

For a cancellation, the reported GWP amount will be the amount (if any) refunded to the policy holder, stated as a negative amount. Negative numbers should be reported with a minus sign '-'.

Where records are aggregated due to duplication of the unique record key, the GWP must be the combined value of the GWP for all of the aggregated records.

17. Risk Factor (This field is not used)

Risk factor is a measure of the relative exposure that the policy represents. This should be the total value of the organisation, not the insurer's share of risk (but see note on policy field item 23 below).

All fields from 17a to 17e must be provided with either a blank or a value based on the definitions below. At least one of the fields must contain a value and if 17e contains a value then 17f must provide a brief description. Each field may be reported in whole dollars or as a band. If you report fields in bands, show the range of the band in whole dollars e.g. if turnover is up to \$5 million, enter "1-5000000", if between \$20 million and \$50 million, "20000001-50000000". Commas must be excluded from all numbers.

17a. Turnover

Most recently declared annual turnover represented by this risk record.

17b. Total Assets

Most recent prior year business assets represented by this risk record.

17c. Professional Fees

Most recent prior year annual professional fees represented by this risk record.

17d. Total number of staff

Most recent prior year number of full-time equivalent staff members employed in the insured business or practice, whether or not members of a profession.

17e. Other

If any of 17a, 17b, 17c or 17d contains a value, then this field must be blank. However if none is applicable then this field **must** contain a value and a brief description of the risk factor **must** be provided in field 17f.

17f. Other Description

If 17e contains a value, this field **must** contain a brief description of the risk factor of the value provided in field 17e.

18. State [Required for professional risk]

For professional risks, this should be the state (ACT, NSW, NT, QLD, SA, TAS, VIC and WA) where work is done; if multi-state cover is provided, include the state where the majority of work is done. For EPL and D&O, provide the state where the head office is located. This would be expected to be sourced from data for stamp duty split purpose.

Where this information is not available for public and products liability, enter a hyphen ("-").

19. Postcode [Required for public and products liability]

Enter the Postcode of the location of the principal risk. If not available, enter the postcode of the head office or the postal address of the policyholder.

Where this information is not available for professional risk, enter a hyphen (“-”).

20. Excess/Deductible/Attachment Point

How much of any claim that an insured must bear before the insurer becomes liable (in whole dollars). Where different levels exist for different causes of claim, enter the excess that is most commonly applied for such policies, or where that is not available, the minimum applied.

For Liability XOL policies, the attachment point should be reported.

21. Limit of Indemnity

Insert your (share of the) limit of indemnity in whole dollars disregarding any excess payments by the insured.

22. Nature of Insured Organisation/Occupation

For Public and Products Liability, EPL and D&O risks, use the principal classification of the business from the latest edition of Catalogue Number 1292.0 Australian and New Zealand Standard Industrial Classification (ANZSIC), published by the Australian Bureau of Statistics and available on their web site. Provide data at the 4digit ANZSIC code level. Any reports or publications will be aggregated to the 2 digit level ANZSIC.

Residential strata owners' liability is collected under ANZSIC classification 7711- Residential Property Operators, whereas for Commercial Property Operators it is either 7712 or the occupation code that is most closely aligned with the tenancy of the strata.

For Professional Risks (excl EPL and D&O), use the codes provided in Attachment B except for code “OMULTI” which is only for use for facility business. Where an appropriate code does not exist for the insured organisation, the first character of the appropriate industry may be used.

23. Coinsurance Proportion

Your proportion of a co-insured risk, to 2 decimal places (e.g. 66.66 for 66.66%, or 100.00 for 100%). Advise APRA of how you record (a) turnover (b) limit of indemnity (c) premium (d) losses – 100% of the risk or just your share. The preferred form of data submission is indicated under each individual data field in this specification.

The expected value in this field is 100.00 if no coinsurance applies to the policy.

Insurers are to provide an initial record for each policy/risk at the start of each period with additional records each time that policy/risk changes in any way in terms of its exposure. The following sets out the expected relationship between Gross Annualised Premium and Gross Earned Premium for your information.

Date exp from = Effective Start Date (field 12)

Date exp to = Effective End Date (field 14)

GAP = Gross Annualised Premium (field 15a), NOT written premium. GEP = Earned Premium (field 15b).

Renewal Example

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Reporting Period End = 30062003						Reporting Period End = 31122003						Reporting Period End = 30062004					
Base Policy: GWP = \$120																		
Term Inception Date	1-Mar-03																	
Term Expiry Date	28-Feb-04																	
Effective Start Date	1-Mar-03																	
Effective End Date	28-Feb-04																	
	GEP = \$ 40						GEP = \$ 60						GEP = \$ 20					
	GWP = \$ 120						GWP = \$ 120						GWP = \$ 120					
	GAP = \$ 120						GAP = \$ 120						GAP = \$ 120					
Renewal: GWP = \$160																		
Term Inception Date	1-Mar-04																	
Term Expiry Date	28-Feb-05																	
Effective Start Date	1-Mar-04																	
Effective End Date	28-Feb-05																	
													GEP = \$ 53					
													GWP = \$ 160					
													GAP = \$ 160					
Reporting Period aggregate	GEP = \$ 40 GWP = \$ 120						GEP = \$ 60 GWP = \$ -						GEP = \$ 73 GWP = \$ 160					
Policy Total	GEP = \$ 40 GWP = \$ 120						GEP = \$ 100 GWP = \$ 120						GEP = \$ 120 GWP = \$ 120					
Renewal total													GEP = \$ 53 GWP = \$ 160					

Endorsement Example

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
	Reporting Period End = 30062003						Reporting Period End = 31122003						Reporting Period End = 30062004											
Base Policy: GWP = \$120																								
Term Inception Date	1-Mar-03						GEP = \$ 40						GEP = \$ 60						GEP = \$ 20					
Term Expiry Date	28-Feb-04						GWP = \$ 120						GWP = \$ 120						GWP = \$ 120					
Effective Start Date	1-Mar-03						GAP = \$ 120						GAP = \$ 120						GAP = \$ 120					
Effective End Date	28-Feb-04																							
Endorsement A: Incremental GWP = \$50																								
Term Inception Date	1-Mar-03						GEP = \$ 10						GEP = \$ 30						GEP = \$ 10					
Term Expiry Date	28-Feb-04						GWP = \$ 50						GWP = \$ 50						GWP = \$ 50					
Effective Start Date	1-May-03						GAP = \$ 60						GAP = \$ 60						GAP = \$ 60					
Effective End Date	28-Feb-04																							
Endorsement B: Incremental GWP = \$18																								
Term Inception Date	1-Mar-03												GEP = \$ 12						GEP = \$ 6					
Term Expiry Date	28-Feb-04												GWP = \$ 18						GWP = \$ 18					
Effective Start Date	1-Sep-03												GAP = \$ 36						GAP = \$ 36					
Effective End Date	28-Feb-04																							

Back-dated Endorsement Example

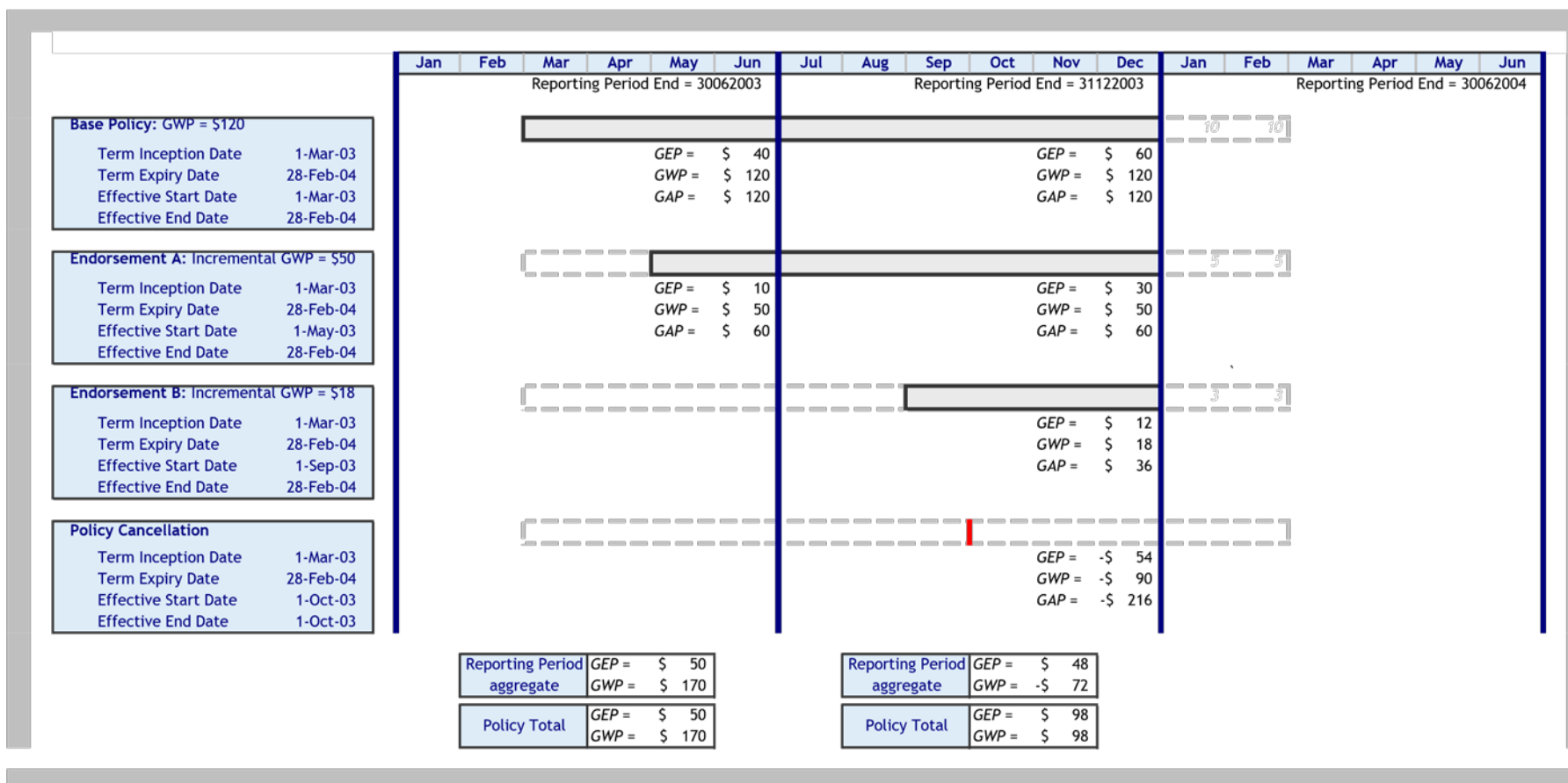
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Reporting Period End = 30062003						Reporting Period End = 31122003						Reporting Period End = 30062004					
Base Policy: GWP = \$120																		
Term Inception Date	1-Mar-03						GEP = \$ 40						GEP = \$ 60					
Term Expiry Date	28-Feb-04						GWP = \$ 120						GWP = \$ 120					
Effective Start Date	1-Mar-03						GAP = \$ 120						GAP = \$ 120					
Effective End Date	28-Feb-04																	
							↓ Endorsement made											
Back-dated endorsement: Incremental GWP = \$50																		
Term Inception Date	1-Mar-03						GEP = \$ 30						GEP = \$ 10					
Term Expiry Date	28-Feb-04						GWP = \$ 50						GWP = \$ 50					
Effective Start Date	1-May-03						GAP = \$ 60						GAP = \$ 60					
Effective End Date	28-Feb-04																	
							Included in resubmission of 30062003 file in Feb 04.											
Prior period record (for back-dated endorsement)																		
Term Inception Date	1-Mar-03						GEP = \$ 10											
Term Expiry Date	28-Feb-04						GWP = \$ 50											
Effective Start Date	1-May-03						GAP = \$ 60											
Effective End Date	28-Feb-04																	

As per original submission	Reporting Period aggregate	GEP = \$ 40	GWP = \$ 120
After resubmission of 30062003 file in Feb 04	Reporting Period aggregate	GEP = \$ 50	GWP = \$ 170
	Policy Total	GEP = \$ 50	GWP = \$ 170

Reporting Period aggregate	GEP = \$ 90	GWP = \$ -
Policy Total	GEP = \$ 140	GWP = \$ 170

Reporting Period aggregate	GEP = \$ 30	GWP = \$ -
Policy Total	GEP = \$ 170	GWP = \$ 170

Cancellation Example



Appendix B: APRA Occupation Codes for Professional Indemnity

CODE	Occupation Description
A	Financial Miscellaneous occupations
AABANK	Bank
AACNT	Accountancy – Other
AACINS	Accountancy - Insolv & Aquis
AACMAN	Accountancy - Management Service
AACTAX	Accountancy - Taxation
AACTUA	Actuarial
AAUDIT	Accountancy - Audit
ABLDSO	Building Society
ABOOKP	Bookkeeping
ABSCON	IT Business Systems
ABUSBR	Business Brokers
ACHCON	Hardware Engineering/Sec/Sales
ACLHOU	Clearing House
ACMBRK	Commodity & Futures Broking
AFBDEA	Futures Broker/Dealer
ACMCON	Computer Consultants
ACOMAU	Computer Systems Auditor
ACOMPR	Computer Programmer
ACOMSB	Computer Service Bureau
ACRMAN	Credit Management Services
ACRUNI	Credit Union
ACTCON	IT Education & training
ACUSTO	Custodian
ACWCON	Web Design
ADBTCL	Debt Collection & Mercantile Agents
AFINCO	Financial Counsellors
AFNADV	Finance Adviser
AFNBRK	Finance Broking
AFNMGR	Financial Risk Management
AFPCON	Financial Planning Consultancy

AFRANC	Franchisor
AFRIEN	Friendly Society
AFUNDM	Fund Manager
AINCON	Investment Consultancy
AINDEA	Licenced Security Dealer
AINSUR	Insurance Company
AMANIN	Managed Investment Scheme
AMERBA	Merchant Bank
CODE	Occupation Description
AMORBR	Mortgage Broker
AMORMA	Mortgage Manager
AMOROR	Mortgage Originator
APFCON	Financial Planners
ASTBRK	Stock & Share Broking
ASUPAD	Superannuation fund administrator
ASUPTR	Superannuation Trustee
ATAXAG	Taxation Agency
ATSTCO	Trustee & Executor Company
ATSTSU	Trustee Services
B	General Consultants - Miscellaneous occupations
BAGCON	Air Cargo Consultancy
BARCON	Air Pollution Consultancy
BAVCON	Aviation Consultancy
BCMCON	Communication (PR) Consultancy
BCNCON	Corrosion Consultancy
BCONCO	Convention Coordinator
BCRIMI	Criminologist
BECONO	Economist
BENCON	Environment & Pollution Consultancy
BEVMAN	Event Managers & Co-Ordinators
BFOCON	Forestry Services & Consultancy
BFOODC	Food Consultant
BHRCON	Human Resource Consulting
BIRCON	Industrial Relations Consultant
BLTCON	Telecommunication Consultants
BMANAG	Management Consultancy
BMELO	Meteorological Consultancy

BMGCON	Migration Consultancy
BMHCON	Materials Handling Consultancy
BMNCON	Marine Consultancy
BMOCON	Marketing Consultancy
BMRCON	Market Research Consultancy
BMTCON	Materials Testing Consultancy
BNTCON	Natural Resource Consultancy
BOCCON	Oceanographic Consultancy
BODCON	Odour pollution Consultancy
BPCCON	Pest Control Consultancy
BPNCON	Personnel Consultancy
BPRCON	Public Relations Consultancy
BQUALC	Quality Assurance Consultant
BRSCON	Research Industry & Scientific
BSECON	Security Consultancy
BSOCIO	Sociologist
CODE	Occupation Description
BSOCON	Solar Energy Consultancy
BTACON	Travel Agency &/or Consultancy
BTCCON	Technical Consultancy
BTESTS	Inspection & Testing Services
BTLCON	Telecommunication Consultants
BTOCON	Tourism Consultancy
BTOOPP	Tour Operator
BTPCON	Transportation Consultancy
BTRANS	Translator / Interpreter
BTTCON	Textile Consultancy
BWCCON	Water Conservation Consultancy
BWNCON	Wine Industry Consultancy
BWPCON	Water Pollution Consultancy
C	Medical & Paramedical Miscellaneous occupations
CACUPT	Acupuncturists
CALCON	Allergy and asthma consultant
CALTHE	Alternative health services
CANAGE	Anaesthetics - general
CANAIC	Anaesthetics-intensive care
CAUDIO	Audiologist

CAUDIM	Audiometrist
CCARDI	Cardiology
CCARTH	Cardio-thoracic surgery
CCHILD	Child Care Centre
CCHIRP	Chiropodists
CCHIRO	Chiropractics
CCLCGN	Clinical genetics
CCLCHA	Clinical haematology
CCLCIM	Clinical immunology
CCLCPH	Clinical pharmacology
CCOLSU	Colorectal surgery
CCOSSU	Cosmetic surgery
CDENTI	Dentistry - oral surgery
CDENTO	Dentistry -other
CDERMI	Dermatology
CRADOL	Diagnostic radiology
CRADOG	Diagnostic radiology - Practitioner
CDIETI	Dietician
CDGALC	Drug and alcohol counselling
CENTHR	Ear, nose and throat (ENT)
CEMERG	Emergency medicine
CENDOC	Endocrinology
CENDOS	Endoscopy
CFAMSU	Facio-Maxillary surgery
CODE	Occupation Description
CGASTR	Gastroenterology
CGENME	General and internal medicine
CGENPN	General practice - no procedure
CGENPY	General Practice - procedural
CGENSU	General Surgery
CGERIA	Geriatrics
CGYNAE	Gynaecology only
CHOSTL	Hostel
CHYGCO	Hygiene consultant
CINFDS	Infectious diseases
CINTCR	Intensive care
CMEDON	Medical oncology

CMIDWI	Midwifery
CNATUR	Naturopaths
CNEONA	Neonatology
CNEURO	Neurology
CNEUSU	Neurosurgery
CNUCLR	Nuclear Medicine
CNURSS	Nursing -general
CNURSE	Nursing—nurse practitioner
CNUTRI	Nutrition
COBSGY	Obstetrics & Gynaecology
COBSTO	Obstetrics only
COCTHE	Occupational medicine
COHSCO	OHS Practitioner
COPHTA	Ophthalmology
COPTOM	Optometrist
CORALM	Oral surgery—medical
CORTSU	Orthopaedic surgery
COSTEO	Osteopathy
COTHER	Other hospital-based medical practitioner
CPAEDM	Paediatric medicine
CPAEDS	Paediatric surgery
CAMBOF	Paramedical and ambulance staff
CPATHO	Pathology
CPCHEM	Pharmacy
CPHOSP	Hospital
CPHYSI	Physiotherapy
CPLAST	Plastic surgery
CPNHOM	Nursing Home
CPODTS	Podiatry
CPSYCH	Psychiatry
CPSYCO	Psychology
CPHPRM	Public health/preventive medicine
CODE	Occupation Description
CREHSV	Rehabilitation medicine
CRENAL	Renal medicine
CRESPC	Respite Care Services
CRESPM	Respiratory medicine

CRETIR	Retirement Village
CRHEUM	Rheumatology
CSOOG	Sonographer
CSPEEC	Speech Pathologists
CSPTHE	Speech therapist
CSPINE	Spinal surgery
CSPORT	Sports medicine
CTHMAS	Therapeutic Masseur
CRADTH	Therapeutic radiology
CTHORA	Thoracic medicine
CUROLO	Urology
CVASCU	Vascular surgery
D	Legal & Para Legal - Miscellaneous occupations
DBARIS	Barristers
DCONSV	Conveyancing Services
DJPEAC	Justice of the Peace
DLGLCS	Legal Costing Services
DLNDBR	Land Broking
DMARCE	Marriage Celebrant
DPATNT	Patent Attorneys
DPRSER	Process Servers
DPTTMA	Patent & Trade Mark Attorney
DSHARR	Share Registry
DSOLIC	Solicitors
DTITLE	Title Searching
DTMCON	Trademark Development &/or Investment
E	Real Estate Miscellaneous occupations
EANVAL	Valuer - fine art
EAUCTN	Auctioneering
EBDCOR	Body Corporate Management Services
EHOTBR	Hotel & Motel Broking
ELECON	Electrical Contracting
EMTCON	Motel Management Consultancy
EPTCON	Property Consultants
EPTRPT	Property & Inspection Reports
EREACT	Real Estate Agency- Commercial
EREAGT	Real Estate Agency- Domestic

EREAHT	Real Estate Agency- Hotels
EREAIT	Real Estate Agency- Industrial
EREAPM	Property Management Services
CODE	Occupation Description
EREVAL	Real Estate Agent & Valuations
ESTMGR	Strata Title Management
F	Agricultural, Horticultural miscellaneous occupations
FAGCON	Agricultural Consultancy
FAGRON	Agronomy
FANBRE	Animal Breeders
FAQCON	Aquaculture Consultants
FARTBD	Artificial Breeding Services
FBSKAG	Bloodstock Agency
FEXPLS	Export Livestock Veterinary Consultant
FFMADV	Farm Management Advisory Service
FFMCON	Farm & Agricultural Consultant
FHTCON	Horticultural Consultancy
FMOROR	Mortgage Originator
FPPORG	Primary Production Organisation
FSSAGT	Stock & Station Agency
FVALUR	Valuer - real estate
FVETBS	Veterinary Surgeons Bloodstock
FVETEQ	Veterinary Surgeons- Equine
FVETGH	Veterinary Surgeons- Greyhound
FVETLS	Veterinary Surgeon Livestock
FVETSM	Veterinary Surgeons-Small/Pets
FVTLAB	Veterinary Laboratories
FWLBRK	Wool Broking
G	Schools, Colleges - Miscellaneous occupations
GBALSH	Ballet School & Dance Tuition
GCUBAS	Scuba Diving Instruction - COMMERCIAL
GEDCON	Education Consultancy
GKINDA	Kindergartens
GPSCHL	Private School
GSCHOL	Primary Schools
GSCUBA	Scuba Diving Instructor - recreational
GSECOL	Secondary Schools/Colleges

GTEACH	Teacher
GTRCON	Training & Development Consultants
GUNVER	Universities
H	Insurance - miscellaneous occupations
HARGEN	Authorised Representatives (general insurance products)
HARLIF	Authorised Representatives (life insurance products)
HININV	Insurance Investigation
HINSAG	Insurance Agency
HINSBK	Insurance Broking
HINSLA	Insurance Assessors & Loss Adjusters
HINSUR	Insurance Surveyor
CODE	Occupation Description
HLASAG	Life Assurance Agents
HLOSSA	Loss Assessor
HLSCON	Loss Control & Management Control
HRMCON	Risk Management Consultants
HUWAGT	Underwriting Agent
I	Local Government - Miscellaneous occupations
IADVOR	Govt. Advisory Organization
ILGTAT	Local Government Authority
IMUNCL	Municipal / Shire Councils
J	Miscellaneous occupations
JADVAG	Advertising Agency
JANTHE	Anthropologist
JARBIT	Mediation & Arbitration
JARCHE	Archaeology
JBEAUT	Beauty Therapy
JBTBKR	Boat & Yacht Broking
JBTDES	Boat & Yacht Designing
JCARGO	Cargo & Marine Surveying
JCMADV	Community Advice Centres
JCOACH	Sports Coach
JCOASS	Association - Community
JCOURI	Courier Service
JCSFAG	Customs Shipping & Forwarding
JCUSTA	Customs Agency
JDIASS	Association - Disability

JDIVSE	Diving Services
JENASS	Association - Environmental
JFAMWL	Family Welfare Organization
JFUNRL	Funeral Directing
JGPDES	Graphic design
JINVES	Investigators
JMARRC	Marriage, Family, Personal Counsellor
JMNENG	Marine Engineers
JMNSUR	Marine Surveying
JNVARC	Naval Architecture
JPHOTO	Photographer / Cameraman
JPIDES	Product & Industrial Design
JPRASS	Association - Professional
JRELIG	Religious Organisation
JRESER	Research & Development Corp
JSECRE	Secretariat Services
JSHPCH	Ship & Boat Chandelling
JSPASS	Association - Sporting

CODE	Occupation Description
JTDASS	Association - Trade
JTECHW	Technical Writers
JTELAN	Telephone Answering / telemarketing
JTRAUN	Trade Union
JWEASS	Association - Welfare
JWTCON	Writers Consultant &/or Service
K	Architects Miscellaneous occupations
KACHTS	Architects
KARCDR	Architectural Draughtspersons
KINTDE	Interior Designers & Fit out Consultant
KLACHS	Landscape Architecture
KLACTP	Town Planning
KPLUMB	Plumbing Consultants
L	Engineering - miscellaneous occupations
LACENG	Engineer – acoustic
LAEENG	Engineer – aeronautical
LAGENG	Engineer – agricultural

LBCERT	Building Certifiers
LBHENG	Building Hydraulic Design Engineer
LBIENG	Engineer – biomedical
LBINSP	Building Inspectors
LBLCON	Building Consultants
LBLDES	Building Designer
BLDIN	Building Inspector - Victorian Building Act activities only
LCHENG	Engineer – chemical
LCHSCI	Chemical Scientist
LCIENG	Engineer – civil
LCONMG	Construction Management
LCONTE	Concrete Testing & Investigation
LDSCON	Drainage Sewerage & Water Supplies
LELENG	Engineer – electrical
LELINS	Electrical Inspectors
LENAUD	Environmental Auditor
LENGDT	Engineering Draftspersons
LENVEN	Engineer – environmental
LETENG	Engineer – electronic
LFPENG	Engineer - fire protection / safety
LFSENG	Foundation & Structural Engineer
LGEEON	Engineer - geo-technical - soil testing
LGEOLO	Engineer – geological
LHAENG	Engineer – harbour
LHDENG	Hydro Electric Engineering
LHMENG	Materials Handling, Process Engineer
LHVENG	Heating/Ventilation/Air-Con
CODE	Occupation Description
LHYENG	Engineer – hydraulic
LMAENG	Engineer – marine
LMCENG	Engineer – Metallurgical
LMEENG	Engineer – Mechanical
LMIENG	Engineer - mining / minerals processing
LNDCST	Non Destructive Testing Consul
LPCST	Petrochem,Chemical,Natural Gas,Env Con
CODE	Occupation Description
LPEENG	Power & Energy Engineering

LPREIN	Pre-purchase Inspection Services
LPRMGR	Project Managers
LRFENG	Engineer – Refrigeration
LSFENG	Safety Engineering
LSTENG	Engineer – structural
LTELEC	Engineer – telecommunications
LTNPNR	Town Planners
LTRENG	Engineer – Traffic
LWASTE	Waste Management Consultants
LWWENG	Engineer - water treatment / sewage
M	Surveying Miscellaneous
MBLSUV	Building Surveyor
MCARTO	Cartographer
MCMSUV	Surveyors - Cargo and/or Marine
MCOSTE	Cost Estimators
MHYSUV	Surveyors – Hydrographic
MLDSUV	Land Surveyors
MQTSUV	Surveyor – quantity
MSUREN	Surveyor – Engineering
MSURMI	Surveyor – Mining
N	Defamation – misc
NFPROD	Film Producer
NJOURN	Journalist
NPUBLI	Publishers
NRADIO	Radio Broadcasters
NTVBRO	Televisions Broadcasters

Appendix C: Data Validation

As well as unit record validation, overall reasonability checks will be carried out on each insurer's data.

With each half-yearly data submission

Various comparisons between the current reporting period and the previous period will be carried out in order to monitor data reasonability and consistency. These may include:

- Change in the aggregate Gross Earned Premium, split by two digit ANZSIC code or single character occupation code;
- Changes in the total numbers of policies and claims;
- Counts of claims by various measures; causes of loss, severity or litigation status; and
- Changes in the average and total claims paid.

As well, various reasonability checks will be carried out within each period submission, including;

- Overuse of the various 'Other' categories and codes; and
- Comparison of the various premium fields against each other.

Other reasonability checks may be carried out on an ad hoc basis.