

DO NOT complete this form until the policy holder has ceased employing in Western Australia, or a new policy is in place.

## POLICY DETAILS

If there is more than one policy holder insured under the policy **and** the reason for coverage cancellation is the same for all, you must attach a list of all policy holders and their ABNs.

Policy number:

Australian Business Number (ABN):

Full legal name of policy holder:

## SELECT THE REASON FOR POLICY CANCELLATION

A current policy of workers compensation insurance is required if the policy holder employs 'workers' as defined under the *Workers Compensation and Injury Management Act 2023*.

### 1. CEASED EMPLOYING

Date the policy holder ceased employing in Western Australia:

Business status:  Closed  Still trading  Not running a business  Restructured (A)  Sold (B)

#### A. IF BUSINESS RESTRUCTURED

 **Must attach Certificate of Currency**

*Complete if the policy holder no longer employs because the business trades under a new ABN.*

New ABN the business trades under:

New insurer policy no.:  Start date:

#### B. IF BUSINESS SOLD

Date the new owner took over the business:  ABN:

Legal name of new business owner:

Email:  Phone:

### 2. INSURED ELSEWHERE

 **Must attach Certificate of Currency**

New policy no.:  Start date:

## AUTHORISED REPRESENTATIVE DETAILS

Name:  Position title:

Organisation:  Phone:

Email:

## DECLARATION

I, the employer or employer's authorised representative, declare that the information stated above is true and correct. In the event the employer engages a worker(s) in the future, their legal obligation to hold workers compensation insurance is understood. I declare that:

- I am authorised to complete this form on behalf of the policy holder.
- Insurer issued Certificates of Currency are attached (if required).
- I understand that under the provisions of the *Workers Compensation and Injury Management Act 2023*, failing to provide required information or providing false or misleading information is an offence.

Signature of authorised person:

Date: