

# Business Interruption

## COVID-19 Documents Required



**To ensure the smooth and timely assessment of your Business Interruption claim, please provide a completed claim form and gather the documents listed below. This will help us analyse the profit, sales, expenses and trends pre and post loss.**

As each claim is different, we may also require additional information, depending on such factors as the period of time that a business has been impacted, the nature of the business and the type of loss suffered.

This list provides a general outline of the documents and information required as evidence of loss for the Business Interruption claim.

- Copy of any correspondence between the Insured/Landlord regarding the waiver, deferment or abatement of any rent during the interruption period.
- Details of an Increased Cost of Working that have been incurred to reduce the loss of turnover suffered by the business or to maintain normal operations, which may be recoverable.
  - > Additional costs typically include advertising, overtime, rent, cleaning and machinery hire costs.
  - > Any claim should include details of the nature and the reason for the increased expenditure, including a copy of the invoice(s) relating to the expenditure.
- Franchise Agreement (if applicable)
- Lease Agreement (if applicable)

### RelyOn Business Interruption Claim Form:

- Download and complete our RelyOn Business Interruption Claim Form

### Supporting documents required:

- Historical BAS Lodgements for years: 2019, 2020 and 2021 (if available).
- Historical Financial Year Profit and Loss Statements including detailed trading account summary for years: 2018, 2019, 2020 and 2021 (if available).
- Historical Quarterly Profit and Loss Statements for the following years: 2019, 2020 and 2021 (if available).
- Historical Monthly Profit and Loss Statements for the following years: 2019, 2020 and 2021 (if available).
- If necessary and available Historical weekly trading figures.
- Summaries of Job Keeper payments and any other payroll benefits received from State or Government Authorities in connection with COVID-19 support. *(This information will assist in reconciling business accounts but does not form part of the business interruption financial loss calculations).*
- Details of any other Federal or State COVID-19 support grants received including:
  - > Name of grant
  - > Criteria for obtaining grant
  - > Value of the grant,
  - > Date each grant payment received if not shown in Profit and Loss Statements.

*(This information will assist in reconciling business accounts. Only certain grants can be taken into account when calculating Business Interruption financial losses).*

### Information required

- Provide location and details of any localised COVID-19 outbreaks.
- Provide details of your business' normal daily/weekly trading hours.
- Provide details of whether your business was ordered to close or to alter its operations by a Government Authority, Health Department or Local Council due to COVID-19 or as a result of having COVID-19 diagnosed at the insured premises. If so, please provide:
  - > a copy of letter/email from the relevant Government Authority and dates of actual closure of business.
- Provide details of whether your business was able to operate, even in a reduced capacity, during periods of COVID-19 lockdown, for example by adopting a web-based sales platform or by operating as take away only. If so, please provide:
  - > dates when such restricted trading activities were possible.

Business Interruption policyholders can lodge a claim at any time and we are committed to assessing these claims efficiently once final determinations are made in the test cases.

**Please send completed RelyOn Business Interruption Claim Form to [claims@bizcover.com.au](mailto:claims@bizcover.com.au).**