

LETTER OF APPOINTMENT

I/We, the undersigned, hereby appoint TIB Insurance Brokers Dbn (Pty) Ltd ("TIB"), FSP No. 5950, as our authorised insurance broker with effect from _____. This appointment supersedes any previous broker mandates.

Policy Information

Insured's Name	Insurer	Policy Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Documentation Request

To facilitate a smooth transition, kindly provide the following documentation to TIB:

- All current policy schedules (including full premiums and fees)
- Renewal Schedules and Renewal terms
- Assessor and survey reports
- Policy Wording
- Latest completed proposal forms
- Loss ratio reports
- Full claims histories and supporting files

Please ensure that all the above information is sent to _____ by _____

Claims Handling

We acknowledge that you remain responsible for all claims lodged with your office prior to this appointment. We kindly request that you provide all relevant claims documentation to TIB, so we may assist the insured in managing these matters.

Future Correspondence

We appreciate your co-operation and request that all future communication regarding this portfolio be directed to TIB.

Client Signature

Client Name

Signed at _____ on the _____ day of _____ 20____