


REGISTER A WORKSAFE POLICY

A GUIDE FOR BROKERS, ACCOUNTANTS AND INTERMEDIARIES

1. Access online application form

Go to <http://bit.ly/GBWorkSafe>

2. Apply for Workcover insurance


GALLAGHER BASSETT

Application for WorkCover Insurance

Note: Labour Hire employers should contact [GBS](#) directly.


What you will need:

To complete your application to register for WorkCover insurance you will require the following:

- Australian Business Number (ABN) if you have one
- Australian Company Number (ACN) if you have one
- GST status and GST certificate (if available)
- The full names of all directors or business owners
- The employment commencement date
- Cover note number and issue date (if applicable)
- Your workplace details (for each workplace), which includes:
 - The business or trading name and physical address
 - The workplace commencement date
 - Activities of the workplace, estimated revenues and costs, and rateable remuneration
- Supporting documentation for uploading (e.g. GST certificate, business brochures)

Please complete reCAPTCHA by selecting 'I'm not a robot' below, and follow the instructions.

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Click

More Information

- [Do you need to register?](#)
- [WorkCover insurance](#)
- [Registering for WorkCover insurance](#) including cover notes
- [GBS](#) contact details

Application Notes


- Incomplete existing applications are only retained for 60 days
- Progress of completed applications are available for up to 90 days after submission

Apply for WorkCover Insurance

Continue Existing Application

Check an Application's Progress

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Downloads 

3. Identify yourself

Application for WorkCover Insurance

Employer

Business

Workplace

Documents

Confirm

Insurance

* Name of your Authorised agent:

* Have you obtained a cover note?

Application for WorkCover Insurance

Employer
Business
Workplace
Documents
Confirm

Insurance

* Name of your Authorised agent:

* Have you obtained a cover note?

Do not apply for a covernote

Employer details

* Legal name of employer:

* Type of entity:

Registered or intend to register for GST?

Australian Business Number (ABN):

Australian Company Number (ACN):

Website address of employer:

* Postal address of employer:

* Company directors or business owners:

Contact details

* Full name:

* Position:

* Email:

* A telephone or mobile number must be entered

Telephone: Ext.

Mobile:

Fax:

All fields marked with an asterisk(*) are required.

In the box labelled position enter your intermediary code. If you want an estimate of the premium put an "E" at the end.

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4. Complete the application as normal


Ensure you have the following information:

- Australian Business Number (ABN) and Company Number (ACN) (if available)
- GST status and GST certificate (if available)
- The full names of all directors or business owners
- The employment commencement date
- Workplace details (for each workplace), which includes:
 - The business or trading name and physical address
 - The workplace commencement date
 - Workplace activities, estimated revenues and costs, and rateable remuneration
- Supporting documentation (e.g. GST certificate, business brochures)

5. Apply before 4pm for same day turnaround

Policy applications received after this time will be processed next business day and within 24 hours of submission.

For any queries in regards to registering a WorkSafe policy please contact us via:

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 www.gallagherbassett.com.au

