

Delivering insurance solutions with an innovative approach

Milne Alexander Pty Ltd has been delivering insurance solutions with an innovative approach to corporate, commercial and small to medium enterprises for nearly 30 years.

We handle the insurance and risk management programs for a variety of clients from industries including tool manufacturing, wholesalers, retailers, medical institutions, transport, and not for profit organisations.

Milne Alexander's services are separated into two functional roles as follows:-

INSURANCE PROCUREMENT

- Design of insurance programs
- Marketing/negotiating the insurance portfolio to insurers
- Preparation of documents supportive of the insurance program
 - Quotation, Placing Slips and Underwriting Submissions for presentation to insurers
 - Policy documentation and proposals
 - Invoices including premium allocation where applicable
 - Insurance Manual summarising insurance coverage
- Placement of negotiated insurance arrangements
- Provide general insurance advice
- Educate and assist staff in relation to general insurance issues and handling of day to day insurance matters
- Service calls and meetings
- Claims Co-ordination:-
 - Design and implement procedures
 - Advice and strategy
 - Guidance with preparation of claims documentation including Workers Compensation
- Review statistical data with relation to claims
- Continuous administration of insurance programme;-
 - Consultation on policy coverage and exclusions
 - Update of insurance market developments
- Renewal strategy meetings
- Negotiate renewal terms and conditions

RISK & INSURANCE ADVICE

- Risk and insurance analysis initiatives
- Contract structure analysis and assistance
- Formulate insurance philosophy, policy and guidelines
- Develop a strategic progressive approach to the management of risk
- Determine self insured/retained risk levels (Excess)
- Monitor group statistical information
- Design and manage loss reporting procedures
- Assist in claim lodgement and any claim settlement negotiations
- Monitor self insured programs where applicable
- Maintenance of historic insurance records
- Review of contractual matters as they relate to indemnities and insurance advice as to structure
- Assistance where possible for identification of business continuity plans
- Administer client compliance with contractual insurance requirements

"together we grow"