

**REQUEST FOR REPLACEMENT
OF INSURANCE
CERTIFICATE OF CURRENCY**

Please Complete the following information:

CLUB'S NAME:

I certify that our Club's **CERTIFICATE OF CURRENCY IS LOST** and request a replacement Certificate to cover the Club's activities until 30 April of the current Insured year. I have paid the fee of \$20 as a direct/deposit payment as required:

To: **GCA Bank Account:** BSB: 062000 Account No. 00922899

The reference I used in this transaction and recorded on the deposit was:

REFERENCE:

NAME:

OFFICIAL POSITION:

SIGNATURE:

DATE OF DEPOSIT:

Email the completed Form 5 to:

The Treasurer, the Garden Clubs of Australia Inc treasurer@gardenclubs.org.au who will notify the GCA Director of Insurance. A replacement Certificate will be actioned then emailed to your Club Secretary after a replacement Certificate of Currency has been arranged.

Continued Insurance Cover from 30 April:

You will be required to pay the normal fee for the Insurance Cover based on the number of members that your Affiliated Club has for the next Insurance period.

Please complete a GCA Form 2 for the next Insurance period, (for example, 30 April each year to 30 April the following year) by 19th February each year and send it to the GCA Director of Insurance via email or post.

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| Prepared by: | Shirley Haslam | Document Status: | Final |
| | | Review Date: | 31/07/23 |
| Approved by: | Frances Cairns & Martin Boorer | Approver's Signature: | FC & MB |

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