

INSURANCE RENEWAL April 2024 – April 2025

During February/March 2024 you will receive an Insurance Notice from the GCA for the premium due for your insurance cover for 2024/2025 (4.00pm 30th April 2024 to 4.00pm 30th April 2025).

In order that the correct Insurance premium amount is shown on your notice, GCA needs to receive your **MAXIMUM MEMBERSHIP NUMBERS in the 12 months to the date you complete this form.** This number should include all members you want covered by the GCA Insurance – Financial Members, Life Members, Social Members, Junior Members, Joint Members.

NOTE: Insurance premium invoices will be forwarded in March/April 2024, payment will be debited on or about 21st April 2024.

When you receive your Insurance Certificate, advise your Club Committee where it is filed and perhaps send the electronic copy to other Executive Committee members.

PLEASE RETURN THIS FORM TO ENSURE ACCURATE COST OF PREMIUM.

DUE DATE: RETURN THIS FORM BEFORE 19th FEBRUARY 2024. (It may be sent from now until then.)

CLUB NAME: _____

POST CODE: _____ **DATE:** _____

I certify that our **MAXIMUM MEMBERSHIP** 2023 was _____ persons.

Please indicate if your club holds large events, for which an additional premium may be required* _____ **YES/NO**

(*A large event is defined as one where more than 1000 non-members attend over the life of the event.

Separate cover must be obtained for these events each year. The relevant application form can be found on the GCA web site (www.gardenclubs.org.au) or can be posted on request.

NAME: _____

SIGNATURE: _____

OFFICIAL POSITION: _____

Email completed form to: insurance@gardenclubs.org.au
or Post to:

Director of Insurance, The Garden Clubs of Australia Inc.

1 Addington Street, Burdell, Qld, 4818

Prepared by:	Shirley Haslam	Document Status:	Final
		Review Date:	31/07/24
Approved by:	Martin Boorer	Approver's Signature:	MB

Document No:	GCA-INS-F002
Revision No:	2.0
Issue Date:	27/08/23
Page No:	1 of 1