



19 June 2008

Hon Secretary
Parents and Citizens' Association

Dear Secretary,

Insurance Renewal Application for 2008-2009

We invite you to renew your affiliation and insurance which expires at 4.00 PM on 1 August 2008.

Please complete the Renewal Application form enclosed and return it to Federation's Office with your payment by the **1 November 2008**. If your renewal application is not received by this date, an overdue fee of \$30.00 will apply.

Section 2 of the attached Renewal Application form requires you to select from the Insurance options and other products that are available.

All P&C Associations are reminded that an automatic benefit of affiliation is the provision of \$10 million Public Liability Insurance. This cover can be increased to a higher limit of indemnity by payment of an additional premium.

As from 1 August 2008 strict criteria regarding the issue of Certificate of Currencies will come into force.

A certificate of currency cannot be issued if:

1. Affiliation fee has not been paid
2. The function for which Certificate of Currency is required has not been reported to the Federation.

We will automatically issue a Certificate of Currency once affiliation payment and insurance premium payment is received. If you misplace your Certificate of Currency a fee of **\$25.00** will apply for an additional Certificate.

If your policy is showing an overdue premium, we are unable to issue you with a Certificate of currency.

Once we receive the payment, we will then issue you with your certificate.

Yours sincerely

Marie-France Raymond
Insurance Manager



**FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS
OF NEW SOUTH WALES**

ABN 37

439 975 796
LOCKEG BAG 40 GRANVILLE 2142
PHONE: 1300 885 982 FAX 1800 655 866

www.pandc.org.au
