



Locked Bag 40, Granville 2142  
Email: [insurance@pandc.org.au](mailto:insurance@pandc.org.au)

Phone: 1300 885 982 Fax: 1800 655 866  
Website: [www.pandc.org.au](http://www.pandc.org.au)  
ABN 37 439 975 796

15 June 2009

Secretary P&C Association

Dear Secretary,

**Renewing your Insurance – Expiring 1 August 2009 at 4.00 pm**

Your Association's affiliation and insurance is about to expire and we offer you an easy way to renew your cover.

**What to pay**

Based on the details you previously provided to us, we enclose a Tax Invoice showing the amount you should pay to obtain the same cover as you purchased last year.

Please review your insurance requirements to ensure that your association's activities and assets are adequately covered. If your requirements have not changed please pay the amount shown on the Tax Invoice.

**Additional Cover**

Of course, you may still select any additional cover if your circumstances have changed. To do this you will need to complete the attached Renewal Application.

**Late Payment**

It is important that you renew your affiliation and insurance as soon as possible. **Payments received after 1 November 2009 will be charged a late fee of \$30.00**

**Important:**

- Do not forward your cheque without the proper documentation
- Always attach your cheque to either the Tax Invoice or the Renewal Form.

Please find enclosed:

1. Tax Invoice
2. Affiliation/Insurance renewal form
3. Insurance manual

The full policy wording for each policy can be viewed on our website [www.pandc.org.au/services/insurance](http://www.pandc.org.au/services/insurance).

If you have any queries concerning your affiliation and insurance, please do not hesitate to contact me on 1300 885 982 or email [insurance@pandc.org.au](mailto:insurance@pandc.org.au)

Yours sincerely

Marie-France Raymond  
Insurance Manager