

Public and Products Liability Insurance Checklist – Certificate of Currency (CoC)
(May also be known as a “Confirmation of Cover” or “Certificate of Insurance”)

Please see page 2 for an example CoC that meets Parks Victoria requirements

Item	Description	Y/N
1 Who is / are the insured?	The applicant for the event, filming or photography permit needs to be clearly identified and named as the insured on the CoC. This must be the business' entity name	
2 What is the Insurance Class?	The insurance class is <i>Public and Products Liability</i>	
3 Name of underwriter / insurer?	The actual <u>insurer</u> needs to be named (this is not the broker). IMPORTANT NOTE: The insurer must be authorised by the Australian Prudential Regulation Authority to provide insurance in Australia. Please visit: https://www.apra.gov.au/register-general-insurance for a list of authorised insurers	
4 What is the period of cover / expiry date?	The commencement date and the expiry date of the policy should be clearly identifiable	
5 What is the Policy Number?	The policy number is the insured's reference number with the insurance company	
6 Do the limits of cover meet the requirement?	\$20 million is the minimum required amount of coverage. e.g.: \$20,000,000 any one claim is the minimum required amount of coverage	
7 Are required endorsements / interests noted?	Parks Victoria must be listed as an interested party	
8 Are all entries on the Certificate typed?	Other than the signature of the person authorizing the issue of the CoC no other hand written information is acceptable	
9 Is the information supplied in the correct format e.g. CoC?	<u>Tax Invoices</u> and <u>Adjustment Notes</u> are not acceptable as a Certificate of Currency. Neither confirms that the insurance cover has been placed nor do they confirm all the required information needed	

Please note: Parks Victoria cannot process an event, filming or photography permit application unless your Certificate of Currency complies with the above criteria.

CERTIFICATE OF CURRENCY

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

1. INSURED NAME	Event, Photogrpahy or Filming permit applicant <i>Pty Ltd</i> <i>trading as Event, Photography or Filming Provider</i>
2. INSURANCE CLASS	<i>Public and Products Liability</i>
3. INSURER or UNDER WRITER	<i>Event, filming or photography applicants insurance company</i>
4. PERIOD OF INSURANCE	From: 4.00pm on the 1 st July 2018 To: 4.00pm on the 1 st July 2019
5. POLICY NUMBER	<i>0000000</i>
6. LIMITS OF LIABILITY	<i>\$20,000,000</i>
7. INTERESTED PARTY	<i>Parks Victoria</i>

It is hereby declared that the above policy is current to the date shown unless subsequently cancelled.

Signed on the: 30th June 2018

John Smith

John Smith
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Insurance Company
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