

**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 Tour Operator and Activity Provider Licence 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> , this is the required insurance type for Licensed Tour Operators and Activity Providers	
3	Name of underwriter / insurer? The actual <u>insurer</u> needs to be named (this is not the broker). <b>IMPORTANT NOTE:</b> The insurer must be authorised by the Australian Prudential Regulation Authority to provide insurance in Australia. Please visit: <a href="http://www.apra.gov.au/gi/pages/new-or-renewal.aspx">http://www.apra.gov.au/gi/pages/new-or-renewal.aspx</a> 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 are the activities insured? <b>All activities the business is proposing/licensed to conduct under the Tour Operator and Activity Provider Licence or all activities the business conducts</b>	
6	What is the Policy Number? The policy number is the insured's reference number with the insurance company	
7	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	
8	Are required endorsements / interests noted? <b><u>Text to appear in full on CoC:</u></b> <b>The Minister for Energy, Environment and Climate Change, Minister for Planning, the Secretary to the Department of Environment, Land, Water and Planning, Parks Victoria, the Director of National Parks, the Minister for Ports, Melbourne Water Corporation, the Yarra Bend Park Trust and any other body delegating its powers to Parks Victoria.</b>	
9	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	
10	Is the information supplied in the correct format e.g. CoC? <b><u>Tax Invoices</u> and <u>Adjustment Notes</u> are <b>not</b> acceptable as a Certificate of Currency. Neither confirms that the insurance cover has been placed nor do they confirm all the required information needed</b>	

**Please note:** Parks Victoria cannot process a licence application unless your Certificate of Currency complies with the above criteria. If you have any questions please contact the Licensing Portfolio via email [LTOLicensing@parks.vic.gov.au](mailto:LTOLicensing@parks.vic.gov.au)

## 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.

<b>1. INSURED NAME</b>	<i>Tour Operator and Activity Provider Pty Ltd trading as Tour Operator and Activity Providers</i>
<b>2. INSURANCE CLASS</b>	<i>Public and Products Liability</i>
<b>3. INSURER or UNDER WRITER</b>	<i>Tour Operator and Activity Providers Insurance Company</i>
<b>4. PERIOD OF INSURANCE</b>	From: 4.00pm on the 1 <sup>st</sup> July 2017 To: 4.00pm on the 1 <sup>st</sup> July 2018
<b>5. BUSINESS ACTIVITIES</b>	<i>Coach/Bus Tours, Bushwalking, Coastal Walking, Kayaking</i>
<b>6. POLICY NUMBER</b>	<i>0000000</i>
<b>7. LIMITS OF LIABILITY</b>	<i>\$20,000,000</i>
<b>8. INTERESTED PARTY</b>	<i>The Minister for Energy, Environment and Climate Change, Minister for Planning, the Secretary to the Department of Environment, Land, Water and Planning, Parks Victoria, the Director of National Parks, the Minister for Ports, Melbourne Water Corporation, the Yarra Bend Park Trust and any other body delegating its powers to Victoria Park.</i>

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

**Signed on the:** 30<sup>th</sup> June 2017

John Smith

**John Smith**  
**Account Manager**  
**Tour Operator Insurance Company**  
**1 Bourke Street**  
**Melbourne VIC 3000**