

**Mt Buller Mt Stirling Resort Management
Public Liability Insurance Checklist –
Certificate of Currency (CoC)**



Please ensure your CoC meets Resort Management requirements (see example on page 2) to prevent delays.

	Item	Description	Y / N
1	Who is / are the insured?	The applicant for the Commercial Operator Licence needs to be clearly identified and named as the insured on the CoC.	
2	What is the Insurance Class?	The insurance class is <i>Public Liability</i> , this is the required insurance type for Licensed Tour Operators.	
3	Name of underwriter / insurer.	The actual <u>insurer</u> needs to be named (this is not the broker). IMPORTANT NOTE: The insurer should be authorised by the Australian Prudential Regulation Authority to provide insurance business in Australia. Please visit – http://www.apra.gov.au/General/New-or-Renewal.cfm	
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?	All activities the business is proposing/licensed to conduct under the Commercial Operator Licence or all activities the business conducts.	
6	What is the policy number?	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.	
8	Are required endorsements / interests noted?	Text to appear on CoC: "Mt Buller and Mt Stirling Resort Management and Other Relevant Parties" (‘Other Relevant Parties’ means the Minister, Resort Management and any successor manager of the Resorts, the Crown in right of the State of Victoria, the Secretary, and any other authorised delegate from Resort Management) your insurer may prefer to list these in full.	
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?	Tax Invoices and Adjustment Notes 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: Mt Buller Mt Stirling Resort Management cannot process a licence application unless your Certificate of Currency complies with the above criteria.

If you have any questions please contact Ali Kirkwood, Environmental Services Officer on ali.kirkwood@mtbuller.com.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.

- 1. Insured Name** *Tour Operators Pty Ltd trading as Tour Operators*
- 2. Insurance Class** *Public Liability*
- 3. Insurer or Under Writer** *Tour Operators Insurance Company*
- 4. Period of Insurance** From: 4.00pm on the 1st November 2015
To: 4.00pm on the 1st November 2016
- 5. Business Activities** *Coach/Bus Tours, Bushwalking, Mountain Bike Tours*
- 6. Policy Number** *S17-0000*
- 7. Limits of Liability** *\$20,000,000*
- 8. Interested Party** ***Mt Buller and Mt Stirling Resort Management and Other Relevant Parties.***

(Other Relevant Parties' means the Minister, Resort Management and any successor manager of the Resorts, the Crown in right of the State of Victoria, the Secretary, and any other authorised delegate from Resort Management.)

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

Signed on the: 30th October 2015

John Smith

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