



***This form is designed for use by Sub Branches who do not wish to use the online form available through SKIP. Completed forms should be returned to the Insurance Administrator at [insurance@rslqld.org](mailto:insurance@rslqld.org) with your District Secretary Cc'd on the email by the 27<sup>th</sup> of October 2023.***

District:	
Sub Branch:	
Your Name:	
Role at Sub Branch:	
Sub Branch Address: <i>Or postal address if the Sub Branch doesn't have a physical location.</i>	
Contact Email:	
New Interested Parties: <i>Interested Parties noted on the previous Certificate of Currency will be automatically included for the new period.</i>	
No. of Volunteers: <i>Estimate of the maximum volunteers at any one time throughout the year.</i>	

### Public Liability Process Change – Acknowledgement of Understanding

RSL Queensland currently operates the Public Liability Insurance Program as an 'opt-in' program – meaning Sub Branches are required to 'opt-in' to the program each year. However, this is about to change. If your Sub Branch chooses to opt-in to the Public Liability Insurance Program in the current insurance renewal process, your Sub Branch will be opting in to the RSL Queensland Public Liability Insurance Program for each subsequent year that the program operates, unless you tell us otherwise. This means that, moving forward, you will not need to opt-in each year. You will only need to tell us if you no longer wish to be part of the RSL Queensland Public Liability Insurance Program. Each year, prior to renewal, Sub Branches will be given the opportunity to opt-out if they no longer wish to be included.

Please sign below to signify that you understand the process change.

*If you have any questions about this change in process, please direct them to [insurance@rslqld.org](mailto:insurance@rslqld.org).*

Date:	
Signature:	