



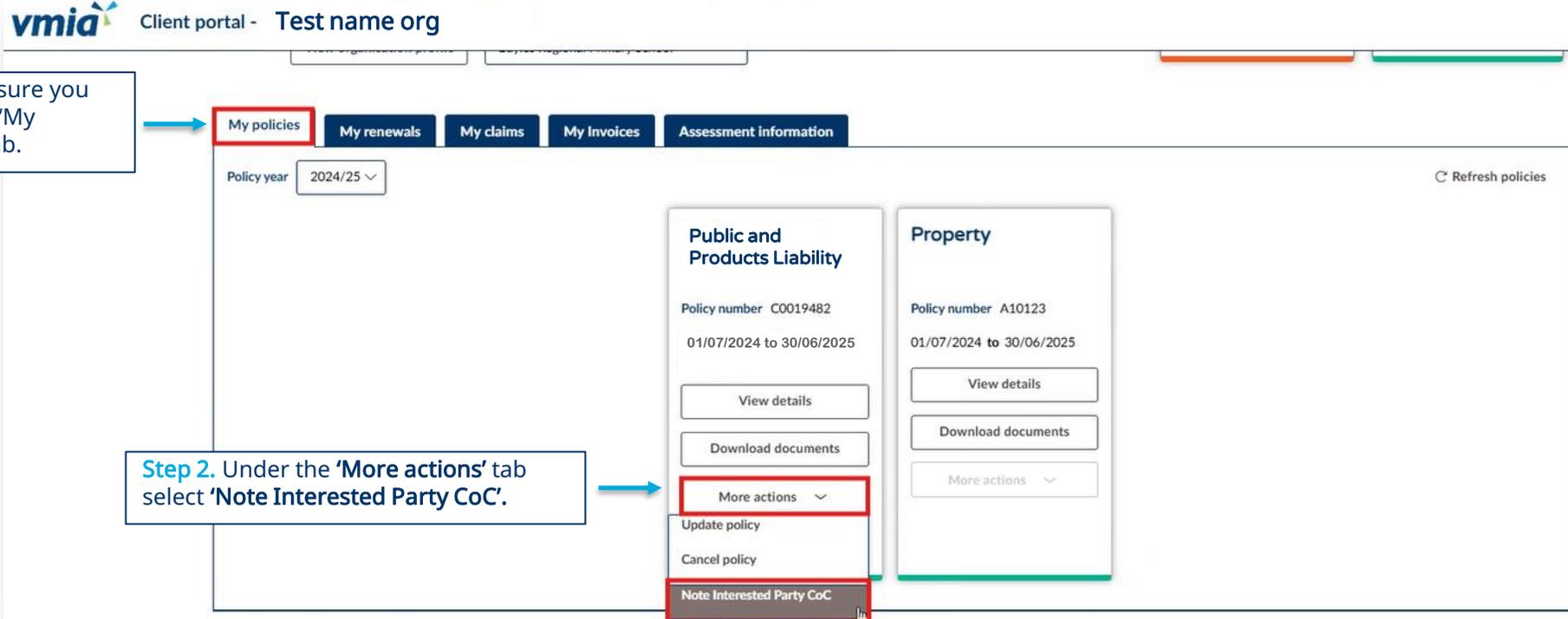
VMIA Portal

How to note an interested party and obtain CoC
(Certificate of Currency)

vmia.vic.gov.au



How to note an interested party and obtain CoC?



Step 1. Ensure you are in the 'My policies' tab.

Step 2. Under the 'More actions' tab select 'Note Interested Party CoC'.

The screenshot shows the vmia Client portal for 'Test name org'. The 'My policies' tab is selected. The policy year is set to 2024/25. Two policy cards are visible: 'Public and Products Liability' (Policy number C0019482) and 'Property' (Policy number A10123). The 'More actions' dropdown menu is open for the 'Public and Products Liability' policy, and the 'Note Interested Party CoC' option is highlighted.

How to note an interested party and obtain CoC

vmia Client portal - Test name org

Note interested party ID: IP-558 NEW Actions Exit

Selected policies

Policy number	Policy type	Policy effective date	Policy expiry date	Policy year	Policy status
C0019482	Public and Products Liability	09/01/2025	30/06/2025	2024/2025	Current

> Select note interested party against policy
 Add attachment(s)
 Summary and review

State the name of interested party *

Name of interested party

Date certificate of currency is effective from *

07/03/2025

What does the interested party relate to?

Event

State the name of the event

Fun Run Event

From date *

15/03/2025

To date *

15/03/2025

Initiator comments

Internal use only; add any additional context, i.e. Event organizer name, contact number, etc. This information is not reflected on Certificate of Currency.

Cancel Save Continue

Step 3. Complete all fields before you can continue.

Note: The effective date is the submission date. "From" and "to" dates are for the event. For cases not related to a Lease Agreement or Event, email VMIA at contact@vmia.vic.gov.au for manual approval.

Step 4. Once all details have been completed select 'Continue'.

How to note an interested party and obtain CoC

vmia Client portal - Test name org

Note interested party ID: IP-558 NEW

Actions X Exit

Add attachment(s)

Information

Please attach any supporting documentation.

+ Add new

Name	Category	Description	Upload date	Uploaded by
No attachments				

✓ Select note interested party against policy

> Add attachment(s)

Summary and review

Back Save Continue

Step 5. To include any supporting documents (lease agreements, contracts, email requests from interested party etc.) include by clicking '+Add new'.

Step 6. Click 'Continue'.

How to note an interested party and obtain CoC

vmia Client portal - Test name org

Summary and review

Information

Please review the below information is correct

Selected policies

Policy number	Policy type	Policy effective date	Policy expiry date	Policy year	Policy status
C0019482	Public and Products Liability	09/01/2025	30/06/2025	2024/2025	Current

Noting of Interested Party for an Event:

It is hereby agreed and understood that the Policy indemnifies **Test name org** who have entered into an agreement with **for the purposes of Fun Run Event** but only to the extent that the agreement requires the funded organisation to grant such indemnity and not in respect of liability for damage or injury to or resulting from an act of neglect or default of **Test name org abc** and subject always to the provisions of the Policy. Provided always that the Policy does not operate in excess of any other Policy of insurance or as a difference in conditions Policy and all parties observe, fulfil and are subject to the terms, exclusions, limits and conditions of this Policy (insofar as they can apply) as though they were the Insured.

Declaration

I/We declare that to the best of my knowledge and belief the information in this form is true and correct and I/We have not withheld any relevant information.

I/We consent to VMIA using personal information I/We have provided on this form for the purpose of assessing eligibility under the policy. I/We understood that if I/We choose not to provide the required details, this is my choice that VMIA may not be able to assess our insurance requirements/my entitlements.

I/We consent to VMIA disclosing personal information to other insurers, government departments or as required by law.

I/We consent to VMIA also disclosing personal information to and/or collecting additional information from investigators, accountants, legal advisers, medical advisers, actuaries or other advisers whom VMIA may engage to assist in processing this proposal for insurance and any subsequent claims.

I/We declare that where I/We have provided information about another individual (e.g. an employee or client) that the individual has been made aware of the reason for the disclosure of their personal details to VMIA and of the contents of VMIA's Privacy Policy.

I hereby declare the above information is correct

- ✓ Select note interested party against policy
- ✓ Add attachment(s)
- > Summary and review

Step 7. Once you have read the declaration, tick the bottom box.

Step 8. Click 'Finish'.

Back OFFICIAL Save Finish

How to note an interested party and obtain CoC

Note interested party ID: IP-560 PENDING-APPROVAL

Information

Thank you for submitting request IP-560. Once approved, your Certificate of Currency will be available to download from your My policies tab.

Please contact us on 03 9270 6990 or email us at contact@vmia.gov.au if you have any questions.

Note: Once submitted, you will see a confirmation submission message and an email will be sent to your inbox. You will then be able to obtain the CoC from the VMIA portal (see next slide).



Dear Mr. Tester 01,

Your request IP-560 is now approved.

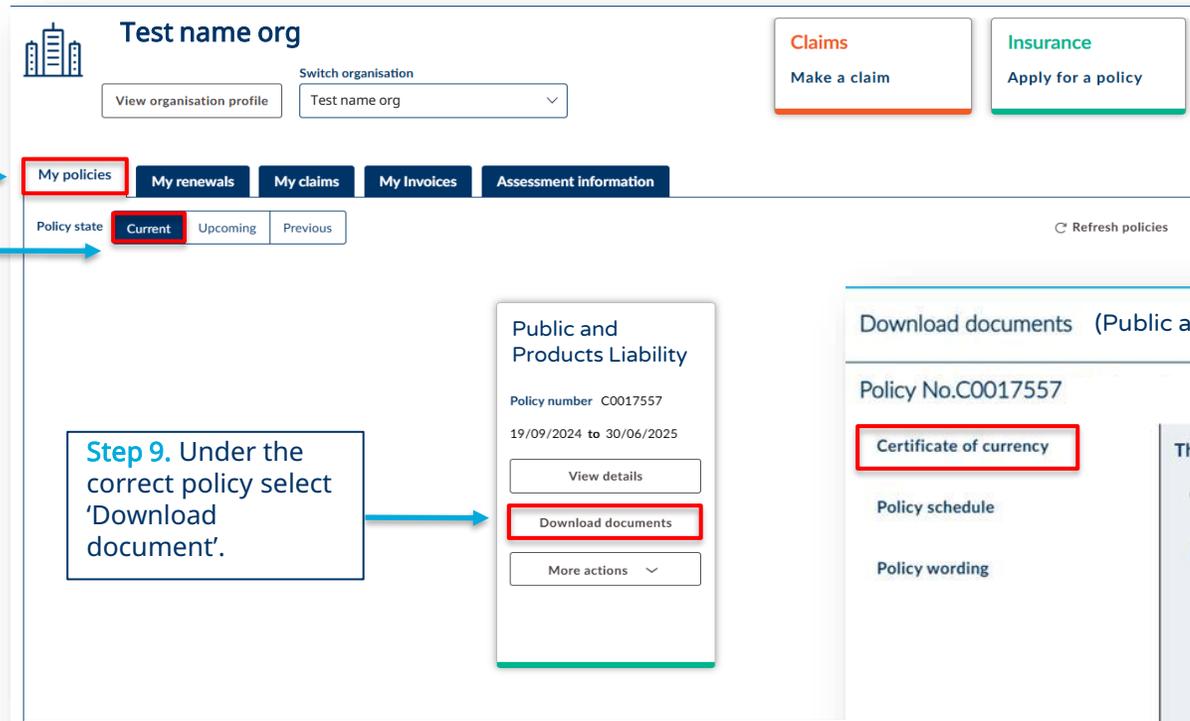
Login to download your Certificate of Currency and click on "Download documents" for the relevant policy.

Please contact us on 03 9270 6990 or email us at contact@vmia.gov.au if you have any questions.

Kind regards
RiskAdvisor2

How to note an interested party and obtain CoC

Note: To obtain your CoC ensure you are on the 'My policies' tab, in 'Current' policy state.



The screenshot shows the VMIA portal interface for 'Test name org'. At the top, there are buttons for 'Claims' (Make a claim) and 'Insurance' (Apply for a policy). Below this is a navigation bar with tabs: 'My policies' (highlighted with a red box), 'My renewals', 'My claims', 'My Invoices', and 'Assessment information'. Under 'My policies', there are sub-tabs for 'Policy state': 'Current' (highlighted with a red box), 'Upcoming', and 'Previous'. A 'Refresh policies' button is also visible.

Step 9. Under the correct policy select 'Download document'.



This screenshot shows the details for a 'Public and Products Liability' policy. The policy number is C0017557, and the dates are 19/09/2024 to 30/06/2025. There are three buttons: 'View details', 'Download documents' (highlighted with a red box), and 'More actions' with a dropdown arrow.



This screenshot shows a 'Download documents' window for 'Public and Products Liability' with 'Policy No. C0017557'. The 'Certificate of currency' option is highlighted with a red box. Below this, a list of available documents is shown: 'Certificate of currency' with a 'Download' button (highlighted with a red box), and 'Interested party certificate of currencies'. At the bottom, a document titled 'IP-CoC-12Mar2025' is shown with a PDF icon and a red box around it.

Step 10. Next to Certificate of currency two options to download the document are available. Select one of the two 'Download' or the Acrobat PDF link.