



INCREASE OUR
ABILITY TO
ADAPT

INSURANCE / ISA 2022

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Rotary 

COMPLIANCE

- S.R.C.C.
- Incorporated Societies Act 2022
- Section 26
- Bylaws
- Active/Honorary membership
- Other

COMPLIANCE

- Officer Declaration

<https://is-register.companiesoffice.govt.nz/assets/incorporated-societies/2022-act/template-is22-cco-officer-consent-and-certificate.pdf>

- Register of Interests

<https://is-register.companiesoffice.govt.nz/law-changes-for-societies/records-you-must-keep/>

- Treasurer Reporting Standard

<https://www.xrb.govt.nz/standards/accounting-standards/incorporated-societies/>

- Life After Registering

<https://is-register.companiesoffice.govt.nz/assets/incorporated-societies/2022-act/quick-guide-life-after-registering-2022-act.pdf>

COMPLIANCE

- Rotary Charitable Trusts
- Charities Amendment Act 2023

INSURANCE

- The Rotary Oceania insurance programme is provided under master policies arranged for Rotary entities across Oceania.
- The 2026 programme was renewed in December 2025 and currently runs to 31 December 2026.
- The programme is being moved closer to the Rotary financial year so Clubs can budget insurance costs from 1 July to 30 June.
- Each Club, District, trust and other Rotary entity must complete the online InfoSheet and Declaration.

INSURANCE

- If the InfoSheet is not completed, the entity may not receive a Certificate of Currency and officers may be exposed if a claim arises.
- Invoices are issued after completion of the online insurance information process.
- Where Districts have already collected insurance amounts through District levies, those amounts will be handled by credit note or refund as advised by the relevant District.

INSURANCE

- The 2026 programme includes new or expanded features, including limited material damage support through a Reserve Fund.
- Trusts, companies and other related entities must be listed as named parties if they are to be covered.
- Questions should be raised by filing a Helpdesk ticket:
https://not4profit.online/helpdesk_ticket

WHAT TO DO NOW

- Check who received the insurance invitation email.
- Confirm that the correct person is authorised to complete the InfoSheet.
- Log in to the insurance portal:
<https://insure.rotarypacificclubs.online/>
- Complete or update the InfoSheet.
- Add all required named parties, including any Club trust, company or other entity requiring cover.

WHAT TO DO NOW

- Upload required governance documents, such as constitutions and trust deeds.
- Complete the Declaration.
- Accept the quote when prompted.
- Pay the invoice when received.
- Keep the issued insurance documents and Certificate of Currency with the Club or entity records.