



## Notice to Member Clubs

### Insurance Renewals and Additional Members

As from the 1<sup>st</sup> of January 2022, NHMA will offer member clubs the option of renewing or adding additional members via email and direct deposit. We will keep the mail and cheque system as well for clubs that prefer to do business that way.

### Standard Postal System (Current System)

- Send a member renewal form (current form) advising members to be added for insurance purposes to the Secretary at the address above.
- The form needs to include:
  - The name of the club.
  - The name of the renewed/additional member(s)
  - Date of birth of Junior Members (aged 10-17)
- Enclose a cheque for:
  - \$10 affiliation fee, paid once annually ONLY
  - \$18 per renewal/additional member
- NHMA will issue the cards and a receipt for payment to the club.

### Electronically

- Send an email to [secretary.nhma@gmail.com.au](mailto:secretary.nhma@gmail.com.au) advising the names of the renewing/additional members.
- The email needs to include:
  - The name of the club.
  - The name of the renewed/additional member(s)
  - Date of birth of Junior Members (aged 10-17)
- NHMA will issue the club with an invoice via email for:
  - \$10 affiliation fee, paid once annually ONLY.
  - \$18 per renewal/additional member.
- The invoice will include the NHMA account details for payment.
- The club pays via direct deposit
- The club sends via email a copy of the deposit receipt to the Secretary
  - A screen shot from computer, iPad or phone is acceptable.
  - A PDF or other file downloaded from your bank is also acceptable.
- When NHMA receives the deposit receipt, we will issue the cards and mail them to you.

### PLEASE:

- DO NOT pay for memberships prior to receiving your invoice
- Remember to send through a copy of the deposit receipt.

The reason we ask you to wait to receive an invoice is so that NHMA can create a credible audit trail. As an association, NHMA manages funds on behalf of members, and it is essential that this is done in a completely transparent way. Adhering to the above system will allow NHMA to do this.

If you have any questions, or would like to discuss the above options, please contact your state representatives or the Secretary.