Please send us your document with this prepaid business reply folder.

1. Fold along the dotted lines.
2. Fold and insert your document into this prepaid business reply folder.
3. Seal all edges of this prepaid business reply folder with glue (do not staple).
4. Drop your sealed prepaid business reply folder into your nearest post box.

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If you are paying by cheque, please remember to

...Write the correct date
...Sign your cheque
...Sign against any alterations
Thank you for checking

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...Ensure words and figures tally
...State policy number on reverse of cheque
...Ensure the cheque is NOT post-dated
...Enclose all payments slips