APPENDIX II – SECTION 7 OF THE STANDING RESOLUTIONS

PROBUS CLUB OF NORTH SYDNEY INC.

Incorporation Number Y2954742

PROBUS CLUB NUMBER 53360

REFUND AND PAYMENT POLICY

Adopted by the Club at a General Meeting held on the 18th November 2025

This policy applies to outings, tours and activities of the Probus Club of North Sydney Inc.

Official functions and activities organised by the nominated officer and approved by the Management Committee are official Probus events and as such are covered by Probus South Pacific Limited's (PSPL) insurance.

The Co-ordinators shall give notice of Club Activities at a Management Committee meetings including date when any monies must be paid. Members interested in attending must provide the Co-ordinators with their name. The response of members will give an indication to the Co-ordinators if there is sufficient interest to proceed with the activity.

For all bookings, full payment must be made by the specified date and in a case of a substantial amount being involved, payment of an initial deposit on a specified date will be required. Usually, the date for the final payment will be published when the notice is posted.

If a member cancels their booking before the final payment date, every effort will be made to obtain a refund from the supplier, but this may not always be possible.

After the final booking date, refunds are not guaranteed. Usually, suppliers demand full payment if cancellations are made after the final payment date. This is usually at a time specified by the supplier as the final payment date. In these cases, Club Co-ordinators will endeavor to persuade the supplier to waive the charges, but this is not guaranteed, and the Member may still be liable to make the full payment.

If the number of bookings is limited for a particular activity, Members on the list who do not pay by the due date will be replaced by those on the waiting list who can pay by that date.

Persons participating in tours/activities with the Club undertake that they are fully responsible for the state of their health and will do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of their health or behaviours, and they are, to the best of their knowledge, fit enough to undertake the tour/activity and agree to advise the leader immediately should their state of health change.

Members declare that they will only participate in activities where they are physically capable.

In the case of any accident, illness or emergency the Probus Club will contact the person/s nominated by the participant.