

Professional indemnity insurance

Providing proof of insurance

In Victoria, proof of insurance must be provided upon expiry of the policy or any changes, such as moving to a new insurer or when your employment situation changes. The ARBV does not accept proof of insurance sent to us directly, insurance must be updated directly via the ARBV Portal.

When uploading your insurance information to the [ARBV Portal](#) you can select three different options:

APPROVED COMPANY OR PARTNERSHIP

SOLE TRADER

UNREGISTERED



What is an approved company or partnership?

Approved companies or partnerships are companies registered with the ARBV. These are companies that appear in our [register](#).

Approved companies or partnerships are able to provide architectural services and advertise that they can provide architectural services.

What is a sole trader?

A sole trader is an individual who may be operating under an Australian Business Number (ABN) but is not working under a 'Pty Ltd'.

A sole trader can have employees, but they must be named in any insurance policy as an insured individual.

What is an unregistered organisation?

An unregistered organisation is a company or partnership that is not registered with the ARBV. These organisations cannot provide architectural services or advertise that they provide architectural services.

All architectural firms based in Victoria, or operating in Victoria, must be registered with the ARBV.

The period covered by the certificate of currency and any update provided should correspond with your period of registration, which is always due for renewal on 30 June each year. If your insurance is out of alignment with your period of registration, it is your responsibility to ensure your insurance cover is kept up-to-date and proof of your current insurance is provided to the ARBV.