

Disclosure – Your Responsibilities

Use of the *Cover of Excellence*[®] logo is optional. Its use indicates a commitment to high standards of service and consumer care.

The *Cover of Excellence*[®] logo DOES NOT replace the need for a disclosure statement.

Professional Standards legislation prescribes the following disclosure statement for association members who have a *Cover of Excellence*[®] professional standards scheme:

**Liability limited by a scheme approved
under Professional Standards Legislation.**

The above statement is designed to give consumers better notice and hence assure practitioners that they are meeting their obligation to disclose. You must use the prescribed statement to ensure that you do not commit an offence regarding disclosure. Failure to disclose may result in a financial penalty (this varies across jurisdictions; up to \$20,000 for individuals in South Australia) or, in some cases, the professional concerned might not be covered by the scheme.

The statement must be printed in a size not less than the face measurement of Times New Roman typeface in 8 point.

A disclosure is to appear on all materials given by members to clients or prospective clients that promote or advertise the person or their occupation. The following provides a guide:



Disclosure should appear on:

- Letterhead & letters signed by the company or on its behalf
- Fax Cover Sheets
- Documents such as written advice, plans, drawings, specifications and other documents produced for clients but not accompanied by a letter or other document containing a disclosure statement
- Newsletters and other publications
- Memorandum of fees and invoices not accompanied by a letter or other document containing a disclosure statement
- e-mail
- Websites*

Disclosure need *not* appear on:

- Advertisements in print media, directory listings and similar forms of promotion or advertising
- Business Cards

* Websites are not specifically mentioned in Professional Standards Legislation as “documents” on which limited liability must be disclosed. However, the Professional Standards Councils believe that to provide a higher standard of consumer protection, it is prudent for the limited liability disclosure to also be made on websites. Members of occupational associations to whom a *Cover of Excellence*[®] scheme applies are advised to seek independent legal advice if they are unsure of whether to follow this recommendation.

**For further information about
the disclosure statement, visit the Professional Standards Councils website:
www.psc.gov.au**