



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

TAK:TAI December 28, 2015

TO ALL BODIES OF ELDERS

Re: *Liability Insurance Certificate Request Form*

Dear Brothers:

We take this opportunity to remind you of the procedure to be followed if proof of insurance is required on hiring a venue for a theocratic event. Please simply fill in a *Liability Insurance Certificate Request* form, found on [jw.org](http://jw.org), and send it to the Risk Management Desk using the email address shown on the form, or to the Accounting Department at the branch office using the [jw.org](mailto:jw.org) mailbox.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

PS to the secretary: This letter should be retained in the congregation file with other letters relating to accounts.