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Select Insurance Cover for Modelling & Model Engineering Businesses

Thank you for your enquiry.

Herewith are details of Select Insurance Cover for Modelling & Model Engineering Businesses.

This cover is designed to provide a comprehensive range of covers for businesses engaged primarily in modelling and model engineering, whether working from home or from a commercial premises.

The premium rates shown are valid until 31 December 2010.

May we draw your attention specifically to the Demands and Needs Statement on page 10 and our Terms of Business for this specific insurance on pages 11 and 12.

Could we also draw your attention to your duty to disclose any information that may affect your insurance. Failure to do so may render the insurance policy void at the option of the insurers.

Cover can be confirmed on receipt of your satisfactorily completed proposal form. Your policy will be issued promptly.

If you have any queries please do not hesitate to contact us by email or by telephone on 0114 250 2770.

SELECT INSURANCE COVER FOR MODELLING & MODEL ENGINEERING BUSINESSES

Arranged by Walker Midgley Insurance Brokers & Underwritten by Royal & Sun Alliance Insurance plc

Select Insurance Cover for Modelling & Model Engineering Businesses provides a comprehensive range of sections each with wide cover at competitive premium levels and is available to businesses engaged principally with modelling and/or model engineering working from home or from commercial premises.

The policy is underwritten by Royal & Sun Alliance Insurance plc. English Law will be applicable to the contract of insurance between you and Royal & Sun Alliance unless stated otherwise in your Policy's terms & conditions. Unless the parties agree otherwise in writing any dispute concerning the interpretation of this Proposal or the Policy shall be governed and construed in accordance with English law and shall be resolved within the non-exclusive jurisdiction of the courts of England and Wales. The language used in the policy and any communication relating to it will be English. This summary of cover does not contain the full policy wordings, a copy of the Master Policy is available on request from Walker Midgley Insurance Brokers to whom all queries and correspondence should also be addressed.

The Select Insurance Cover for Modelling and Model Engineering Businesses Insurance Policy is an annual policy. Sections may be taken as required (except Section 7 - Directors & Officers and Section 9 - Professional Indemnity either of which must be taken in conjunction with Section 4 - Liability). The inception date of the cover may be at any time during the year and may be chosen to suit individual requirements and existing renewal dates may be changed. At least 21 days before policy renewal we will automatically send renewal documents telling you the premium and terms and conditions that will apply for the following year. Amendments to the policy, such as changes to sums insured and adding or deleting sections may be made at any time during the year with an appropriate premium adjustment being charged. Premium payment may be made by cheque or debit/credit card. For premiums over £100 we also have a monthly direct debit premium payment facility which is operated by Premium Credit Ltd (7.75% service charge, minimum £10.00, 22.4% APR variable, with payment over 10 months - full details will be sent on request). All premiums/premium rates shown include Insurance Premium Tax (IPT) at the current rate of 5%.

The policy sections available are: -

- | | |
|--|--|
| 1. Property Damage | 6. Money |
| 2. Business Interruption | 7. Directors & Officers Liability |
| 3. Road Trailers | 8. Goods in Transit |
| 4. Public, Products & Employers Liability | 9. Professional Indemnity |
| 5. Personal Accident | |



SECTION 1 - PROPERTY DAMAGE

What is Insured: Your property and/or property for which you are responsible. The perils covered are: -

- | | |
|--|--|
| a) Fire, Explosion, Lightning & Aircraft | f) Sprinkler Leakage |
| b) Earthquake | g) Theft |
| c) Riot/Civil Commotion/Malicious Damage | h) Subsidence ground heave or landslip |
| d) Storm, Flood, Escape of water from any tank apparatus or pipe | i) Any other accident (which includes accidental damage) |
| e) Impact by any Road and/or Rail vehicle | |

Special Note: In respect of erected tents and marquees and of Portaloos the perils covered are restricted to Fire Explosion Lightning and Aircraft

Exclusions: -

The first £250 of each and every claim is excluded increased to £1000 in respect of subsidence ground heave or landslip and to £500 in respect of theft of property from marquees and tents

Loss of use loss or of market value for any reason

Loss or damage caused by mechanical or electrical faults failures breakdowns or derangements

Loss or damage caused by wear tear deterioration insect vermin mildew wet & dry rot woodworm atmospheric conditions corrosion act of light heat or any other gradually operating cause

Damage to tyres from breaking or by punctures cuts or bursts

Loss of or damage to a model caused by failure of a radio control system or by a model going out of radio range

Loss of or damage to model aircraft occasioned whilst taking off, flying or landing

Damage to a model including its boiler caused by there being insufficient water in the boiler

Loss of or damage to your property resulting from someone taking it by fraud or trickery

Damage to fences caused by storm

Theft of money or securities of any description

Loss or damage following theft (which shall be deemed to include attempted theft) is covered only if the theft is-

- 1) following forcible and violent entry to or exit from a building
- 2) following actual or threatened assault or violence
- 3) when the property is not in a locked building and is being individually attended by the owner or person in charge
- 4) from a tent or marquee whilst the tent or marquee is occupied by at least two able bodied adults authorised by you or by the property owner or by the person in charge
- 5) from an unattended vehicle or trailer subject to:
 - a) all doors windows and openings of the vehicle or trailer being properly fastened and locked, with any fitted alarms and immobilisers being set and in operation
 - b) the trailer being locked to the towing vehicle and if detached from the towing vehicle being immobilised by a lock on the towing hitch, or by a wheel clamp, or by removing a wheel from each axle.

Physical Security Standard – The Physical Security Standard must be implemented at all premises within 8 weeks of the cover commencing. Failure to implement these requirements may result in a claim not being paid.

Doors – In respect of all doors (including wicket gates) and internal doors leading to other premises or part of premises not occupied by you: -

Timber & Steel doors to be secured by either (i) a mortice deadlock conforming to BS3621 together with a compatible boxed striking plate, or (ii) a close shackle padlock with a minimum shackle thickness of 10mm together with the manufacturer's corresponding locking bar, or for doors other than the final exit (iii) two key operated security bolts for doors one fitted approximately 300mm from the top of the door and the other approximately 300mm from the bottom.

Aluminium and UPVC doors to be secured by a cylinder operated mortice deadlock or multipoint locking mechanism.

Roller Shutter doors to be secured by either (i) two cylinder operated shutter locks with one lock fitted at either end of the shutter, or (ii) a close shackle padlock with minimum shackle thickness of 10mm together with the manufacturer's corresponding locking bar.

Horizontal Sliding or Folding doors to be secured either by (i) a hook bolt mortice deadlock, or (ii) a close shackle padlock with minimum shackle thickness of 10mm together with the manufacturer's corresponding locking bar.

Double Leaf doors – the final closing leaf to be secured by the appropriate locks as detailed above, the first closing leaf to be secured by flush bolts or key operated security bolts top and bottom throwing in to the framework and sill.

Outward Opening doors (applicable to timber and steel doors only) – in addition to the appropriate locks and bolts detailed above, each outward opening door to be fitted with hinge bolts top and bottom.

The above requirements do not apply to any door officially designated as a fire exit by the fire authority.

Windows – each ground floor and basement opening window or skylight and other windows or skylights accessible from decks, roofs, balconies, canopies, fire escapes or downpipes to be secured by a key operated lock fitted independently of the existing fastener unless the lock forms part of the original fastener design. This requirement does not apply to any window or skylight which is either (i) protected by solid steel bars, grilles, lockable gates, expanded metal or weld-mesh or, (ii) officially designated as a fire exit by the fire authority.

Electronic Office Equipment – In respect of each individual item of portable electronic office equipment with a replacement value between £1,000 and £2,500 to be either (i) permanently and prominently marked with the owner's name (or company logo) and postcode, or (ii) securely anchored to the desk, workstation or to the structure of the building by a lock down device. In respect of each individual item of portable electronic office equipment with a replacement value over £2,500 to be securely anchored to the desk, workstation or to the structure of the building by a lock down device. Keys to lock down devices must be removed from the premises or alternatively held in a locked security safe, the combination/keys to which must be removed from the premises, whenever the premises are left unattended.

Portable Power Tools – In respect of portable power tools with a combined replacement value over £2,500 all portable power tools when not in use to be kept within a metal box or cabinet securely anchored to the floor or structure of the building. The metal box or cabinet to be secured by either (i) a mortice deadlock conforming to BS3621 together with a compatible boxed striking plate, or (ii) a close shackle padlock with a minimum shackle thickness of 10mm together with the manufacturer's corresponding locking bar.

Intruder Alarm – It is recommended that your premises are protected by an intruder alarm installed and annually maintained by a NACOSS approved installer. Where the total sum insured for Tools and Equipment and General Contents, Workshop Machinery and Stock exceeds £50,000 it is a requirement that your premises are protected by a Red Care intruder alarm with GSM signalling installed and annually maintained by a NACOSS approved installer

Loss or damage resulting from Boiler Explosion: The insurers shall not be liable for injury or damage caused by boiler or pressure vessel explosion unless:

- a) the boiler or pressure vessel concerned has at the time of the incident a valid thorough examination certificate issued against a suitable Written Scheme of Examination drawn up by either an inspection authority affiliated to the Safety Assessment Federation (SAFed) or by the National Traction Engine Trust or
- b) the boiler or pressure vessel concerned has at the time of the incident a valid certificate of hydraulic test and a valid certificate of annual examination and steam test both issued following examinations conforming with the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions or
- c) the vessel concerned is a small boiler namely that it has a capacity of not more than 3 bar litres or the vessel concerned is a gas tank with a capacity of not more than 180ml when cover shall be in force whether or not a valid thorough examination certificate has been issued or
- d) the boiler or pressure vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid thorough examination certificate has been issued.

Note: It is recommended that small boiler safety valves are tested at least every 12 months in order to ensure correct operation at the correct release pressure and that the boiler the engine and the pipework installation are also checked at least every 12 months.

Reinstatement/Indemnity The policy is written on a reinstatement basis which means that in the event of a claim the amount paid by the insurance company will be the replacement as new value or reinstatement value, at the time of the loss, of the damaged or destroyed items. It therefore follows that the sum insured shown for each item should be the current replacement as new or rebuilding value. The exception to that is Sub-Section D - Workshop Machinery where the basis of settlement is indemnity which means that the sum insured should represent what it would cost to replace the machinery with similar machinery of a similar age and a similar condition

In common with other commercial insurance policies cover is subject to the underinsurance clause which means that unless the sum insured is 100% of the value at risk the claim payment will be reduced by the same proportion that the sum insured bears to the value at risk. Expressed as a formula: -

$$\frac{\text{Sum Insured}}{\text{Value at Risk}} \times \text{Amount of Claim} = \text{Settlement Amount}$$

Example: - $\frac{\text{Sum Insured (say) } \pounds 12,000}{\text{Value at Risk (say) } \pounds 15,000} \times \text{Amount of Claim (say) } \pounds 10,000 = \text{Settlement Amount } \pounds 8,000$

The example shows that selecting correct sums insured is imperative if claims are to be fully settled. The section has 6 sub-sections and a separate sum insured must be selected for those sub-sections required.

- A. Buildings
 - 1) Buildings of standard, mainly non combustible, construction i.e. brick stone or concrete built and roofed with slates or tiles
Sum insured to be current rebuilding value
 - 2) Buildings of non standard construction i.e. any other combination of building or roofing materials
Sum insured to be current rebuilding value
- B. Walls gates & fences
Sum insured to be current rebuilding value
- C. Tools, Equipment, Fixtures and Fittings and General Contents and Office Contents (excluding Workshop Machinery which should be covered under sub-section D and Stock which should be covered under section E) including, if applicable, landlords fixtures and fittings, tenants improvements and decorations at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions including thereto and therefrom (sum insured to be current replacement value)
- D. Workshop Machinery at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions including thereto and therefrom (sum insured to represent replacement with machinery of a similar model age and condition)
- E. Stock including raw materials and goods held in trust or for which you are responsible at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions or on loan for demonstration purposes including thereto and therefrom (sum insured to be current market value)

Claims - Claims involving theft must be reported to the police.

In respect of models (locomotives, riding cars/rolling stock traction engines etc) the amount payable in the event of a total loss claim (for example a theft) will not exceed the sum insured and the amount payable in the event of a partial loss claim (for example damage to the model) will be: -

- a) if repairs are to be carried out by the you - 200% of the cost of materials for repair
- b) if repairs are to be carried out by a third party – invoice cost limited to the sum insured (comparative estimates will be required)
- or
- c) a combination of a) and b)

Loss of Value following Repair to a Model: Insurers will only commit to repairing a model or to pay its market value not to paying for any reduction in its value as a result of having been involved in an accident and/or theft

In the event of a claim for a model, other than a theft claim, you will retain ownership of the model.

SECTION 2 - BUSINESS INTERRUPTION

What is Insured: Cover for the loss of Gross Profit that would occur if your business activities at your premises were interrupted following an insured incident at your premises, for example, a fire. This section also covers increased cost of working. The incident must have been caused by one of the insured perils which are the same as those covered in section 1 namely: -

- a) Fire, Explosion, Lightning & Aircraft
- b) Earthquake
- c) Riot/Civil Commotion/Malicious Damage
- d) Storm, Flood, Escape of water from any tank apparatus or pipe
- e) Impact by any Road and/or Rail vehicle
- f) Sprinkler Leakage
- g) Theft
- h) Subsidence ground heave or landslip
- i) Any other accident (which includes accidental damage)

The section also provides cover for closure of your premises as a result of a notifiable human disease manifesting itself at the premises, injury or illness arising from foreign or injurious matter in food or drink supplied, closure of the whole or part of your premises by the Public Authority consequent upon defects in drains or other sanitary equipment, murder or suicide on your premises, vermin and pests at your premises and loss destruction or damage to property in the vicinity of your premises which prevents or hinders the use of or access to your premises.

The indemnity period (i.e. the period during which a claim will be paid) is 12 months and commences from the date of the fire or incident which gives rise to the claim. The sum insured for the section must be your anticipated annual gross profit (gross profit is defined as Turnover plus closing stock less purchases plus opening stock).

The underinsurance clause applies to this section in the same way that it applies to section 1.

SECTION 3 - ROAD TRAILERS

What is Insured: Your road trailer if damaged stolen or taken without your permission anywhere in the United Kingdom or Europe. The perils covered are: -

- | | |
|---|---|
| a) Fire, Explosion, Lightning & Aircraft | f) Sprinkler Leakage |
| b) Earthquake | g) Theft |
| c) Riot/Civil Commotion/Malicious Damage | h) Subsidence ground heave or landslip |
| d) Storm, Flood, Escape of water from any tank apparatus or pipe | i) Any other accident (which includes accidental damage) |
| e) Impact by any Road and/or Rail vehicle | |

Exclusions: -

The first £100 of each and every claim is excluded increased to £500 if the trailer is not fitted with either a wheel clamp or a hitchlock

Loss of use loss or of market value for any reason

Loss or damage caused by mechanical or electrical faults failures breakdowns or derangements

Loss or damage caused by wear tear deterioration insect vermin mildew wet & dry rot woodworm atmospheric conditions corrosion act of light heat or any other gradually operating cause

Damage to tyres from breaking or by punctures cuts or bursts

Loss of or damage to your trailer resulting from someone taking it by fraud or trickery

Theft of money or securities of any description

Loss of Value following Repair: Insurers will only commit to repairing a trailer or to pay its market value not to paying for any reduction in its value as a result of having been involved in an accident and/or theft

When the trailer is left unattended and unattached from the towing vehicle it is required that the trailer is fitted with either a wheel clamp or a hitchlock. The trailer will still be covered if this requirement is not met however if the trailer is stolen the usual £100 excess will be increased to £500. Although this security requirement does not apply when the trailer is attached to the towing vehicle the insurance of the trailer contents, insured under Section 1 of this policy, does require additional security when the trailer is left unattended and loaded. It should be noted that many trailer thefts occur in lay-bys and motorway service areas.

Also included is cover for the hire of an alternative trailer following theft or damage to the trailer insured subject to a maximum amount of £20 per day (maximum 10 days). The need for an alternative trailer must be a modelling & model engineering business related activity.

Driving a car or van with a trailer: All drivers who passed a car test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means that they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM (Maximum Authorised Mass). They also have the entitlement to drive a minibus with a trailer over 750kgs MAM. Drivers who passed their car test on or after 1 January 1997 are required to pass an additional driving test in order to gain entitlement to category B+E which allows them to tow caravans and trailers.

If you require more information about driving a car or a van with a trailer you should obtain the Driver and Vehicle Licensing Agency (DVLA) factsheet INF30 'Towing Trailers in Great Britain'

Towing Vehicle's Motor Insurance: The class of use on some motor insurance policies, particularly motor insurance policies issued on a van, does not automatically include the towing of trailers. It is therefore recommended that before towing a trailer the motor insurance policy of the towing vehicle is checked in order to confirm that the towing of trailers is permitted. Public liability insurance cover for the trailer falls under the towing vehicle's insurance policy whilst the trailer is attached.

SECTION 4 – PUBLIC LIABILITY, PRODUCTS LIABILITY and EMPLOYERS LIABILITY

PUBLIC LIABILITY - Public liability is liability to third parties. It is liability that arises following damage to third party property or injury to third party persons (injury means bodily injury, mental injury, death, disease, illness, wrongful arrest or false imprisonment) arising out of your business anywhere Worldwide. You may select the indemnity limit required from £2,000,000 to £5,000,000 in £1m increments. The limit of indemnity for Public Liability cover applies to any one event.

Legal defence costs are included with an indemnity limit of £250,000 representing the total amount payable in respect of all costs and expenses arising out of claims during any period of insurance.

The following restrictions/conditions should be noted: -

1. In respect of railways cover applies to model or miniature railway locomotives, rolling stock and trackwork not exceeding 2ft gauge

2. Road Traffic Act cover is not provided (cover is available separately)

3. Loss or damage resulting from Boiler Explosion: The insurers shall not be liable for injury or damage caused by boiler or pressure vessel explosion unless:

a) the boiler or pressure vessel concerned has at the time of the incident a valid thorough examination certificate issued against a suitable Written Scheme of Examination drawn up by either an inspection authority affiliated to the Safety Assessment Federation (SAFed) or by the National Traction Engine Trust or

b) the boiler or pressure vessel concerned has at the time of the incident a valid certificate of hydraulic test and a valid certificate of annual examination and steam test both issued following examinations conforming with the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions or

c) the vessel concerned is a small boiler namely that it has a capacity of not more than 3 bar litres or the vessel concerned is a gas tank with a capacity of not more than 180ml when cover shall be in force whether or not a valid thorough examination certificate has been issued or

d) the boiler or pressure vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid thorough examination certificate has been issued.

Note: It is recommended that small boiler safety valves are tested at least every 12 months in order to ensure correct operation at the correct release pressure and that the boiler the engine and the pipework installation are also checked at least every 12 months.

4. Pollution and contamination is excluded unless the pollution and contamination emanated from an identifiable single source and occurred at an identifiable time.

5. Models must be driven or operated with reasonable care for and attention to the safety of other persons and property and to comply with any statutory enactment or instrument, bye law or other regulation.

6. Indemnity will not apply to legal liability arising out of advice design or specification provided for a fee

Abuse: Insurers shall not be liable for claims arising from abuse

Abuse shall mean: -

- a) acts of hurting or injuring mentally or physically by maltreatment or ill-use
- b) acts of forcing sexual activity rape or molestation, or
- c) repeated or continuing contemptuous coarse or insulting words or behaviours

Asbestos: Fear of asbestos and removal Costs Exclusion:

Asbestos shall mean crocidolite amosite chrysotile fibrous actinolite fibrous anthophyllite or fibrous temolite or any mixture containing any of those materials

Asbestos Dust shall mean fibres or particles of asbestos

Asbestos Containing Materials shall mean any material containing Asbestos or Asbestos Dust

Indemnity will not apply to legal liability for bodily injury or mental injury to or death disease or illness of any person employed arising out of and in the course of employment by the insured in the business

Indemnity will not apply to legal liability for the costs of remedying

- a) any defect or alleged defect
- b) the presence of Asbestos, Asbestos Dust, or Asbestos containing Materials in premises disposed of by the insured

Indemnity will not apply to legal liability for mental injury or fear of suffering bodily injury death disease or illness arising out of actual or suspected exposure to Asbestos, Asbestos Dust or Asbestos Containing Materials

Indemnity will not apply to legal liability for the costs of management (including those of any persons under statutory duty to manage) removal repair alterations recall replacement or reinstatement of any property or part thereof arising out of the presence of Asbestos, Asbestos Dust or Asbestos Containing Materials

Terrorism Exclusion: The Company shall not be liable for injury or loss of or damage to Property in respect of legal liability arising directly or indirectly out of terrorism.

Terrorism shall mean an act of any person acting on behalf of or in connection with any individual or organisation which carries out activities directed towards the overthrowing or influencing by force or violence of Her Majesty's government in the United Kingdom or any government de jure or de facto.

Excess: The section is subject to a £250 excess in respect of damage to third party property. It is strongly recommended that spark arresters are fitted to chimneys, that handholds are fitted to passenger carrying trailers/rolling stock and that non-slip paint is used on any non-upholstered passenger seating.

Locomotives - Driving: - Within the geographical limits of the United Kingdom any person authorised by you aged 16 or over may drive any model owned by you and also any model in your custody or control. There is no upper age limit for drivers.

Within the geographical limits of the United Kingdom any person authorised by you aged under age 16 may drive any model owned by you and also any model in your custody or control

It should be noted that insurance as required by the Road Traffic Act is not provided

Locomotives - Use: - Authorised drivers age 16 or over may carry as passengers members of the general public either gratuitously or fare paying

Authorised drivers under the age of 16 may not carry as passengers members of the public whether gratuitously or fare paying but may carry as passengers fellow authorised drivers and/or members of a bona fide model engineering club or society and/or members of their own family providing the authorised driver under age 16 is supervised by a responsible and competent authorised driver age 16 or over and all reasonable precautions are taken.

Negligent Acts of Passengers: - Cover extends to include your liability arising out of the negligent acts of passengers

Gas Turbine Locomotives: Cover extends to include gas turbine powered locomotives

Health and Safety Executive: - Cover for legal expenses incurred defending Health & Safety Executive prosecutions is included in the policy cover. There is, however, no cover for any fines imposed.

PRODUCTS LIABILITY - Provides cover, worldwide excluding United States of America and Canada, for your liability for death or injury to third parties and for loss or damage to third party property arising out of any product supplied by you.

Cover in respect of advice and design is excluded (see Section 9 – Professional Indemnity)

The indemnity limit chosen for Public Liability will apply also to Products Liability but it should be noted that the limit of indemnity for Products Liability cover applies to any one event and in any one period of insurance.

Legal defence costs are included with an indemnity limit of £250,000 representing the total amount payable in respect of all costs and expenses arising out of claims during any period of insurance.

EMPLOYERS LIABILITY – This section provides cover in accordance with the Employers Liability (Compulsory Insurance) Regulations 1998 for your legal liability for damages in respect of injury to employees, staff, volunteers and helpers including labour only subcontractors. The limit of indemnity provided is £10,000,000

Terrorism Endorsement – The claims for injury to employee limit of liability arising directly or indirectly out of terrorism shall not exceed £5,000,000
Definition of Terrorism – Terrorism shall mean any act of any person acting on behalf of or in connection with any individual or organisation which carries out activities directed towards the overthrowing or influencing by force or violence of Her Majesty's government in the United Kingdom or any government de jure or de facto

Legal defence costs are included with an indemnity limit of £250,000 representing the total amount payable in respect of all costs and expenses arising out of claims during any period of insurance.

Certificate of Insurance - A Certificate of Employers Liability Insurance will be issued

SECTION 5 - PERSONAL ACCIDENT

If the insured person (partner, director, employee or volunteer helper) sustains accidental bodily injury, which within two years, is the sole cause of death or disablement the insurers will pay the appropriate benefit to the insured. The geographical limits are Worldwide.

If the insured person suffers death or disablement as the result of exposure to the elements the insurers will consider that as having been caused by accidental bodily injury. Bodily injury does not include sickness or disease or any naturally occurring condition or degenerative process or the result of a gradually operating cause (this means that death by a heart attack, for example, is not covered).

It is not necessary to name individuals only to declare the total number of partners directors employees or volunteer helpers.

The operative time of the cover is while the insured person is undertaking his/her duties for and on behalf of the business. There are three categories of insured person: -

- A - Any partner employee or volunteer helper aged 16 to 64 inclusive
- B - Any partner employee or volunteer helper aged under 16
- C - Any partner employee or volunteer helper aged 65 or over

The schedule of benefits is: -

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
1. Death	£10,000	£ 2,000	£ 4,000
2. Loss of two or more limbs or both eyes or one of each	£10,000	£ 2,000	£ 4,000
3. Loss of one limb or eye	£10,000	£ 2,000	£ 4,000
4. Permanent Total Disablement other than by loss of limb or eye from gainful employment of any and every kind	£10,000	£ 2,000	£ 4,000
5. Temporary Total Disablement from usual occupation payable for a maximum of 104 weeks not necessarily consecutive	£100 per week	Nil	Nil
6. Whilst attending hospital either as an in patient or as an out patient payable for a maximum of 13 weeks not necessarily consecutive	Nil	Nil	£50 per week

Exclusions to the cover are: -

- 1. if bodily injury results from:-
 - A) the insured person engaging in or practising for any of the excluded activities which are: -

Aqualung diving	Motorcycling as a rider or passenger
Flying other than as a passenger or as a member of the crew or in order to carry out work in the aircraft	Mountaineering or cliff or rock climbing
Football other than association football as an Amateur	Parachuting
Hangliding	Potholing
Hunting on horseback	Racing other than on foot or in dinghies
Motor competitions	Winter sports other than curling or skating
 - B) the insured person committing or attempting to commit suicide
 - C) war invasion act of foreign enemy etc
- 2. if bodily injury or death or disablement is the result of or is contributed by the insured person having taken a drug unless it is taken on proper medical advice and is not for the treatment of drug addiction or
- 3. if death or disablement is the result of or contributed to by the pregnancy (including childbirth) of the insured person

SECTION 6 - MONEY

The section provides cover in Great Britain or Europe for cash and extends to include whilst on your premises during business hours, in transit, in an adult person's custody and also whilst in a private dwelling. The limits of cover are: -

1. Cash whilst in the insured's premises when open for business	£1,500
2. Cash whilst in the insured's premises when not open for business	£250
3. Cash in transit or whilst in the custody of an authorised responsible adult person other than whilst in a private dwelling	£1,500
4. Cash whilst at the private dwelling of an authorised responsible adult person: -	
a) whilst the private dwelling is occupied by a responsible adult person	£1,500
b) whilst the private dwelling is not occupied by a responsible adult person	£750

There is a £25 excess each and every claim

SECTION 7 – DIRECTORS AND OFFICERS LIABILITY

Directors and Officers can incur personal liability arising out of any act which is negligent, outside their authority or in breach of duty or trust. Such liability may not necessarily follow an incident covered under Section 4 Public, Products and Employers Liability. The increasingly litigious society in which we live means that the possibility of legal action being taken against Directors and Officers is increasing as the years go by – and the responsibilities can be onerous, the personal liability extends to include all personal assets of the Director or Officer and in a worse case scenario could lead to the bankruptcy of the Director or Officer. The costs of rebutting even a frivolous claim could be significant. Claims scenarios are notoriously difficult to predict - they could include:-

- Corporate Manslaughter
- Pollution
- Health & Safety
- Libel & Slander
- Failure to arrange adequate insurance cover
- Financial Irregularity
- Breach of Trust
- Negligent Acts or Omissions

The Limit of Indemnity provided is either £500,000 or £1,000,000 and cover extends to include all past, present and future directors and officers.

Claims arising out of or by reason of employment, employees, Inland Revenue or Customs & Excise are excluded but they can be included subject to separate arrangements and a premium quotation will be provided on request.

Territorial Limits – Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Claims: Notice of a claim or of circumstances which may give rise to a claim must be reported to Walker Midgley Insurance Brokers as soon as practical after the claim is received or after a possible claim is discovered. You must not admit any liability, enter in to any settlement agreements or incur any defence costs without the prior consent of Royal & Sun Alliance Insurance plc

Cover under this section cannot be taken in isolation and must be taken in conjunction with Section 4 – Public Liability, Products Liability and Employers Liability.

SECTION 8 – GOODS IN TRANSIT

This section provides all risks cover for merchandise or goods used in connection with the business whilst in transit to or from anywhere in the world including sea or air transits by the following Methods of Conveyance: -

- a) Vehicles owned or operated by the insured
- b) Carriers other than the insured by means of road rail or air freight

In Transit: -

In respect of Method of Conveyance a) whilst the property is being loaded upon carried by temporarily housed upon or being unloaded from the vehicle and concluding when the property has either been placed at the premises or receipt acknowledged by the consignee. This shall include a period of temporary garaging not exceeding 30 days during the journey

In respect of Method of Conveyance b) whilst the property is in the custody or control of the carrier until delivered to the consignee's premises and receipt acknowledged or in the case of a return transit placed at the insured's premises. This shall include a period of temporary garaging not exceeding 30 days during the journey

It should be noted claims in respect of loss of or damage to goods from or in vehicles owned or operated by the insured whilst the vehicle is left unattended or theft of the loaded vehicle are covered only if the vehicle is securely locked and the vehicle is fitted with an immobiliser and an alarm covering both the cab area and the load area and the immobiliser and the alarm are both set and in operation

The liability of the insurer in respect of damage arising out of one single event at any one location to any one load or combination of loads of Property in Transit shall not exceed the chosen sums insured

In respect of Method of Conveyance b) the insured shall obtain a receipt from the carrier for all the property sent and if requested by the insurer produce it in the event of a claim

Exclusions:

The first £100 of each and every claim

Loss or damage arising out of or attributable to defective or inadequate packing or insufficient addressing

Delay confiscation requisition embargo or nationalisation by order of the government or any public authority

Mechanical and/or electrical derangement or breakdown

Wear and tear deterioration contamination mildew damp rust corrosion oxidation discolouration denting bending bruising insect or vermin

Property carried by the Insured for hire or reward

The underinsurance clause applies to this section in the same way that it applies to section 1.

SECTION 9 – PROFESSIONAL INDEMNITY

This section provides indemnity to you against loss arising from any claim or claims made and reported to the insurers during the policy period by reason of any neglect error or omission committed in the giving of advice on miniature railways up to 2ft gauge and/or design of miniature railways up to 2ft gauge and/or general model engineering advice and design. Cover excludes any design or advice given in USA or Canada.

It is a condition of this insurance that you keep full and proper record of any design or advice given. The retroactive date of cover will be 2 years prior to the inception date of cover under this section. This means that the policy cover will include any claim arising out of any design or advice given in the two years preceding cover being granted under this policy

The limit of indemnity is £1,000,000 for each and every claim including defence costs incurred with the prior consent of insurers.

Excess - There is a costs inclusive excess of £500 each and every claim

Cover under this section cannot be taken in isolation and must be taken in conjunction with Section 4 – Public Liability, Products Liability and Employers Liability

TERRORISM EXCLUSION

The insurance provided by Sections 1, 2, 3, and 6 does not cover Damage or loss resulting from Damage occasioned by or happening through or in consequence directly or indirectly of: -

- a) terrorism regardless of any other cause or event contributing concurrently or in any other sequence to the loss and
- b) in Northern Ireland civil commotion

This policy also excludes damage or loss resulting from damage directly or indirectly caused by resulting from or in connection with any action aimed in controlling preventing suppressing or in any way relating to an act of Terrorism

Terrorism means acts of persons acting on behalf of or in connection with any organisation which carries out activities directed towards the overthrowing or influencing by force or violence of Her Majesty's government in the United Kingdom or any other government de jure or de facto

In any action suit or other proceedings where the insurers alleges that by reason of this exclusion any damage or loss resulting from damage is not covered by this policy the burden of proving that such damage or loss is covered shall be upon the insured

Data Protection Notice - Please read the following carefully as it contains important information relating to details that you may give us. You should show this notice to any other party related to this insurance. We are required to send you this information to comply with current Data Protection legislation. It explains how Royal & Sun Alliance Insurance may use your details and tells you about the systems they have in place that allow them to detect and prevent fraudulent applications and claims. The savings that they make help them to keep premiums and products competitive.

Data Protection Act 1998 - All personal information supplied by you will be treated in confidence by Royal & Sun Alliance Insurance Group of companies and will not be disclosed to any third parties except where your consent has been received or where permitted by law. In order to provide you with products and services this information will be held in the data systems of Royal & SunAlliance Insurance Group of companies or agents or subcontractors. The Royal & SunAlliance Group of companies may pass your personal information to other companies for processing on its behalf. Some of these companies may be based outside Europe in countries which may not have laws to protect your personal information, but in all cases the Group will ensure that it is kept securely and only used for the purpose for which you provided it. Details of the companies and countries involved can be provided to you on request.

Fraud Prevention, Detection & Claims History - In order to prevent and detect fraud Royal & Sun Alliance may at any time share information about you with other organisations and public bodies including the Police, check and/or file your details with fraud prevention agencies and databases, and if you give Royal & Sun Alliance false or inaccurate information and they suspect fraud, they will record this. Royal & Sun Alliance and other organisations may also search these agencies and databases to a) help make decisions about the provision and administration of insurance, credit and related services for you and members of your household, b) trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies, c) check your identity to prevent money laundering, unless you furnish other satisfactory proof of identity, d) undertake credit searches and additional fraud searches. Royal & Sun Alliance can supply on request further details of the databases they access or contribute to (see below – How to contact Royal & Sun Alliance).

Claims History - Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti-Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help Royal & Sun Alliance to check information provided and also to prevent fraudulent claims. When they deal with a request for insurance, they may search these registers. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to a claim. When you tell us about an incident, insurers will pass information relating to it to the registers. They may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

How to contact Royal & Sun Alliance - On payment of a small fee you are entitled to receive a copy of the information Royal & Sun Alliance hold about you. If you have any questions, or you would like to find out more about this notice you can write to The Data Protection Liaison Officer, Royal & Sun Alliance Insurance plc, Customer Relations Office, Bowling Mill, Dean Clough Industrial Park, Halifax HX3 5WA

ELECTRONIC DATA EXCLUSION

Notwithstanding anything stated herein to the contrary and subject always to the terms exceptions and conditions of the Policy this insurance does not cover: -

- A. Damage to Data which shall include but not be limited to
 - 1) damage to or corruption of Data whether in whole or in part
 - 2) unauthorised appropriation of use of access to or modification of Data
 - 3) unauthorised transmission of Data to any third parties
 - 4) damage arising out of any misinterpretation use or misuse of Data
 - 5) damage arising out of any operator error in respect of Data
- B. Damage to the property insured (if insured) or money (if insured) arising directly or indirectly from
 - 1) the transmission or impact of any Virus
 - 2) unauthorised access to a System
 - 3) interruption of or interference with electronic means of communication used in the conduct of the Insured's Business including but not limited to any diminution in the performance of any website or electronic means of communication
 - 4) failure of a System
 - 5) anything described in A) above

But in respect of B.1, B.2, B.3 and B.4 this shall not exclude subsequent damage which itself results from any of the covers insured provided that such damage does not arise by reason of any malicious act or omission.

Definitions: -

Damage	means loss or destruction or damage
Data	means information represented or stored electronically including but not limited to code or series of instructions operating systems software programs and firmware
Failure of a System	means the complete or partial failure or inability whether in terms of availability functionality and/or performance or otherwise whether or not owned by the insured to operate at any time as described as specified or as required in the circumstances of the insured's business activities
System	includes computers other computing and electronic equipment linked to computer hardware electronic data processing equipment Microchips and anything which relies on a Microchip for any part of its operation and includes for the avoidance of doubt any computer installation
Microchip	a unit of packaged computer circuitry manufactured in a small scale and made for program logic and/or computer memory purposes and expressly including integrated circuits and microcontrollers
Virus	programming code designed to achieve an unexpected unauthorised and/or undesirable effect or operation when loaded onto a System transmitted between Systems by transfer between computer systems via networks extranets and internet or electronic mail or attachments thereto or via floppy diskettes or CD-ROMs or otherwise and whether involving self replication or not

Complaints Process - Royal & Sun Alliance Insurance plc

Royal & Sun Alliance aim to provide you with a first class service. If they have not delivered the service that you expect or you are concerned with the service provided they would like the opportunity to put things right.

Initially contact Walker Midgley Insurance Brokers Ltd, Yorkshire Bank Chambers, Fargate, Sheffield S1 2HD telephone 0114 250 2770 Fax 0114 250 2777 (email enquiries@walkermidgley.co.uk) If your complaint is against Royal and Sun Alliance Insurance plc alone, it will be passed to their nominated contact within 24 hours. This will also happen if we believe that we cannot resolve your complaint without the involvement of Royal and Sun Alliance Insurance plc or there is any query relating to the complaint. The complaints procedure of Royal and Sun Alliance Insurance plc will then apply.

If your complaint is not resolved or you are not happy with the response and course of action proposed by Royal and Sun Alliance Insurance plc, you can progress your complaint to Royal and Sun Alliance Insurance plc Customer Relations Office, whose address is Dean Clough Industrial Park, Bowling Mill, Halifax HX3 5WA Email: crt.halifax@uk.rsagroup.com Telephone: 0800 1076160 Fax: 01422 325146. A separate investigation will then be carried out in an attempt to resolve your complaint and a final decision issued. However if resolution is not possible they will issue a response within 8 weeks of your original complaint.

What to do if you are still not satisfied:

If you are still not satisfied Royal and Sun Alliance Insurance plc are regulated by the Financial Services Authority whose arbitration service is the Financial Ombudsman Service, and you may be able to refer your complaint to them at South Quay Plaza, 183 Marsh Wall, London E14 9SR Telephone: 0845 0801800 Email enquiries@financial-ombudsman.org.uk www.financial-ombudsman.org.uk). However, the Financial Ombudsman Service will not adjudicate on any cases where legal action has commenced or where a final decision has not been issued.

Your rights:

Your rights as a customer to take legal action remain unaffected by the existence or use of any complaint procedures referred to above. However the Financial Ombudsman Service will not adjudicate on any cases where litigation has commenced.

Registered Office:

The registered office of Royal & Sun Alliance Insurance plc is St Marks Court, Chart Way, Horsham, West Sussex RH12 1XL

Financial Services Compensation Scheme:

Royal & Sun Alliance Insurance plc is a member of the Financial Services Compensation Scheme (FSCS). This scheme provides compensation in case any of its members go out of business or in to liquidation and are unable to meet any valid claim under its policies. You may be entitled to compensation from the scheme if Royal & Sun Alliance are unable to meet their obligations. This depends on the type of business and the circumstances of the claim. The first £2000 of a claim is protected in full. Above this threshold, 90% of the remainder of the claim will be met. For compulsory classes of insurance 100% of the claim would be met without any upper limit. Further information about compensation scheme arrangements is available from the FSCS.

Cancellation Rights:

If having checked your policy you decide not to proceed with our insurance you have a statutory right to cancel it within 14 days starting on the date you receive your policy documentation. To cancel please write to the address or call the number shown on your policy documentation. On receipt of your notice and return of your Motor Insurance Certificate(s) we will refund any premiums paid, except when you have already made a claim under your policy.

Termination of the Contract:

You may cancel the contract by giving us 14 days notice in writing. If you cancel the policy you may be entitled to a refund of premium provided that no claim has been made during the current period of insurance.

We may cancel this policy by giving you at least 14 days notice at your last known address. If we cancel the policy, we will refund any premiums already paid for the remainder of the current period of insurance.

Royal & Sun Alliance Insurance plc (No. 93792). Registered in England and Wales at St Mark's Court, Chart Way, Horsham, RH12 1XL
Authorised and regulated by the Financial Services Authority

MEETING YOUR DEMANDS & NEEDS

The Modelling & Model Engineering Businesses Insurance Scheme allows you to choose the level of cover from a range of options. The choices you make will depend on your business circumstances. The covers listed below meet the demands & needs of those wishing to benefit from the following protection:

Section 1 – Property Damage	The structure and contents of your premises property against loss or damage by specified causes
Section 2 – Business Interruption	Loss of your Gross Profit by specified causes
Section 3 – Road Trailers	Loss or damage to road trailers by specified causes
Section 4a, 4b & 4c – Public Liability, Products Liability and Employers Liability	Your legal liability for injury to persons or damage to third party property
Section 5 – Personal Accident	Compensation for bodily injury to partners employees or volunteer helpers
Section 6 – Money	Theft or loss of cash
Section 7 – Directors & Officers Liability	Legal liability for any act which is negligent outside their authority or in breach of duty or trust
Section 8 – Goods in Transit	Loss or damage to merchandise or goods used in connection with the business whilst in transit
Section 9 – Professional Indemnity	Legal liability for any negligent act error or omission

Further details of these and other benefits can be found in pages 1 to 8 of this document.

For the Modelling & Model Engineering Businesses Insurance Scheme we use Royal & Sun Alliance Insurance plc who we have selected as offering value for money and quality service.

This statement does not form part of the terms and conditions of your policy.

WALKER MIDGLEY INSURANCE BROKERS LIMITED - TERMS OF BUSINESS:

By accepting these Terms of Business, you are giving your consent to the actions described in the following sections. Please read this document carefully.

COMPANY DETAILS: Walker Midgley Insurance Brokers Ltd, Yorkshire Bank Chambers, Fargate, Sheffield, S1 2HD Telephone: 0114 250 2770 Fax: 0114 250 2777. Walker Midgley Insurance Brokers Limited is authorised and regulated by the Financial Services Authority. Our Firm Reference Number (FRN) is 144231. You can check this on the FSA register by visiting the FSA's website www.fsa.gov.uk/register or telephone the FSA on 0845 606 1234.

OUR SERVICE: We offer a wide range of insurance products and have access to leading insurers in the marketplace. For the Select Insurance Cover for Model Engineering Businesses Insurance Scheme we have selected Royal Sun Alliance Insurance plc as offering value for money and quality service. We will explain the main features of the products and services that we offer you including details of the provider, main details of cover and benefits, any unusual restrictions or exclusions, any significant conditions or obligations and the period of cover. We will make a recommendation for you after we have assessed your needs, or advise you if we are unable to place your insurance. Our normal office hours are 9am to 5pm Monday to Friday.

CONFIDENTIALITY AND DATA PROTECTION: All information about you of a sensitive or personal nature will be treated as private and confidential. We will however use and disclose the information we have about you in the course of arranging, placing and administering your insurance. This may involve passing information about you to insurers, other intermediaries, risk management assessors, uninsured loss recovery agencies and other third parties involved (directly or indirectly) in your insurance. We may also pass information about you to credit reference agencies and premium finance providers in connection with the assessment of your financial standing generally and, in particular, where you have requested a premium instalment plan – this may include details of your payment record with us. We may also pass information about you to other companies with which we are associated. We or they may also use the information we hold about you to provide you with information on other products and services we or they can offer and which we or they feel may be of interest to you. If you do not wish to receive marketing information from us or them, or for us to disclose information about you to other parties for marketing purposes, please contact us immediately. In the interests of security and to improve our service, telephone calls you make to us may be monitored and /or recorded.

YOUR DUTY TO DISCLOSE INFORMATION: It is your responsibility to provide complete and accurate information to insurers when you take out an insurance policy, throughout the life of the policy, and when you renew your insurance. It is important that you ensure all statements you make on proposal forms, claim forms and other documents are full and accurate and we recommend that you keep a copy of all correspondence in relation to the arrangement of your insurance. Please also note that any renewal of insurance will be made in reliance upon the information provided by you in connection with your previous insurance policy – we will assume that such information remains correct unless you tell us otherwise. Please note that if you fail to disclose any material information to us and your insurers, this could invalidate your insurance cover and could mean that part or all of a claim may not be paid. You should take particular care to check the accuracy of all information you provide.

NOTIFICATION OF INCIDENTS/CLAIMS: It is essential to notify us immediately of all incidents that may result in a claim against your insurance policy. You must do so whether you believe you are liable or not. Any letter or claim received by you must be passed to us immediately, without acknowledgement. Only by providing prompt notification of incidents can your insurance company take steps to protect your interests. Your policy summary and/or policy document will provide you with details on who to contact to make a claim. Claims payment will be made in favour of you. If you require a payment to be made to a third party then you must confirm the required payee name and details and provide a brief explanation for your request. Please contact us for guidance on claiming under your policy.

CANCELLATION: Your policy document will detail your rights to cancel your insurance once you have taken it out. Depending on the type of policy you have purchased, you may be entitled to cancel within 14 or 30 days of either conclusion of the contract or receiving your policy documentation, whichever occurs later. Where you cancel a policy before renewal you will be responsible for paying a charge to meet the cost of cover provided and administration expenses. Please see the Charges section. To enable your insurer to process the cancellation, you will need to return certificates and any official documents to our office within 30 days of your notice to cancel.

COMPLAINTS: It is our intention to provide you with the highest possible level of customer service at all times. However we recognise that things can go wrong occasionally and if this occurs we are committed to resolving matters promptly and fairly. Should you wish to complain you may do so:

- In writing to the Complaints Manager Mr A P Wood
- By telephone on 0114 250 2770
- By Fax on 0114 250 2777
- By e-mail at enquiries@walkermidgley.co.uk
- In person by visiting our office (see above for address)

Should you not be satisfied with our final response, you may be entitled to refer the matter to the Financial Ombudsman Service (FOS). Further details will be supplied at the time of responding to your complaint.

SOLVENCY OF INSURERS: We cannot guarantee the solvency of any insurer with which we place business. This means that you may still be liable for any premium due and not be able to recover the premium paid, whether in full or in part, should an insurer become insolvent.

TERMS OF PAYMENT: Our payment terms are as follows (unless specifically agreed by us in writing to the contrary):

- New policies: immediate payment on or before the inception date of the policy
- Alterations to existing policies: immediate payment on or before the effective date of the change
- Renewals: due in full before the renewal date

If payment is not received from you in accordance with the above terms, we, or your insurer may be forced to cancel or lapse the relevant policy/policies, which could mean that part or all of a claim may not be paid. When renewal is invited and the policy is paid by monthly direct debit, we will issue a notice to you. To ensure you are not left without cover, the absence of a response to this notice will be deemed as your consent to cover being renewed automatically. If any direct debit or other payment due in respect of any credit agreement you enter into to pay insurance premiums is not met when presented for payment or if you end the credit agreement we will be informed of such events by the credit provider. If you do not make other arrangements with us to pay the insurance premiums you acknowledge and agree that we may, at any time after being so informed, instruct on your behalf the relevant insurer to cancel the insurance and to collect any refund of premiums which may be made by the insurer and if any money is owed under your credit agreement pay it to the credit provider or if we have already been debited with the amount outstanding use it to offset our costs. You will be responsible for paying any time on risk charge and putting in place any alternative insurance and/or payment arrangements you need.

Any payment we receive from you will be held by The Broker Network Ltd, which pays insurers on our behalf, in a Non Statutory Client Trust Bank Account held with RBS, HSBC or Alliance and Leicester. In some cases the payment we receive will be held on behalf of the provider with whom we arrange your policy as their agent. This means that any payment you make to us will be regarded as having been paid to the provider. This is known as risk transfer. By operating a Non Statutory Trust The Broker Network Ltd is permitted to, and may use such monies to cross fund clients premiums and claims. Please make all cheques payable to "The Broker Network Ltd" By instructing us to place insurance on your behalf you give your informed consent to these Client Money procedures. If there are any matters which you do not understand, or do not accept, you should discuss them with us before proceeding. We may pass the money you pay us to another intermediary. We will only do this where it is a necessary part of the process of arranging cover for you. Where this includes intermediaries outside the UK, the legal and regulatory regime may be different from that of the UK. In the event of the intermediary failing money may be treated differently than if it was held by an intermediary in the UK. You may notify us if you do not wish your money to be passed to a person in a particular jurisdiction. No interest will be payable to customers in respect of the client account. Any interest earned will remain in the ownership of The Broker Network Ltd.

FINANCIAL SERVICES COMPENSATION SCHEME (FSCS): We are covered by the Financial Services Compensation Scheme and you may be entitled to compensation from the scheme if we cannot meet our obligations. Further information about compensation scheme arrangements is available from the Financial Services Compensation Scheme at www.fscs.org.uk

CHARGES: In addition to the amount charged by insurers we also make charges to cover the administration of your insurance as detailed below: -

Non refundable arrangement fee	£16.00	Mid-Term Amendments	£16.00
Renewals	£16.00	Lost papers/documents	£16.00
Reissue of Cover	£16.00	Temporary change	£16.00

Where we arrange low or non-commission paying products, we will charge an arrangement fee not exceeding 30% of the premium, and will advise you of the actual amount at the time of quotation or renewal. These fees may be subject to change. Where there are changes, we will confirm this clearly and the actual amount will always be disclosed to you before you commit to purchasing the product. As insurance brokers we earn our income predominantly from commission paid to us by insurers based on the amount they charge you. You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing or renewing your insurance cover. We may occasionally receive additional remuneration from certain insurers for insurance policies we place with them. Please ask us should you require further information

REFUNDS: Where a policy is cancelled before renewal, insurers charge to cover their costs, with the balance refunded to you, subject to no claim having been made. The following scale of refund will apply: -

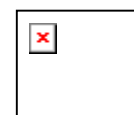
Period of Cover	Up to 120 days	121 to 150 days	151 to 180 days
% of Annual Premium Refunded	50%	40%	30%
Period of Cover	181 to 210 days	211 to 240 days	Over 241 days
% of Annual Premium Refunded	20%	10%	Nil

In the event of an adjustment giving rise to a return of premium the amount may be refunded or held to credit. Insurers reclaim commission paid to us when you cancel a policy before renewal or where there is a mid-term alteration to your policy which results in a refund of premium. The amount reclaimed is based on the number of days until the planned renewal date. As a consequence, we will make a deduction to the value of the commission reclaimed, from any return premium owing to you. For certain commercial insurance policies, insurers will only provide cover where the premium is due in full on inception of the policy. This means that no refund will be paid if the policy is cancelled before renewal. We will advise you if this affects you. In view of the cost involved in making changes to your policy we will not issue refunds of less than £31.50.

GENERAL: If any provision of these Terms is found to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and the remainder of the provision in question will not be affected. These Terms shall be governed by the laws of England and Wales and the parties agree herewith that any dispute arising out of it shall be subject to the exclusive jurisdiction of the relevant court. These Terms supersede all proposals, prior discussions and representations (whether oral or written) between us relating to our appointment as your agent in connection with the arranging and administration of your insurance. These Terms constitute an offer by us to act on your behalf in the arranging and administration of your insurance. In the absence of any specific acceptance communicated to us by you (whether verbal or written) you are deemed to accept our offer to act for you on the basis of these Terms, by conduct, upon your instructing us to arrange, renew or otherwise act for you in connection with insurance matters.



Authorised and regulated by the Financial Services Authority
 Yorkshire Bank Chambers, Fargate, Sheffield S1 2HD
 Tel 0114 250 2770 Fax 0114 250 2777 www.walkermidgley.co.uk



Schemes Intermediary
of the Year

For your protection telephone calls will be recorded and may be monitored

SELECT INSURANCE COVER FOR MODELLING & MODEL ENGINEERING BUSINESSES

Arranged by Walker Midgley Insurance Brokers & Underwritten by Royal & Sun Alliance Insurance plc

Quotation Request Form / Proposal Form

Full Name of Proposer (inc full trading title): -

Full Description of Business: -

Web address: -

Address of Business: -

Telephone:

Fax:

Post Code

Email Address:

Name and Address for correspondence: -
(if different from business address)

Telephone

Post Code

What date do you wish cover to commence?

SECTION 1 – PROPERTY DAMAGE

Do you require cover under this section?

Yes / No

If 'Yes' please state sums insured required: -

A Buildings including all outbuildings

1) Buildings of standard, mainly non combustible, construction (ie brick stone or concrete built and roofed with slates or tiles) Sum insured must be current rebuilding value £ _____

2) Buildings of non-standard construction (any other combination of building or roofing materials) Sum insured must be current rebuilding value £ _____

B Walls, gates and fences. Sum insured must be current rebuilding value £ _____

C Tools, Equipment, Fixtures and Fittings and General Contents and Office Contents (excluding Workshop Machinery which should be covered under sub-section D and Stock which should be covered under section E) including, if applicable, landlords fixtures and fittings, tenants improvements and decorations at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions including thereto and therefrom (sum insured to be current replacement value) £ _____

D Workshop Machinery at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions including thereto and therefrom (sum insured to represent replacement with machinery of a similar model age and condition) £ _____

E Stock including raw materials and goods held in trust or for which you are responsible at your premises or premises occupied by you and whilst in transit in or on a vehicle owned by you or operated by you or whilst at shows/exhibitions or on loan for demonstration purposes including thereto and therefrom (sum insured to be current market value) £ _____

SECURITY (see pages 1 & 2 of the prospectus)

Does the security of your doors, windows, electronic office equipment and portable power tools comply with the Physical Security Standard?

Yes / No

Do you have an intruder alarm installed?
(if 'Yes' please give details)

Yes / No

SECTION 2 - BUSINESS INTERRUPTION

Do you require cover under this section? Yes / No

If "Yes" please give the Gross Profit sum insured required £ _____

SECTION 3 – ROAD TRAILERS

Do you require cover under this section? Yes / No

If "Yes" please complete the following in respect of the trailer: -

Make / Model _____ Identification/VIN/Serial No _____

Year of Make _____ Sum Insured £ _____

SECTION 4 – PUBLIC LIABILITY / PRODUCTS LIABILITY / EMPLOYERS LIABILITY

Do you require cover under this section? Yes / No

1. Please describe fully the nature of your business and the products or services supplied

2. What limit of indemnity is required for Public / Products Liability?
(please tick appropriate box)

£2,000,000	£3,000,000	£4,000,000	£5,000,000
------------	------------	------------	------------

3. What is the anticipated total turnover for the business over the next 12 months
split between the following areas?
(NOTE: Products liability cover for USA/Canada is excluded)

United Kingdom £ _____

Europe £ _____

Rest of the World (excl USA/Canada) £ _____

SECTION 5 – PERSONAL ACCIDENT

Do you require cover under this section? Yes / No

If "Yes" please advise the total number of partners, directors, employees or
voluntary helpers _____

SECTION 6 – MONEY

Do you require cover under this section? Yes / No

SECTION 7 – DIRECTORS AND OFFICERS LIABILITY

(only available if Section 4 – Public/Products Liability has been selected)

Do you require cover under this section? Yes / No

If 'Yes' tick limit of indemnity required

£500,000	£1,000,000
----------	------------

Do you require cover for claims arising out of or by reason of employment, Employees, Inland Revenue or Customs & Excise? Yes / No
(If 'Yes' cover is subject to separate arrangements and a premium quotation will be provided on request)

SECTION 8 - GOODS IN TRANSIT

Do you require cover under this section? Yes / No
(NOTE: Stock in transit to and whilst at exhibitions/shows is covered under Section 1 Item E)

If 'Yes' please complete the following: -

Estimated total value of sendings by post, carrier or own vehicles to: -	United Kingdom	£ _____
	Europe	£ _____
	Rest of World (excl. USA/Canada)	£ _____

Maximum value any one parcel £ _____

Maximum value any one consignment £ _____

SECTION 9 – PROFESSIONAL INDEMNITY

(only available if Section 4 – Liability has been selected)

Do you require cover under this section? Yes / No

MONTHLY PREMIUM PAYMENT (only for premiums over £100)

Would like to pay your premium by monthly direct debit? Yes / No

If 'Yes' please give: -

Bank Account Name: _____

Bank Sort Code: _____

Bank Account Number: _____

LAW APPLICABLE TO THE POLICY The parties to the Policy have the right to choose the law applicable to the Policy. Unless the parties agree otherwise in writing any dispute concerning the interpretation of this Proposal or the Policy shall be governed and construed in accordance with English law and shall be resolved within the non-exclusive jurisdiction of the courts of England and Wales

GENERAL QUESTIONS

1. In respect of the Sections now proposed have you ever held insurance before? Yes / No

If "Yes" please state: -

Name of Insurer _____ Policy Number _____

2. During the last three years have you suffered any loss or damage whether covered by insurance or not? Yes / No

If "Yes" please give details

GENERAL QUESTIONS (continued)

3. During the last three years have any claims been made against you? Yes / No

If "Yes" please give details

4. Has any actual or alleged claim been made or prosecution brought against the Directors or Officers during the last 10 years in respect of any neglect, error, omission or other wrongful act committed in the capacity of director or officer whether in relation to the activities of your business or any other company in which the directors or officers hold or have held office? Yes / No

If "Yes" please supply separate details including any paid or outstanding amounts

PROPOSER'S DECLARATION

I/We declare that the information provided above and the following statements, including any modifications in e) below, whether written by me/us or by others on my/our behalf are true and complete to the best of my/our knowledge:-

- a) the property which is the subject of this proposal shall be kept in good order and condition
- b) no accidents losses or claims have arisen in the last 5 years whether insured or not.
- c) no insurer has declined my/our proposal, cancelled or refused to renew my/our policy or increased the premium or required special terms or conditions in respect of any of the risks proposed.
- d) I/we have not withheld any material fact (see IMPORTANT NOTE below).
- e) I/we wish to modify the above statements and give details below: -

- f) I/we understand that you will pass the information on this form and about any incident I/we may give details of to IDS Ltd and to ABI so that they can make it available to other insurers. I/we also understand that, in response to any searches you may make in connection with this application or any incident I/we have given details of, IDS Ltd and ABI may pass information it has received from other insurers about other incidents anyone has been involved in.

I/we agree that this Declaration, whether signed by me/us or caused to be signed for me/us, shall form the basis of the contract between Royal & Sun Alliance Insurance plc and myself/ourselves.

Signature of Proposer

Date

Print Name

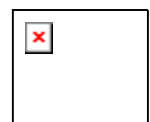
Position

Royal & Sun Alliance Insurance plc (No. 93792). Registered in England and Wales at St Marks Court, Chart Way, Horsham, RH12 1XL
Authorised and regulated by the Financial Services Authority

IMPORTANT NOTE: - Material Facts are those facts which are likely to influence an underwriter in the acceptance or assessment of this proposal and it is essential that you disclose them.

If you are in any doubt about whether a fact is material you should disclose it since failure to do so could invalidate your policy.
If you have chosen to pay your premium by monthly direct debit full details will be sent direct to you by Premium Credit Limited.
It is recommended that you keep copies of all correspondence and forms connected with this insurance.

 **Walker Midgley**
Insurance Brokers Ltd.
Authorised and regulated by the Financial Services Authority
Yorkshire Bank Chambers, Fargate, Sheffield S1 2HD
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