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Select Insurance Cover for Modelling & Model Engineering Clubs and Societies

Thank you for your enquiry.

Herewith are details of Select Insurance Cover for Modelling & Model Engineering Clubs and Societies. You will note that the public liability section provides cover for the club/society plus all members, including whilst they are 'on their own', anywhere in the UK and Europe and that several other covers are available including Boiler Testers Professional Indemnity Insurance and Directors & Officers Insurance.

The premium rates shown are valid until 31 January 2008.

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 CLUBS AND SOCIETIES

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

The Select Insurance Cover for Modelling and Model Engineering Clubs and Societies Insurance Scheme has a range of sections which provides the majority, if not all, of the insurance covers a club or society will need.

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 Clubs and Societies Insurance Policy is an annual policy. Sections may be taken as required (except Section 7 - Directors & Officers and Section 8 - Boiler Testers 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 (6% service charge, 17% 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 parameters of cover on a commercial insurance policy such as this policy are determined to a large extent by the description of the business and activities as noted on the policy. The description on the scheme policy is: - "modelling/model engineering association, modelling/model engineering clubs/societies, modelling/model engineering and modelling/model engineering activities of all and every kind"

The policy sections available are: -

- | | |
|--------------------------------------|--|
| 1. Property Damage | 4c. Personal Liability for Club/Society Officials |
| 2. Business Interruption | 5. Personal Accident |
| 3. Road Trailers | 6. Money |
| 4a. Public/Products Liability | 7. Directors & Officers Liability |
| 4b. Employers Liability | 8. Boiler Testers Professional Indemnity |



SECTION 1 - PROPERTY DAMAGE

What is Insured: Property owned by the club/society and/or for which they are responsible anywhere in the United Kingdom or Europe. The perils covered are: -

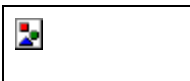
- | | |
|---|---|
| a) Fire, Explosion, Lightning & Aircraft | f) Sprinkler Leakage |
| b) Earthquake | g) Theft |
| c) Riot/Civil Commotion/Malicious Damage | h) Subsidence ground heave or landslip |
| d) Storm, Flood, Escape of water from any tank apparatus or pipe | i) Any other accident (which includes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

Necessary replacement of locks/keys following a claim under this section is included up to a limit of £500.

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 £100 of each and every claim is excluded increased to £1000 in respect of subsidence ground heave or landslip and to £200 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 being properly fastened and locked, with any fitted alarms and immobilisers being set and in operation
 - b) property carried in a trailer being locked to the trailer
 - c) 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.

The insurers shall not be liable for injury or damage caused by boiler or pressure vessel explosion or malfunction unless the vessel concerned has at the time of the incident a valid boiler/pressure vessel certificate.

For boiler tests conducted before 1st January 2006 the certificate must have been issued following a test in accordance with the testing procedures of the Northern Association of Model Engineers, the 7^{1/4}" Gauge Society, the Southern Federation of Model Engineering Societies, the Model Power Boat Association or by an authorised body according to the Pressure Systems Safety Regulations 2000 unless the vessel concerned is a small boiler namely that it has a capacity of not more than 0.80 litres with a safety valve release pressure of not more than 60psi or the vessel concerned is a gas tank with a capacity of not more than 180ml or the vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid boiler/pressure vessel certificate has been issued.

For boiler tests conducted on or after 1st January 2006 the certificates must have been issued following a test conforming with the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions, the Model Power Boat Association or by an authorised body according to the Pressure Systems Safety Regulations 2000 unless 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 or the vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid boiler/pressure vessel certificate has been issued.

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.

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 value, at the time of the loss, of the damaged or destroyed items regardless of the current actual value. It therefore follows that the sum insured shown for each item should be the current replacement or rebuilding value. The sum insured for sub section H (locomotives, riding cars, boats, aircraft, stationary engines and the like) should be based on the model's current market value, that is the price which could be obtained if the model was put up for sale or the price which would have to be paid to buy a similar model in a similar condition plus, if required, an amount in respect of professional repairs.

In common with other commercial type 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: -

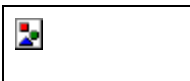
$$\frac{\text{Sum Insured}}{\text{Value at Risk}} \times \text{Amount of Claim} = \text{Settlement Amount}$$

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

The example shows that selecting correct sums insured is imperative if claims are to be fully settled.

The section has 10 sub-sections and, apart from sub section J which has a maximum sum insured of £30,000 per incident, a separate sum insured must be selected for those sub-sections required.

- A. Buildings, all outbuildings, stations, signals & signal boxes including all switchgear, track terminals, connecting cables, pipework, ducting and the like
 - 1) Buildings of standard, mainly non combustible, construction i.e. brick stone or concrete built and roofed with slates or tiles.
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured on the first £50,000 sum insured and £5.00 (inc 5% IPT) per £1,000 sum insured on any sum insured above £50,000
 - 2) Buildings of non standard construction i.e. any other combination of building materials or roofing materials
Premium rate £15.90 (inc 5% IPT) per £1,000 sum insured on the first £50,000 sum insured and £10.00 (inc 5% IPT) per £1,000 sum insured on any sum insured above £50,000
 - 3) Signals, switchgear, track terminals, connecting cables, pipework ducting and the like
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- B. Walls gates & fences
Premium rate £7.95 (inc 5% IPT) per £1,000 sun insured
- C. General contents of item A (excluding locomotives, riding cars etc which should be covered under sub-section H) including, if applicable, landlords fixtures and fittings, tenants improvements and decorations and property held in trust
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- D. Bridges
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- E. Fixed trackwork including turntables, traversers and the like
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- F. Portable trackwork
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- G. Portable Boat Pool/s
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured



- H. Locomotives, riding cars, boats, aircraft, stationary engines and the like, belonging to or the responsibility of the Society/Club (each item insured under this section must be individually mentioned and have a separate sum insured - several items of the same nature and value may be grouped together e.g. 7 riding cars at £500 each total £3,500)
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- I. Trophies, cups & the like (each item insured under this section must be individually mentioned and have a separate sum insured)
Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured
- J. Boilers, models (including boiler and model being tested) and other surrounding property belonging to any person damaged by reason of the explosion of a boiler undergoing a boiler test providing that the test is being conducted either by a duly elected boiler tester according to the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions, the boiler test procedure of the Model Power Boat Association or by an independent body according to the Pressure Systems Safety Regulations 2000
The sum insured for this item is up to a maximum of £30,000 any one incident and the cover is included without charge providing cover for all or any of items A to I of this section have been taken.

Special Note: In respect of trophies and cups etc the policy includes cover whilst in the possession of the holder but does not cover non-return by the holder

Special Note: The policy only covers models specified on the schedule. This means that there is no cover for models which are not specified, for example models belonging to members – separate cover is available for members to take out in their own name.

Claims - Claims involving theft must be reported to the police. It is recommended that clubs/societies photograph models and trophies etc and note any distinguishing features such as one-off modifications. Such information will be of considerable use in the event of theft.

In respect of models the amount payable in the event of a total loss claim (for example a theft) will be the sum insured and the amount payable in the event of a partial loss claim (for example damage to the model) will be: -

- if repairs are to be carried out by you - 200% of the cost of materials for repair until that amount exceeds 75% of the sum insured when the full sum insured will be payable
- if repairs are to be carried out professionally – invoice cost limited to the sum insured (comparative estimates will be required) or
- a combination of a) and b)

Loss of Value following Repair: 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, other than a theft claim, the club/society will retain ownership of the model.

SECTION 2 - BUSINESS INTERRUPTION

What is Insured: - Many clubs and societies rely on the income from regular or special events and without that income may well find themselves in financial difficulties. The Business Interruption section provides cover for the loss of revenue that would occur if an event at your premises had to be cancelled following an incident, for example a fire, also at your premises. 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 | |

plus additional cover for closure of the 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 the premises by the Public Authority consequent upon defects in drains or other sanitary equipment, murder or suicide on the premises, vermin and pests at the premises and loss destruction or damage to property in the vicinity of the premises which prevents or hinders the use of or access to the 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 the anticipated annual net revenue of the club or society (net revenue is defined as the money paid or payable to the club or society for work done or services rendered at the premises including subscriptions, less purchases). The underinsurance clause applies to this section in the same way that it applies to section 1.

Premium rate £11.60 (inc 5% IPT) per £1,000 sum insured (minimum premium £21.10 (inc 5% IPT))

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

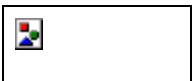
Loss or damage caused by mechanical or electrical faults failures breakdowns or derangements

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 model engineering 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.

Premium rate £7.95 (inc 5% IPT) per £1,000 sum insured (minimum premium £21.75 inc 5% IPT)

SECTION 4 – LIABILITY

This section is divided into 3 subsections, Section 4a - Public/Products Liability, Section 4b – Employers Liability and Section 4c – Personal Liability for Club/Society Officials and each provides cover anywhere in the United Kingdom or Europe (Sections 4b and 4c cannot be taken without Section 4a)

SECTION 4A – PUBLIC/PRODUCTS LIABILITY

What is Insured: Public and Products 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). This section provides cover anywhere in the UK and Europe for the club/society and also for all members 365 days per year whilst they are undertaking modelling or model engineering activities of all and every kind including when they are 'on their own'. The Public Liability cover extends to include the liability of one member to another member and cover applies to members of all ages - there is no upper or lower age limit.

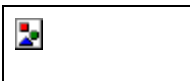
Wives, girlfriends, partners and friends are often "roped in to help" on occasions when more hands are needed and it should be mentioned that, as they may not be members, the public liability cover may not extend to include them although this will depend on the circumstances surrounding the incident giving rise to the claim. In order to ensure their inclusion consideration should be given to including such helpers as members. Clubs and Societies 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 whereas 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. Cover applies anywhere in the UK and Europe and includes the sale of souvenirs, tea, coffee, ice cream, refreshments etc

Cover applies in respect of the organisation of exhibitions, open days and the like held at your premises and also to the organisation of exhibitions or events held elsewhere providing that the exhibition or event which is organised elsewhere is held in premises with a maximum capacity of not more than 650 persons or if it is held in the open air has an expected attendance of not more than 1,000 persons per day excluding organisers exhibitors and/or stallholders. If an exhibition or event is to be held which exceeds these limits the necessary additional cover is available on application.

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 15" gauge owned and/or operated by the insured. It must be noted that cover in respect of Garden Railways and/or Portable Track owned by and/or operated in a private capacity by individual members is not provided. Separate cover, in the name of the member, is available.
2. Insurance cover as required by the Road Traffic Act is not provided.
3. Cover extends to include model aircraft including those powered by rubber motors, internal combustion engines or propelled electrically excluding any kind of rocket or pulse jet unit, gas turbine or turbojet other than 'Jetex' power units. Model aircraft powered by internal combustion engines are restricted to the following: -
 - a) Radio Controlled – total engine capacity up to but not exceeding 40cc
 - b) Free Flight – total engine capacity up to but not exceeding 10cc
 - c) Line Controlled – Total engine capacity up to but not exceeding 40cc
4. The insurers shall not be liable for injury or damage caused by boiler or pressure vessel explosion or malfunction unless the vessel concerned has at the time of the incident a valid boiler/pressure vessel certificate.

For boiler tests conducted before 1st January 2006 the certificate must have been issued following a test in accordance with the testing procedures of the Northern Association of Model Engineers, the 7/8" Gauge Society, the Southern Federation of Model Engineering Societies, the Model Power Boat Association or by an authorised body according to the Pressure Systems Safety Regulations 2000 unless the vessel concerned is a small boiler namely that it has a capacity of not more than 0.80 litres with a safety valve release pressure of not more than 60psi or the vessel concerned is a gas tank with a capacity of not more than 180ml or the vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid boiler/pressure vessel certificate has been issued.



For boiler tests conducted on or after 1st January 2006 the certificates must have been issued following a test conforming with the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions, the Model Power Boat Association or by an authorised body according to the Pressure Systems Safety Regulations 2000 unless 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 or the vessel concerned is undergoing test by an authorised boiler tester when cover shall be in force whether or not a valid boiler/pressure vessel certificate has been issued. 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.

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

6. Models must be driven, flown 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.

7. Any miniature railway and/or any miniature railway locomotives and/or rolling stock of 15in gauge or less owned and or operated by the insured must be run in accordance with Health and Safety Executive guidelines as published in HSG216 – Passenger-carrying Miniature Railways Guidance on safe practice.

8. Cover extends to include model aircraft flying from M.O.D. property

9. Cover extends to include instructors providing model flying training for financial gain.

10. Cover extends to include any public authority whose facilities are being used by the insured. Indemnity to principals is automatically provided (eg private landowners, host modelling/model engineering clubs or societies) and the interest of the Secretary of State for Defence is noted

Safety 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.

Model Boats: A model boat is a boat which because of its small size is incapable of sailing whilst carrying a person. Cover extends to include model boats powered by electric, clockwork or rubber motors, sail, steam, or internal combustion controlled by the insured or by any person with the owner's consent

Rescue Boats: Cover extends to include liability arising out of the ownership or use of rowing boats and/or small dinghies powered by outboard motors used for rescue purposes on UK inland or coastal waters

Model Air Cushioned Vehicles: Cover extends to include model air cushioned vehicles powered by electric, clockwork or rubber motors, or internal combustion engines not exceeding 40cc capacity, controlled by the insured or by any person with the owner's consent

Driving (model locomotives up to 15" gauge): Within the geographical limits of the policy a member may drive any model owned by him/her and also any model not owned by him/her but being driven by him/her with the owner's consent. A model owned by a member may be driven by any person driving with that member's consent. There is no lower or upper age limit for drivers. The policy does not provide any insurance cover as required by the Road Traffic Act.

Use (model locomotives up to 15" gauge): Drivers age 16 or over may carry passengers either gratuitously or fare paying provided the driver receives no remuneration either monetary or in kind other than reasonable out of pocket expenses and/or supply of fuel.

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 members and/or members of another bona fide model engineering club or society and/or members of their own family providing the driver under age 16 is supervised by a responsible and competent driver age 16 or over and all reasonable precautions are taken.

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

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

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.

Visitors: Cover for your liability for death or injury to third parties and for loss or damage to third party property arising out of visiting locomotives, boats or other models and/or locomotives, boats or other models not under your custody or control is included and is subject to the owners/drivers of visiting locomotives, boats or other models and/or locomotives, boats or other models not under your custody or control providing evidence, before being allowed to steam, sail, run and/or exhibit, of: -

- a) if applicable, a current boiler test certificate issued by the Northern Association of Model Engineers, the Southern Federation of Model Engineering Societies, the 7 $\frac{1}{4}$ " Gauge Society or following a test conforming with the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions or according to the Pressure Systems Safety Regulations 2000 by an authorised body
- b) a current public liability insurance policy covering their model and which, if applicable, includes cover for: -
 - i) carrying members of the public as passengers
 - ii) injury or damage caused by sparks and ashes
 - iii) boiler explosion

Excess Layer Cover: Where the limit of indemnity under this section is higher than the limit of indemnity provided by the public liability insurance carried by a visitor this policy will provide indemnity for the difference in limit between the visitor's policy and this policy always providing the visitor has produced satisfactory evidence of a current and valid policy including evidence of the limit of indemnity provided by that policy

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 tremolite 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

Excess: The section is subject to a £50 excess in respect of damage to third party property.

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.

Premiums - The annual premium for the section is dependent upon the level of indemnity required and the frequency of any public running undertaken (clubs and societies that do not have any involvement with miniature railways fall into category A). The schedule of premiums (including 5% IPT) is shown below

Category	Limit of Indemnity			
	£2m	£3m	£4m	£5m
A. Clubs/Societies with no involvement with passenger carrying miniature railways (see below re model aircraft clubs)	£245.90	£300.55	£347.60	£379.50
B. Clubs/Societies involved with miniature railways and who carry members of the general public not more than 6 times per year	£364.35	£409.85	£475.15	£520.65
C. Clubs/Societies involved with miniature railways and who carry members of the general public more than 6 times per year	£450.85	£551.05	£599.50	£657.30

NOTE - The premiums shown for Category A above include model aircraft/flying clubs with up to 50 members.

Certificate of Insurance - A certificate of insurance will be issued to clubs/societies and individual certificates are available for the use of members.

SECTION 4B – EMPLOYERS LIABILITY (If Section 4a Public/Products Liability is taken this section is automatically included without charge)

Many clubs and societies utilise the services of labour only contractors when undertaking work such as building or site improvement and because the club or society instructs the contractor what to do and when to do it (and possibly also provides materials and tools) the law may well consider the contractor to be an employee.

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

The claims for injury to employees limit of liability arising directly or indirectly out of terrorism shall not exceed £5,000,000. 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.

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.

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

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



SECTION 4C - PERSONAL LIABILITY FOR CLUB/SOCIETY OFFICIALS (If Section 4a Public/Products Liability is taken this section is automatically included without charge)

What is Insured: This section provides indemnity to elected and/or authorised officials of the club/society in respect of their personal legal liability for accidental bodily injury and/or accidental damage to the property of club/society members and members of the public arising from any negligent act committed or any negligent advice, instruction or omission given both during the performance of club/society duties in that elected or authorised capacity and during the period of insurance.

The limit of indemnity is £1,000,000 for each and every claim. Cover under this section will remain valid for 3 years after an individual has ceased to hold office.

SECTION 5 - PERSONAL ACCIDENT

If the insured person (member) 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 member. If this section is taken all members of the club/society must be included.

If the member 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). There are five categories of insured person: -

- A - Any member aged 16 to 64 inclusive
- B - Any member aged 65 or over
- C - Any member aged under 16
- D - Any invited person driving including boarding or alighting from a model owned by the insured or by an Insured Person
- E - Any person injured during and by reason of or as a result of a boiler test conducted by a club/society boiler tester or an authorised independent boiler tester conducting a boiler test in accordance with the Pressure Systems Safety Regulations 2000

The schedule of benefits is: -

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

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
 - Flying other than as a passenger or as a member of the crew or in order to carry out work in the aircraft
 - Football other than association football as an Amateur
 - Hangliding
 - Hunting on horseback
 - Motor competitions
 - Motorcycling as a rider or passenger
 - B) the insured person committing or attempting to commit suicide
 - C) war invasion act of foreign enemy etc
 - Mountaineering or cliff or rock climbing
 - Parachuting
 - Potholing
 - Racing other than on foot or in dinghies
 - Using power driven woodworking machinery in connection with business or occupation
 - Winter sports other than curling or skating
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

The geographical limits are the United Kingdom and Europe. The operative time of the cover is while the insured is undertaking modelling/model engineering activities of all and every kind including travelling thereto and therefrom the member's normal residence.

If the person claiming benefit under any category of this section also has personal accident insurance cover by reason of another policy issued under the Walker Midgley Insurance Brokers insurance schemes the person shall be entitled to claim only for whichever benefit is greater

The following are removed from the list of excluded activities insofar as they relate to model engineering activities: flying, motor competitions, racing other than on foot or in dinghies, using power driven woodworking machinery in connection with business or occupation.

It is not necessary to name individual members only to declare, at either inception or renewal, the total number of members in your club/society.

Additional premiums for increased membership during the year will not be charged nor will refund premiums be given for reduced membership during the year. The premium rate is the same for all members regardless of age.

The premium per member is £1.65 including 5% IPT



SECTION 6 - MONEY

What is Insured: The section provides cover for cash and extends to both whilst in an adult person's control and also whilst in a private dwelling. A unit of cover is: -

- | | |
|---|--------|
| a) Any one loss in transit or whilst on the insured's premises whilst occupied or whilst under a responsible adult person's control or whilst in a responsible adult person's occupied private dwelling | £1,500 |
| b) Whilst in an unoccupied private dwelling of a responsible adult person irrespective of the number of units taken | £750 |

Up to 3 units of cover may be taken. There is a £25 excess each and every claim

The premium per unit is £16.10 including 5% IPT

SECTION 7 – DIRECTORS AND OFFICERS LIABILITY

What is Insured: Although the Directors and Officers of a club/society are acting in an voluntary and unpaid capacity they can still 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 Liability or Section 5 Personal Liability for Club/Society Officials. 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 | ➤ Failure to arrange adequate insurance cover |
| ➤ Pollution | ➤ Financial Irregularity |
| ➤ Health & Safety | ➤ Breach of Trust |
| ➤ Libel & Slander | ➤ Negligent Acts or Omissions |

Claims arising out of or by reason of employment, employees, Inland Revenue or Customs & Excise are excluded. The Limit of Indemnity provided is £500,000 and cover extends to include all past, present and future directors, officers and committee members and is backed by an expert team of legal professionals and a free 24 hour legal helpline.

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 - Liability.

The annual premium is £181.15 including 5% IPT

SECTION 8 – BOILER TESTERS PROFESSIONAL INDEMNITY

This section provides indemnity to the clubs/society's duly elected boiler testers 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 conduct of the boiler tester's duties undertaken in accordance with the the Examination and Testing of Miniature Steam Boilers (New Edition 2006) and any subsequent revisions or the boiler testing guidelines of the Northern Association of Model Engineers, the 7/4" Gauge Society, the Southern Federation of Model Engineering Societies and the Model Power Boat Association providing the services of the boiler tester are without charge and only to fellow members and/or members of other bona fide modelling/model engineering clubs or societies

Cover includes claims arising from boilers which have changed ownership and are no longer in the ownership of the club/society or no longer in the ownership of a member of the club/society.

It is a condition of this insurance that the boiler tester keeps full and proper records of tests conducted and of any advice or instruction 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 boiler tests conducted 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.

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

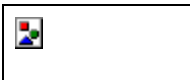
Cover under this section cannot be taken in isolation and must be taken in conjunction with Section 4 - Liability.

The annual premium is £79.69 including 5% IPT

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: -

- terrorism regardless of any other cause or event contributing concurrently or in any other sequence to the loss and
- 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 expect 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 Liason Officer, Royal & Sun Alliance Insurance plc, Customer Relations Office, Bowling Mill, Dean Clough Industrial Park, Halifax HX3 5WA

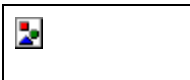
ELECTRONIC DATA EXCLUSION - Notwithstanding anything stated herein to the contrary and subject always to the terms exceptions and conditions of the Policy this insurance does not cover: -

- 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: halifax.customerrelationsoffice@uk.royalsun.com Telephone: 01422 325060 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 Select Insurance Cover for Modelling and Model Engineering Clubs and Societies Insurance Scheme allows you to choose the level of cover from a range of options. The choices you make will depend on your Club/Society 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 and other club/society property against loss or damage by specified causes
Section 2 – Business Interruption	Loss of the club/society net revenue 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 members whilst modelling or model engineering
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 – Boiler Testers 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 Select Insurance Cover for Modelling and Model Engineering Clubs and Societies 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 Modelling and Model Engineering Clubs and Societies Insurance Scheme we have selected Royal & Sun Alliance Insurance plc as offering value for money and quality service. We will advise you if we are unable to place your insurance.

CONFIDENTIALITY AND DATA PROTECTION: All information about you will be treated as private and confidential and kept secure. We will only use and disclose the information we have about you in the normal course of arranging and administering your insurance. We may pass information about you which may include details of your payment record to credit reference agencies for the purposes of arranging payments by instalments. As a member of the Broker Network Ltd, the products and services we can offer may be enhanced. We may pass information about you to the Broker Network Ltd as part of our required management procedures. We may also use the information we hold about you to provide you with information on other products and services we can offer which we feel may be appropriate to you. If you cancel or lapse your policy we may contact you the following year to provide a quotation. If you do not wish to receive marketing information from us, or for us to disclose information about you to other parties for marketing purposes please write to us at the above address. Under the Data Protection Act 1998 you have rights of access to any personal information we hold about you in our records. If you have any queries or requests in this regard please contact us. At your request we may provide information to your personal representative. We will however only do this on completion of our Data Protection Authorisation Form, details of which can be obtained from us.

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. 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.

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.

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 of 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 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.

FINANCIAL SERVICES COMPENSATION SCHEME (FSCS): We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 100% of the first £2000 and 90% of the remainder of the claim, without any upper limit. For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit. Further information about compensation scheme arrangements is available from the Financial Services Compensation Scheme (<http://www.fscs.org.uk>).

COMPLAINTS: It is our intention to provide you with the highest possible level of customer service at all times. Should we not meet your expectations, we have a complaints procedure, which is explained below.

Should you wish to complain you may do so:

- In writing to the Complaints Manager 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

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.

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	Nil	Mid Term Adjustments	£7.50
Renewals	£6.25	Lost papers/documents	£7.50
Reinstatement of Cover	£7.50	Temporary change	£7.50

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

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.

Unless we advise otherwise, any payment we receive from you will be held on behalf of the insurer 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 insurer.

On occasions when we do not act as the insurer's agent for the receipt of premium payments, your payment will be passed to Broker Network Ltd who pay insurers on our behalf.

In such instances, your money will be segregated into a non-statutory client bank account held by Broker Network Ltd as trustees on your behalf. This means credit may be extended and payments may be made to other customers using cleared funds from the client bank account. Please make all cheques payable to "Broker Network Ltd re Walker Midgley Insurance Brokers"

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 Broker Network Limited.



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

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