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**Freephone 0800 731 6242**

## Invoice

Charminster Close Residents Company Ltd  
15 Windsor Road  
Swindon  
SN3 1JP

**INVOICE NUMBER** 3701  
**DATE OF INVOICE** 08/06/2009

### Details

W R Berkley Directors & Officers Policy 30/6/09 to 30/6/10  
Insurance Premium Tax

### Cost

110.00  
5.50

*paid 22/6/09*

**TOTAL NOW DUE 115.50**

Payment by cheque should be made payable to Flats Direct and sent to the address above.

Terms of invoice: 14 days from receipt

## **DIRECTORS & OFFICERS LIABILITY INSURANCE**

**For Management Companies  
and Residents Associations**

This is a claims made policy which provides cover for claims which are made and notified to us during the Period of Insurance.

### **Cover**

#### **Directors and Officers Liability**

Covers your legal liability as a director, officer, committee member or trustee of the Residents Association.

In addition your legal costs and expenses are covered in respect of: -

- (a) any investigations you are required to attend
- (b) the defence of any legal action seeking your disqualification as a director

### **Limit and Excess**

The limit of indemnity applies to each claim and in total for the period of insurance.

Your legal costs and expenses in respect of investigations relating to pollution are limited to £250,000 or 25% of the limit of indemnity whichever is the lesser (this amount is inclusive of the total limit for the period of insurance).

**An excess may apply to each claim.**

### **Principal Exclusions**

- Employment disputes
- Dishonest and Malicious Acts
- Pollution
- Bodily Injury/Property Damage
- Acting as a trustee of a pension scheme
- Any claims made against you by the Residents Association
- Disputes between fellow directors, officers, committee members or trustees of the Residents Association

### **Principal Conditions**

- **Immediate Claims Notification**
- Claims handling requirements
- Waiving of our rights following your unintentional non-disclosure or misrepresentation
- Severability
- Subrogation rights
- Consequences of fraudulent claims
- Cancellation instructions to be sanctioned by all directors, officers, committee members and trustees
- Contract of Insurance subject to English or Scottish law (as appropriate)



## D&O QUOTE AND BIND PROPOSAL FORM FOR RESIDENTS ASSOCIATIONS

ASSOCIATION NAME:

ADDRESS:

COMPANY REGISTRATION NUMBER:

NUMBER OF INDIVIDUAL FLATS AND /OR HOUSES MANAGED BY THE ASSOCIATION:

LIMIT	PREMIUM	IPT PAYABLE	TOTAL PAYABLE
£50,000	£70.00	£3.50	£73.50
£100,000	£110.00	£5.50	£115.50
£250,000	£175.00	£8.75	£183.75
£500,000	£275.00	£13.75	£288.75
£1,000,000	£400.00	£20.00	£420.00

PLEASE CONFIRM LIMIT REQUIRED AND PREMIUM

LIMIT	PREMIUM	IPT PAYABLE	TOTAL PAYABLE

PLEASE CONFIRM THE FOLLOWING STATEMENTS:

- The Association is registered in the UK as a limited liability company or a company limited by guarantee
- The Association's principle function is the management of services and maintenance of its shareholders or members residential flats or houses
- The Association's last annual accounts show a surplus of revenues over expenditures
- The Association's latest annual accounts show positive net funds (total assets minus total liabilities)
- No claim has been brought against any past or present director, officer or committee member of the Association
- The Association has no previous claims and I am not aware, **after enquiry** of any circumstances which may lead to a claims against any past or present director, officer or committee member of the Association

YES NO

(if NO, please provide full information so that we can consider your proposal)

I DECLARE THAT I AM AUTHORISED TO COMPLETE THIS PROPOSAL ON BEHALF OF THE ASSOCIATION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS AND PARTICULARS OF THIS PROPOSAL ARE TRUE AND CORRECT AND NO MATERIAL FACTS HAVE BEEN SUPPRESSED OR MIS-STATED.

I UNDERTAKE TO INFORM INSURERS OF ANY CHANGE TO ANY MATERIAL FACT WHICH OCCURS BEFORE ANY INSURANCE BASED ON THIS PROPOSAL IS EFFECTED AND ACKNOWLEDGE THAT THIS PROPOSAL, TOGETHER WITH ANY OTHER INFORMATION SUPPLIED TO INSURERS SHALL BE THE BASIS OF THE CONTRACT.

SIGNED

NAME

John Morris

POSITION

Director

DATE

12/6/09.

PLEASE CONFIRM THE DATE THAT THE POLICY SHALL COMMENCE. THIS DATE MUST NOT BE PRIOR TO THE DATE THIS PROPOSAL HAS BEEN SIGNED AND MUST BE NO MORE THAN SEVEN DAYS AFTER.

INCEPTION DATE:

THE POLICY WILL BE FOR A TWELVE MONTH PERIOD



flats ▶ direct ▶

# It's not only the building you should insure...

Directors & Officers Insurance  
- policies from less than £75

Directors and Officers of Management Companies or Residents Associations of blocks of flats are usually unpaid volunteers who regularly carry out administrative duties and make decisions that relate to the running of the property.

These may include – but are not limited to - making decisions on maintenance issues, what to do about neighbouring planning permissions, who to bank with, parking and noise disputes and even on occasions how a lease should be interpreted. In addition there are the ongoing fiduciary and statutory duties incumbent on the Director of any company.

Should a decision be made (or possibly fail to be made) that as a result causes a financial loss, then the Directors and Officers of the block may find themselves being sued personally by a resident or a third party.

Directors and Officers insurance provides protection for the legal liability of individual Directors and Officers against claims for financial losses by residents or third parties arising from errors or omissions made by Directors and Officers of the Management Company or Residents Association.

Directors and Officers insurance is a policy solely for the residents representatives to protect them in the same way as a firm of solicitors would have Professional Indemnity insurance to protect them.

In these increasingly litigious times should an incident occur that may give rise to a claim for financial loss it is not unusual for legal action to be taken against all parties involved, including the Directors and Officers of the Management Company or Residents Association, collectively and individually.

Directors and Officers insurance is inexpensive because claims do not happen very often. However when they do, they can be very expensive. Just consider the cost of instructing a solicitor to refute even a spurious allegation, let alone current directors being sued for an error or omission of a previous director.

Flats Direct have negotiated a policy which covers all the Directors and Officers of the Management Company and costs £73.50 for an indemnity of £50,000. Higher levels of cover are available.

**Please contact us on 0800 731 6242 or email us on [info@insurecg.co.uk](mailto:info@insurecg.co.uk) for more information or a quotation.**

Ask us for a quotation and we will send you the details including a summary of cover outlining what is and what is not covered. A full policy wording is also available on request.



# MARKEL (UK) LIMITED

30, Queen Square, Bristol, BS1 4ND

Tel: (0845) 3512600

Fax: (0845) 3512601

## Renewal Terms

To: COMMERCIAL & GEN INS SVS LTD  
Date: 8th June 2009  
Your Ref: VICKIE CAWTE  
Assured: CHARMINSTER CLOSE RESIDENTS COMPANY LTD  
Class: RESIDENTS ASSOCIATIONS  
Certificate Number: SC1912E080LR/550  
Renewal Date: 30th June 2009

Following your recent submission our renewal terms are detailed below:

Residents Associations D&O	Limit:	Premium: (ex. IPT)
	£100,000	£175.00
Excess	£0	
Jurisdiction	U.K.	
Basis	Aggregate	
<b>Total Premium:</b>		
Premium (ex. IPT)	£175.00	
IPT @ 5.00	£8.75	
<b>Total Premium including IPT</b>	<b>£183.75</b>	

These terms are subject to no material change in risk (including claims or circumstances) prior to Renewal Date.

Should you wish to discuss our terms, please do not hesitate to contact us.

Cover will be provided by Markel International Insurance Company Limited issued in accordance with the reissued wording.

Regards,

Markel (UK) Limited

*Declined in Favour of  
Berkley @ £115.50.*



Registered Office: The Markel Building, 49 Leadenhall Street, London EC3A 2EA Registered in England number 2430992

Markel (UK) Limited are an Appointed Representative of Markel International Insurance Company Limited who are authorised and regulated by the Financial Services Authority