

Mr John Morris
Charminster Close Residents Co Ltd
15 Windsor Road
Swindon
SN3 1JP

19th July 2010

Dear Mr Morris

Flats Insurance – Charminster Close Residents Co Ltd

Following receipt of the signed Schedules A & B and payment, please find enclosed the following:

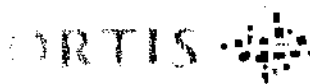
- 1) Fortis Certificate of Employers Liability Insurance
- 2) Certificate of Insurance
- 3) Policy Booklet
- 4) Directors and Officers policy and Policy Booklet
- 5) Receipted invoices

Should you have any queries please do not hesitate to call me on the Freephone number above.

Yours sincerely,



Mary Dyche
Administrator
Email: md@insurecg.co.uk



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy).

Policy Number: **RISFIPO353001/201000633A**

1. Charminster Close Residents Company Ltd
2. Date of commencement of insurance policy: **30/06/2010**
3. Date of expiry of insurance policy: **30/06/2011**

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey or the Island of Alderney, or to off-shore installations in territorial waters around Great Britain and its Continental Shelf (b); and
2. (a) The minimum amount of cover provided by this policy is no less than £5 million(c)

Signed on behalf of Fortis Insurance Ltd (Authorised Insurer)

Mark Cliff
MANAGING DIRECTOR

Notes

- (a) Where the employer is a company to which regulation 3 (2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries
- (b) Specify applicable law as provided for in regulation 4 (6) of the Regulations.
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

The information below is not required by the Regulations:

In paragraph 1 - Name of policy holder, "policy holder" means Insured as defined in the Policy.

Fortis Insurance Limited

Fortis House The Square Gloucester Business Park Brockworth Gloucester GL3 4AD
Telephone 0845 122 3292 Facsimile 0845 122 3284 Email CommercialUK@fortisinsurance.co.uk
Registered Address: Fortis House Tollgate Eastleigh Hampshire SO53 3YA Registered Number: 354568 England
Authorised and regulated by the Financial Services Authority.



This is to certify that insurance is in force as follows

Policy Number RISFIPO353001 **Certificate Number** 201000633A

Insured Charminster Close Residents Company Ltd

Risk Address 1-30 Charminster Close,, Swindon,, SN3 3QB, United Kingdom

Building Sum Insured (Including 50% Uplift)	£	£5,133.507
Declared Value	£	£3,422,338
Contents of Common Areas	£	£15,000.00
Property Owners Liability (Any one event and in the aggregate for Pollution)	£	5,000,000
Employers Liability Limit of Indemnity	£	10,000,000
Premium	£	£2,330.31
Terrorism Premium	£	£288.74
Insurance Premium Tax @ 5%	£	£130.96
Total Premium to Date (Including IPT)	£	£2750.01

Period of Cover 30/06/2010 to 30/06/2011

Effective Date 30/06/2010

Fire, Lightning, Aircraft, Explosion and Earthquake	£	£0.00
Riot, Civil Commotion, Malicious Damage, Storm, Flood, Escape of Water, Impact and Theft	£	£250.00
Subsidence, Landslip and/or Heave	£	£1,000.00
Flood Excess	£	£250.00
All Other Damage	£	£250.00

Basis of Settlement Buildings Day One (Non Adjustable) Basis 50.00% uplift.

Clauses Professional Fees, Removal of Debris, Interest of Lessees and Mortgagees automatically noted,
Non Invalidation including Landlord to Financier, Residential Alternative Accommodation 30%

Date of Issue 29/06/2010

Property Reference COMM/06/CHAR

This policy is administered by Residents Insurance Services Limited (RIS) – Registered in England No 3952276
Registered Office UPS Building, Regis Road, London NW5 3EW – RIS is authorised and regulated by the Financial
Services Authority Register No 309410

This policy is underwritten by Fortis Insurance Limited – Registered in England No 354568 Registered Office Fortis
House, Tollgate, Eastleigh, Hampshire SO53 3YA – Fortis Insurance Limited is authorised and regulated by the Financial
Services Authority Register Number 202039

ris

Property Policy
Information for
the clients of
**Residents Insurance
Services**

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Tenants Summary of Cover

Policy Number

RISFIPO353001

Insured

As declared in the Policy Schedule by Residents Insurance Services (RIS)

Managing Agent

Firms and Practices retained by the Insured for the purpose of managing the PREMISES Insured

Business of The Insured

Property Owners, Developers and Occupiers/Managers of Commercial and/or Residential Property Portfolios for Property Management purposes

Period of Insurance

Any risks attaching during the period detailed on the CERTIFICATE(S) OF INSURANCE and any subsequent period for which the Insurer(s) accepts payment of a Premium

Premises Insured

As declared in the Policy Schedule to RIS and being BUILDINGS land and sites owned or occupied by or for which the responsibility to insure otherwise rests with the INSURED or the MANAGING AGENT anywhere in the GEOGRAPHICAL LIMITS

Operative Sections

Section 1 Property Damage	Included
Section 2 Rent	Included
Section 3 Property Owners Liability	Included
Section 4 Employers Liability	Included
Section 5 Legal Defence Costs	Included
Section 6 Eviction of Unauthorised Occupants	Included

Sums Insured

Section 1 Property Damage As declared to RIS
Section 2 Rent As declared to RIS

Insured Causes

Section 1 Property Damage	As shown on the CERTIFICATE(S) OF INSURANCE
Section 2 Rent	As shown on the CERTIFICATE(S) OF INSURANCE

Indemnity Period

Section 2 Rent	As shown on the CERTIFICATE(S) OF INSURANCE
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Tenants Summary of Cover (Continued)

Limit of Indemnity

Section 3	Property Owners Liability	Any One EVENT	£5,000,000
		All incidents considered to have occurred during the PERIOD OF INSURANCE in respect of pollution or contamination	£5,000,000
Section 4	Employers' Liability	Any One EVENT	£5,000,000
Section 5	Legal Defence Costs	Any One PERIOD OF INSURANCE	£10,000,000
Section 6	Eviction of Unauthorised Occupants Insurance	Any One PERIOD OF INSURANCE	£50,000

Basis of Settlement

Day One (Non Adjustable) Basis unless otherwise stated on the CERTIFICATE OF INSURANCE

Excesses

Section 1	Property Damage	As shown on the CERTIFICATE(S) OF INSURANCE
Section 2	Rent	Nil
Section 3	Property Owners Liability	Nil
Section 4	Employers Liability	Nil
Section 5	Legal Defence Costs	Nil
Section 6	Eviction of Unauthorised Occupants Insurance	Nil

Premium

As agreed by RIS with the Insurer(s)

How to Make a Claim

If anything happens which may result in a claim being made:

Make Safe and Secure

Prevent further Damage and arrange for emergency repairs. For example, if you have frozen pipes, you should turn off the water supply and if necessary call out a 24 hour plumber. Remember, if you do not have your own contractor, Business Assistance, our claims assistance service, can arrange for an approved contractor to effect repairs, any time of the day or night. Please refer to your Schedule for details of the telephone number and reference number (which you will need to quote).

Tell the Police

Advise them immediately of any Damage caused by theft, attempted theft, malicious persons, or any loss of Property. Take all practical steps to discover the guilty persons and recover the Property lost or stolen.

Tell Us

Contact us, or your intermediary as soon as possible, quoting your policy number in full (including any letters before and after the numbers). Call Fortis claims department on 0845 122 3283 (24 hours) to report the claim. Alternatively you can write to Commercial Claims, Fortis Insurance Ltd, Fortis House, The Square, Gloucester Business Park, Brockworth, Gloucester, GL3 4AD.

For loss or Damage: obtain 2 estimates for repairs or replacement (as appropriate). Do not delay sending in the claim form until you get the estimates – simply tell us on the form that they are being obtained, and send them to us when you have them.

Tenants Summary of Cover (Continued)

How to Make a Claim (Continued)

For incidents involving Damage to other people's Property or Injury to others; do not admit liability or offer any payments. Send us written details of the incident along with the names and addresses of any witnesses immediately. Send us every letter or other documents alleging liability or negligence, unanswered. It is very important that these are dealt with, by us, immediately.

Keep Evidence

Keep all damaged Property and other evidence for inspection until you are advised by the police and us that you may dispose of it.

Schedule of Insurers

Insurers	Proportion	Policy Reference
Fortis Insurance Limited	100%	TBC

Fortis Insurance Limited

Registered in England No 354568

Registered Address: Fortis House, Tollgate, Eastleigh, Hampshire, SO53 3YA

Fortis Insurance Limited are authorised and regulated by the Financial Services Authority

Protecting Your Property

In our experience many of the disasters that strike property owners and tenants could be prevented, not by spending vast sums of money but, by tightening up on procedures. An effective way of keeping premium levels under control is to minimise claims. The guidelines below could well prevent future incidents and we strongly recommend that you not only read through them but also ensure all appropriate staff and tenants are made aware of them. These guidelines can be provided on separate sheets to you if required.

Water Damage

- Find out where the stopcock is located so you can turn the water off at the mains in an emergency.
- Insulate properly all vulnerable pipes and tanks to prevent freezing. This is especially important in unheated (such as a loft space) or exposed parts of the premises, (such as an unoccupied flat above your own premises). Renew old lagging and ensure all insulation is thick enough.
- If a residential property is left empty overnight during winter leave your heating on and during severe weather leave your heating on day and night to prevent freezing.
- Inspect gutters, especially valley gutters, at least once a year so that any accumulated deposits can be removed and blockages avoided. Try not to store property susceptible to water damage directly under valley gutters or in basements

Electrics

- Your Wiring should conform to the latest IEE Regulations — certainly any wiring more than 25 years old must be regarded as highly suspect and you should consider having it renewed.
- Avoid electrical faults. Make sure there are no overloaded sockets, taped joints or draped wiring, and that the lighting circuit is not used for other purposes. All repairs modifications or extensions to the system should be carried out only by a qualified electrical engineer. Always use the correct fuses for your appliances and isolate them from the power supply when not in use.
- Commercial Premises should have the electrical installation thoroughly checked and get a written report at least every 5 years from a contractor approved by NICEIC (National Inspection Council for Electrical Inspecting Contractors), NAPIT (National Association of professional inspectors and testers), or ECA (Electrical Contractors Association) Make sure you comply with the Electricity at Work Regulations 1989.
- IEE Guidance Note 3 – Inspection and Testing (GN3) recommends a maximum interval between Periodic Inspections of 10 years for domestic property, or at the change of occupier or tenant.

Smoking

- Don't let your staff smoke in storage areas or where flammable liquids or hazardous materials are present. In areas where smoking is allowed, provide metal ashtrays or bins and encourage everyone to use them. Empty the contents of ashtrays into non-combustible containers ensuring that there are no smouldering ends. If the public have access to your building run a final check before closing the premises.

Heating

- Use fixed heating appliances wherever possible, avoiding the use of space heaters and portable heaters which burn waste fuel.
- Keep all heating appliances a safe distance away from combustible materials and remove empty LPG cylinders from the building.

Fire

- Clear up rubbish regularly — avoid untidiness and congested storage. Don't allow waste, mail or newspapers to accumulate.
- Dispose of rubbish carefully — a pile of rubbish, even when stacked neatly against your premises, is an easy target for children playing or anyone who wants to start a fire. So at night place combustible rubbish in a secure, preferably fully enclosed, metal container well away from the building.
- Improve site security — apart from protecting your premises against unauthorised entry, look carefully at how well the rest of your site is secured. Are the walls or fences in a good state of repair? Have you considered installing external lighting or even closed circuit TV cameras?

Protecting Your Property (Continued)

Contractors – 'Hot Work'

- Operate permit to work schemes and ensure adequate fire extinguishers are available. Cease all 'Hot Work' an hour prior to shut down of the site at the end each working day.

Housekeeping Commercial Premises

- Break down waste cardboard boxes and cartons which accumulate before being disposed of, and keep them away from other combustible material. Store solvent impregnated rags (e.g. used to clean printing machinery) in a separate lidded metal bin because spontaneous combustion can occur.
- Don't store combustible materials in plant rooms, boiler rooms or cupboards containing electrical switchgear.
- Provide adequate ventilation around electrical or other apparatus which produces heat, such as in heating and refrigerating plant rooms, and in battery charging rooms.
- Maintain adequate gangways between stacks of materials so that employees can move freely around the area and, if there's a fire, the Fire Brigade can deal with it more effectively by getting to the seat of the blaze.
- Don't allow grass, weeds, and other shrubs near the storage site to become overgrown and cause a fire risk. Cut back the area regularly, but avoid burning or using weed killers as this presents an additional fire hazard.

If you intend to leave your property Unoccupied:

- The premises should be secured against unauthorised intrusion.
- Electricity supply to be disconnected at the mains other than to maintain an intruder alarm system
- Gas and water supplies to be disconnected at the mains and the water system drained.
- Clear all combustible waste and seal letter box(es).
- Arrange for the property to be inspected weekly and advise your Managing Agent and Insurers as appropriate.
- Switch off the central heating and any other water heating installations at the same time, to avoid further damage, or even an explosion.

The Policy

Customer Service

The Policy we have arranged for you has been placed with insurers who have confirmed their commitment to customer care.

We monitor your insurers performance on your behalf to ensure they meet their aim to provide a trouble free service for you.

Residents Insurance Services Limited is authorised and regulated by the Financial Services Authority.

The Financial Services Authority website, which includes a register of all regulated firms can be visited at www.fsa.gov.uk/register, or the Financial Services Authority can be contacted on 0845 606 1234.

Cancelling the Policy

The **Insured** may cancel the Policy within 14 day of receipt of the Policy Schedule and Wording by writing to **RIS** to confirm cancellation enclosing the Employers Liability Certificate (if there is one), upon receipt of which the **Insured** shall be entitled to the return of a proportionate part of the last premium paid in respect of the unexpired period of insurance.

After the 14 day period the **Insured** can cancel this Policy by giving **RIS** 7 days' notice in writing, enclosing the Employers Liability Certificate (if there is one). If there have been no claims made during the current period of insurance then the **Insured** shall be entitled to the return of a proportionate part of the last premium paid in respect of the unexpired part of the insurance.

If there has been a total loss claim paid (or outstanding to be paid) during the current period of insurance the **Insured** will not be entitled to any refund of premium. If any claims have been paid in the current period that are not for a total loss the cost of any claim payment(s) will be deducted from the proportionate part of the last period that would be refunded for the unexpired period of insurance.

RIS is not bound to renew this Policy and may cancel this Policy at any other time by sending 7 days' notice in writing giving details of the reason for cancellation to the **Insured** by registered letter or recorded delivery to the last known address of the **Insured**. In the event of such a cancellation the **Insured** shall be entitled to the return of a proportionate part of the last premium paid in respect of the unexpired part of the insurance.

Data Protection Act 1998

Fortis Group which includes Fortis Insurance Limited and any holding company, subsidiaries and other linked companies ("Fortis Group") together with Residents Insurance Services Limited may use any information held about the **Insured**, any director, partner or employee of the **Business**:

- to manage the insurance Policy, including handling underwriting and claims and issuing renewal documents and providing renewal information
- to carry out research and analysis.

Fortis Group and Residents Insurance Services Limited may share personal information with other insurers, regulatory authorities or agents providing services on behalf of the Fortis Group or Residents Insurance Services Limited.

Fortis Group and Residents Insurance Services Limited will only release personal information to others if:

- (a) it is necessary to manage the Policy
- (b) it is necessary to prevent fraud
- (c) required or permitted to do this by law (for example, if a legitimate request is received from the police or another authority)
- (d) there are any other circumstances where Fortis Group or Residents Insurance Services Limited has received permission to do so.

If Fortis Group or Residents Insurance Services Limited need to change the way personal information is to be used the **Insured** will be notified. If the change is not acceptable the **Insured** must notify Fortis Group or Residents Insurance Services Limited, as appropriate, as soon as possible.

Customer Service (Continued)

Sharing Information to prevent fraud

The information held may be shared with operators of registers used by the insurance industry to check information that is given to Fortis Group and, or, Residents Insurance Services Limited and prevent fraudulent claims. Information relating to the Insurance Policy and any incident (such as an accident or theft) may be passed to the operators of these registers.

Dealing with others on your behalf

Fortis Group and Residents Insurance Services Limited will deal with the **Insured**, any director, partner or **Employee** employed in the **Business** or any other person whom Fortis Group or Residents Insurance Services Limited reasonably believes to be acting for or on behalf of the **Insured** in connection with the Policy.

Sensitive Information

Some of the personal information that has been requested is known as sensitive personal data. This may include information relating to health, race, religion and criminal convictions relevant to the insurance provided. This information will only be used to manage the Policy and to provide the services set out in the Policy documents.

Monitoring and Recording Calls

Telephone calls may be monitored and recorded to monitor and improve service and to prevent or detect fraud.

Interested Parties

The **Insured** should ensure that anyone else whose name has been supplied to Fortis Group or Residents Insurance Services Limited in connection with this insurance Policy is shown this notice as it will apply to them too.

Further Information

Individuals are entitled to receive a copy of the information held by Fortis Group and Residents Insurance Services Limited. The individual should contact the Fortis Group Data Protection Officer or Residents Insurance Services Limited Operations Director, as appropriate, giving their name, address and insurance policy number. A small administrative fee may be charged for this.

Language

Unless agreed otherwise, the contractual terms and conditions and other information relating to this contract will be in the English language.

What to do if you have a complaint

If you have experienced a problem or are unhappy with any part of our service we will sort this out as quickly and fairly as possible.

What you should do first

If your complaint is about the way your policy was sold to you, contact Residents Insurance Services Limited to report your complaint. Correspondence, which should quote the policy number, should be sent to the following address:

Managing Director
Residents Insurance Services Limited
UPS Building, Regis Road
London NW5 3EW

If you have a complaint about a claim, call your claims handler first. You will find the claims handler's name and phone number on any letters they have sent you.

Customer Service (Continued)

If your problem has still not been sorted out

Step 1

Contact the Fortis Insurance Services Limited Customer Services Adviser who will make sure that your complaint is dealt with at a senior level. You can write to Fortis Insurance Limited at the address below or by e-mail through their website at www.fortisinsurance.co.uk (please include your policy number and claim number if appropriate).

Customer Service Adviser
Fortis Insurance Limited
Fortis House
Tollgate
Eastleigh
Hampshire
SO53 3YA

Step 2

If this matter has still not been sorted out, you can write to Mark Cliff, Managing Director, at the same address.

Step 3

If you have a turnover of less than £1 million and you are not satisfied with the final decision, you can write to:

Financial Ombudsman Service
South Quay Plaza
183 Marsh Wall
London
E14 9SR.

Using this complaints procedure will not affect your legal rights.

Service standards

Letters you send will normally be acknowledged within two working days of receipt. The letter of acknowledgement will tell you who will be dealing with your complaint and when you should expect a reply.

Financial Services Compensation Scheme

In the event that Fortis Insurance Limited is unable to meet its liabilities you may be entitled to compensation from the Financial Services Compensation Scheme.

For compulsory insurance you may be entitled to compensation up to 100% of the claim. For all other types of insurance you may be entitled to compensation up to 90% of the claim.

Further information is available from the Financial Services Compensation Scheme; their telephone number is 0207 892 7300. Alternatively, more information can be found at www.fscs.org.uk.

Introduction

Please read this Policy (and the Schedule which forms part of the Policy) to ensure that it meets your requirements and advise us immediately if there are any errors or omissions

The Insured having applied to the Insurer(s) for this insurance shall pay the Premium and the Insurer(s) hereby undertakes and agrees to indemnify the Insured in accordance with the terms definitions cover extensions provisions exclusions and conditions contained herein or endorsed or otherwise expressed herein in respect of any EVENT of loss damage or liability during the Period of Insurance

The Insurer(s) obligations under this contract of insurance are several and not joint and are limited solely to the extent of their individual proportion The Insurer(s) are not responsible for the proportion of any other Insurer(s) who for any reason does not satisfy all or part of its obligations

The liability of the Insurer(s) shall in no case exceed the amount of any Sum Insured or Limit stated in the Schedule or elsewhere in the Policy

The Schedule and Endorsements and Certificates of Insurance form one document with this Policy

This Policy shall be governed by English Law and English Courts shall have exclusive jurisdiction in any dispute arising under this Policy

The Insurer(s) Liability

If the Insured described in the Schedule comprises more than one insured party each operating as a separate and distinct entity then cover hereunder shall apply in the same manner and to the same extent as if individual policies had been issued to each Insured party

Provided that the total liability of the Insurer(s) to all of the Insured parties collectively shall not exceed the Sums Insured and Limits of Indemnity including any inner limits set up by memorandum or endorsement stated in the Policy

It is understood and agreed that any payment or payments by the Insurer(s) to any one or more such insured parties shall reduce to the extent of that payment the Insurer(s) liability to all such parties arising from one EVENT giving rise to a claim under this Policy

Signed for and on behalf of Insurer(s)

A handwritten signature in black ink, appearing to read 'Mark Cliff', is written over a horizontal line.

Mark Cliff
Managing Director

Definitions

Wherever the following words appear in the Policy in CAPITAL letters they will have the same special meaning as set out below

RIS

Residents Insurance Services

BUILDINGS

The BUILDINGS at the PREMISES including

- i) landlords fixtures and fittings whether internal or external (including fixed glass)
- ii) outbuildings extensions annexes fixed storage tanks septic tanks gangways conveniences yards forecourts car parks driveways roads service areas pedestrian ways malls and pedestrian access bridges pavements lamp posts and street furniture swimming pools and tennis courts
- iii) contents of common parts including furniture furnishings carpets decorations potted plants tree shrubs video audio and building management and security systems and equipment and seasonal items introduced to shopping centres
- iv) walls gates fences hedges
- v) telephone gas water and electric installations piping ducting cables and wires including those laid underground and associated control gear and accessories on the PREMISES and extending to the public mains and for which the Insured is responsible
- vi) trees shrubs plants turf ponds lakes fountains landscaping garden furniture and ornaments and gardening equipment
- vii) fixtures and fittings formerly the PROPERTY of TENANTS whether internal or external surrendered to

belonging to or for which the Insured is responsible and other similar PROPERTY

BUSINESS

The BUSINESS of the Insured shown in the Schedule and conducted solely from premises within the TERRITORIAL LIMITS including

- i) the provision and management of catering social sports and welfare organisations for EMPLOYEES
- ii) the maintenance of the BUILDINGS and the plant and equipment at the PREMISES
- iii) the occupation and or use of the PREMISES by the Insured and/or the Managing Agent
- iv) the supply of products for use in connection with the maintenance of the PREMISES
- v) the provision of services to TENANTS
- vi) private work undertaken with the Insureds consent by an EMPLOYEE for any director partner or EMPLOYEE of the Insured
- vii) the Insureds fire security first aid and ambulance services
- viii) the Insureds sponsorship of EVENTS or involvement in galas carnivals fetes corporate hospitality or exhibitions happening at the PREMISES

but in respect of Section 4 shall not include any work undertaken OFFSHORE

CERTIFICATE OF INSURANCE

A document issued by RIS on behalf of the Insurer(s) providing a summary of the cover in force

CONTRACT WORKS

Temporary or permanent works executed or in the course of execution at the PREMISES by or on behalf of the Insured for the purposes of alterations or improvements to the PREMISES including unfixed site materials for use in connection therewith

DAMAGE

Loss destruction or damage

Definitions (Continued)

DAY ONE RENTAL VALUE

i) the actual annual RENT at the commencement of the PERIOD OF INSURANCE

or if the BUILDINGS are untenanted at that date -

ii) the actual annual RENT at which the BUILDINGS were subsequently let (or the estimated annual RENT at which they are expected to be let)

or if the BUILDINGS are subject to a rent free period concession at that date -

iii) the actual annual Rent that applies from the date immediately after the rent free period ceases

in each case the amount to be proportionately increased where the INDEMNITY PERIOD exceeds one year

DECLARED VALUE

The Insured's assessment of the cost of reinstatement including professional fees the cost of removing debris and the cost of complying with European Union legislation Act of Parliament or with Bye-laws of any Public Authority at the level of costs applying at the inception of the period of insurance (ignoring inflationary factors which may operate subsequently)

EMPLOYEE

Any individual who is

- i) a director or partner of the Insured
- ii) employed by the Insured under a contract of service or apprenticeship
- iii) an officer member or EMPLOYEE of the Insured's catering social sports or welfare organisations or first aid fire security or ambulance services
- iv) labour masters or persons supplied by them
- v) employed by labour only subcontractors
- vi) a self employed person
- vii) a driver and/or operator of plant hired to the Insured
- viii) hired or borrowed by the Insured
- ix) a voluntary worker
- x) gaining work experience
- xi) a prospective employee who is undergoing practical work experience while being assessed by the Insured as to his or her suitability for employment

while under the direct control and supervision of the Insured in connection with the BUSINESS

EVENT

Any one EVENT or all EVENTS of a series consequent on or attributable to one source or original cause

EXCESS

The Insureds retained liability which will be deducted from any payment under this Policy as ascertained after the application of all the terms definitions cover extensions provisions exclusions and conditions contained herein or endorsed or otherwise expressed herein

Provided that DAMAGE to BUILDINGS arising during any one period of 72 consecutive hours caused by Earthquake Storm or Flood shall be deemed as a single EVENT and the commencement of any 72 hour period shall be decided at the discretion of the Insured it being understood that there shall be no overlapping in any two or more such 72 hour periods in the EVENT of DAMAGE occurring over a more extended period of time

Definitions (Continued)

GEOGRAPHICAL LIMITS

- i) The TERRITORIAL LIMITS
- ii) Elsewhere in the world in respect of any act or omission occurring within the TERRITORIAL LIMITS
- iii) Elsewhere in the world in respect of non manual work undertaken by the Insured or any director partner or EMPLOYEE of the Insured provided such persons are ordinarily resident in the TERRITORIAL LIMITS

INDEMNITY PERIOD

The period beginning with the occurrence of the DAMAGE and ending not later than the maximum number of months thereafter stated in the CERTIFICATE OF INSURANCE during which the results of the BUSINESS shall be affected in consequence of the DAMAGE

INJURY

Bodily injury including but not limited to illness death disease mental injury mental anguish shock and/or invasion of the right of privacy

OFFSHORE

Embarkation on to a vessel or aircraft for conveyance to an offshore rig or platform until disembarkation from the conveyance on to land upon return from such offshore rig or platform

PERILS

Fire lightning explosion earthquake aircraft or other devices or articles dropped therefrom riot civil commotion strikers locked-out workers persons taking part in labour disturbances malicious persons theft storm flood escape of water or oil from any tank apparatus or pipe accidental escape from any automatic sprinkler installation impact by any road or rail vehicle (including any fork lift truck or other industrial vehicle) or animal subsidence ground heave or landslide

PREMISES

The PREMISES insured shown in the Schedule owned rented leased used or borrowed by the Insured for the purposes of the BUSINESS

PRINCIPAL

Any party (other than any director or partner of the Insured or EMPLOYEE) on whose behalf the Insured undertakes work or provides services in connection with the BUSINESS

PROPERTY

Material Property

RENT

The money paid or payable to or by the Insured for tenancies and other charges and for services rendered in the course of the BUSINESS at the PREMISES

TENANT

Any company organisation or person who is the owner occupier lessor licensee or lessee of whatsoever status of any PREMISES and in respect of private dwellings or flats any member of the family or servants permanently living with them at the BUILDINGS

TERRITORIAL LIMITS

Great Britain Northern Ireland the Isle of Man and the Channel Islands

Definitions (Continued)

TOTAL DAY ONE RENTAL VALUE

The sum of all the DAY ONE RENTAL VALUES for all BUILDINGS insured

TOTAL DECLARED VALUE

The sum of all DECLARED VALUES for all BUILDINGS insured

UNAUTHORISED PERSONS

Persons taking possession keeping possession or occupying the PREMISES without the Insureds or their Managing Agents authority

UNOCCUPIED

Unfurnished untenanted or no longer in active use

Section 1 Property Damage

The Cover

If any BUILDINGS suffer DAMAGE by any causes not excluded the Insurer(s) will pay to the Insured the amount of loss in accordance with the provisions of the insurance

Provided that the Insurer(s) liability in any one Period of Insurance shall not exceed in respect of each item on BUILDINGS the Sum Insured and any other stated Limit of Liability

Causes Excluded

The following are the causes excluded except as otherwise stated in the Schedule

Damage

1. arising from nationalisation confiscation requisition seizure or destruction by order of the government or any public authority
2. arising from cessation of work

Explosion DAMAGE caused by the bursting of any boiler or other plant which belongs to or is under the control of the Insured and in which internal pressure is due to steam only

But this shall not exclude DAMAGE caused by explosion of

- any boiler
- gas
- used for domestic purposes only

in respect of Section 2 Rent only of any boilers or economisers on the PREMISES

Storm or Flood DAMAGE

- 1) attributable solely to change in the water table level
- 2) caused by frost
- 3) to fences and gates unless caused by falling trees or there is DAMAGE to structural parts of the BUILDINGS at the same time
- 4) to trees plants shrubs and turf unless there is DAMAGE to the BUILDINGS at the same time

Theft or attempted theft losses which the Insured is able to recover from another source

Subsidence ground heave or landslip DAMAGE

- 1) arising from the settlement or movement of made-up ground or by coastal or river erosion
- 2) resulting from
 - the construction demolition structural alteration or structural repair of any BUILDINGS
 - groundworks or excavation works at the PREMISES
- 3) arising from normal settlement or bedding down of new structures
- 4) commencing prior to the granting of cover under this insurance

Section 1 Property Damage (Continued)

Causes Excluded (Continued)

All other DAMAGE

- 1) to any PROPERTY caused by
 - a) its own faulty or defective design or materials
 - b) inherent vice latent defect gradual deterioration wear and tear
 - c) faulty or defective workmanship on the part of the Insured or any of their employees but this shall not exclude subsequent DAMAGE which itself results from a cause not otherwise excluded
- 2) caused by
 - a) corrosion rust wet or dry rot marring scratching vermin insects
 - b) joint leakage failure of welds cracking fracturing collapse or overheating of boilers economisers superheaters pressure vessels or any range of steam and feed piping in connection therewith
 - c) mechanical or electrical breakdown or derangement in respect of the particular machine apparatus or equipment in which the breakdown or derangement originates

but this shall not exclude

 - i) such DAMAGE which itself results from other DAMAGE and is not otherwise excluded
 - ii) subsequent DAMAGE which itself results from a cause not otherwise excluded
- 3) caused by
 - a) pollution or contamination unless resulting from a sudden identifiable unintended and unexpected cause which
 - occurs in its entirety at a specific moment in time and place during any one Period of Insurance
 - is not otherwise excluded
 - b) disappearance or unexplained loss
- 4) to
 - a) any BUILDING or structure caused by its own collapse or cracking unless it results from a defined PERIL and is not otherwise excluded
 - b) any BUILDINGS or structure in course of construction or erection or undergoing structural alteration or repair

unless the Insured has entered into a JCT (Joint Contracts Tribunal) or similar Contract with regard to the extension alteration repair and/or refurbishment of any PREMISES insured then the insurance under this Section is extended to include such CONTRACT WORKS (including unfixed materials on site) where the estimated Contract Value at the commencement of the works does not exceed £100,000 and in respect of these Contracts Property Damage includes Contractors and/or Sub-Contractors of whatsoever tier as joint insureds where such interests are required to be included by the terms of the contract

Provided that

- 1) the Insured shall furnish Residents Insurance Services with full particulars of each Contract to which this Extension applies prior to commencement thereof
- 2) the Insured shall pay such reasonable additional premium as the Insurer(s) may require
- 3) the Contractors and or Sub Contractors shall have and keep in force their own Employers Liability insurance and Public Liability insurance with a minimum indemnity limit of £5,000,000 any one event
- 4) non-negligence cover required under JCT 1980 Clause 21.2.1 or similar is excluded from this policy
- 5) to trees shrubs plants and turf used in landscaping failing to germinate or become established
- 6) attributable solely to change in the water table level

Section 1 Property Damage (Continued)

Buildings — The Basis of Settlement of Claims

The amount payable in respect of the DAMAGE is in accordance with the Basis of Settlement defined below as may be applicable to the BUILDING suffering DAMAGE

i) Indemnity Basis

The basis upon which the amount payable is to be calculated shall be the value of the BUILDINGS at the time of its DAMAGE or the amount of the DAMAGE

The Sum Insured by this Section to which the Indemnity Basis applies (other than those applying solely to professional fees debris removal or private dwelling houses) is declared to be subject to Average

Average shall mean

If the total Sum Insured shall at the commencement of any DAMAGE be less than 85% of the value of the BUILDINGS covered the amount payable by Insurer(s) in respect of such DAMAGE shall be proportionately reduced

ii) Reinstatement Basis

The basis upon which the amount payable in respect of the BUILDINGS is to be calculated shall be the Reinstatement of BUILDINGS suffering DAMAGE

For this purpose Reinstatement means

- (a) the rebuilding or replacement of BUILDINGS suffering DAMAGE which provided the liability of Insurer(s) is not increased may be carried out
 - i) in any manner suitable to the requirements of the Insured
 - ii) upon another site
 - (b) the repair or restoration of BUILDINGS damaged
- in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new

The liability of Insurer(s) for the repair or restoration of BUILDINGS damaged in part only shall not exceed the amount which would have been payable had such BUILDINGS been wholly destroyed

Average

If at the time of Reinstatement the sum representing 85% of the cost which would have been incurred in reinstating the whole of the BUILDINGS covered subject to this Basis exceeds the total Sum Insured at the commencement of the DAMAGE the liability of Insurer(s) shall not exceed that proportion of the amount of the DAMAGE which the said Sum Insured shall bear to the sum representing the total cost of reinstating the whole of such BUILDINGS at that time

The amount payable shall be in accordance with the Indemnity Basis

- a) unless Reinstatement commences and proceeds without unreasonable delay
- b) until the cost of Reinstatement shall have been actually incurred
- c) if the BUILDINGS at the time of the DAMAGE shall be insured by any other insurance effected by or on behalf of the Insured which is not upon the same basis of Reinstatement

Section 1 Property Damage (Continued)

Buildings — The Basis of Settlement of Claims (Continued)

iii) Day One (Non Adjustable) Basis

- a) The basis upon which the amount payable in respect of the BUILDINGS is to be calculated shall be the Reinstatement of the BUILDINGS suffering DAMAGE
For this purpose Reinstatement means
 - (i) the rebuilding or replacement of BUILDINGS suffering damage which provided the liability of Insurer(s) is not increased may be carried out
 - a) in any manner suitable to the requirements of the Insured
 - b) upon another site
 - (ii) the repair or restoration of BUILDINGS damaged in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new
- b) The Insured having notified RIS of the DECLARED VALUE (shown in brackets below the Sum Insured) on the CERTIFICATE OF INSURANCE for each item the premium has been calculated accordingly
At the inception of each Period of Insurance the Insured shall notify RIS of the DECLARED VALUE of the BUILDINGS insured by each of the said item(s)
In the absence of such declaration the last amount declared by the Insured shall be taken as the TOTAL DECLARED VALUE for the ensuing Period of Insurance
The liability of Insurer(s) for the repair or restoration of BUILDINGS damaged in part only shall not exceed the amount which would have been payable had such BUILDINGS been wholly destroyed

Average

If at the time of DAMAGE the TOTAL DECLARED VALUE be less than the cost of Reinstatement of all BUILDINGS insured at the inception of the Period of Insurance then the Insurer(s) liability for the DAMAGE shall not exceed that proportion thereof which the TOTAL DECLARED VALUE bears to such cost of Reinstatement

The amount payable shall be in accordance with the Indemnity Basis

- a) unless Reinstatement commences and proceeds without unreasonable delay
- b) until the cost of Reinstatement shall have been actually incurred
- c) if the BUILDINGS at the time of the DAMAGE shall be insured by any other insurance effected by or on behalf of the Insured which is not upon the same basis of Reinstatement

Where claims are limited to such value and the Sum Insured subject to this basis shall at the commencement of any DAMAGE be less than the value of the BUILDINGS covered within such Sum Insured the amount payable by Insurer(s) in respect of such DAMAGE shall be proportionately reduced

iv) Average - General

Average (Residential)

The Average clauses in this Section shall not apply to private dwellings and flats

Average (RICS)

The basis of settlement defined in the Average Clauses within this section shall not apply if in the event of DAMAGE the Insured provides documentary evidence of a revaluation having been carried out by or under the supervision of a Fellow or Associate member of the Royal Institute of Chartered Surveyors not more than three years prior to the date of DAMAGE with annual revaluation in the interim in accordance with a suitable or appropriate rebuilding cost index with the DECLARED VALUE having been adjusted accordingly

Section 1 Property Damage (Continued)

Extensions

The policy is extended to include the following extensions by any causes not excluded under this section:

1. Contract Works

The insurance by each item on BUILDINGS extends to include CONTRACT WORKS to the extent to which the Insured has contracted to arrange cover subject to a limit of £100,000 any one claim at any PREMISES and £100,000 in the aggregate in respect of all losses arising out of any one EVENT

This insurance shall only apply in so far as the CONTRACT WORKS are not otherwise insured excluding the first £250 of each and every loss

2. Debris Removal

- i) Costs necessarily and reasonably incurred with the consent of the Insurer(s) in removing debris of the BUILDINGS from the PREMISES and the area immediately adjacent to it dismantling demolishing shoring up or propping of the damaged portion(s) of the BUILDINGS following DAMAGE
- ii) Costs necessarily and reasonably incurred in removing from the PREMISES the debris of the contents not being the PROPERTY of the Insured following DAMAGE
- iii) Costs and expenses necessarily and reasonably incurred by the Insured with the consent of the Insurer(s) in cleaning and or clearing drains and or sewers and or gutters the PROPERTY of the Insured or for which the Insured is responsible following DAMAGE to the BUILDINGS insured

Provided that in respect of pollution or contamination the Insurer(s) liability arising from the removal of debris from car parks roads pavements and similar surfaces all constructed of solid materials as defined within BUILDINGS

shall not exceed in

- respect of any one EVENT 10% of the Sum Insured by the relative item on BUILDINGS or £250,000 whichever is the less
- the aggregate in any one Period of Insurance £1,000,000

3. Falling Trees

- i) DAMAGE to the PROPERTY insured arising from falling trees or parts thereof
- ii) the cost of removing the fallen tree or parts thereof other than as a result of felling, lopping or topping

4. Fire Extinguishment and Alarm Resetting Expenses

Where not otherwise recoverable

- i) extinguishment expenses reasonably incurred by the Insured in order to minimise DAMAGE
- ii) fire and intruder alarm and closed circuit television systems resetting expenses reasonably incurred by the Insured following DAMAGE

5. Fly-Tipping

The reasonable costs of clearing and removing any PROPERTY illegally deposited in or around any PREMISES subject to a limit of £10,000 any one claim at any PREMISES and £30,000 in any one period of Insurance

6. Insurance Premiums and Latent Defects Policies Technical Agents Fees

Where the BUILDINGS have suffered DAMAGE the Insurer(s) will pay the cost of any insurance premiums or in respect of Latent Defects Policies Technical Agents fees being those necessarily and reasonably incurred by the Insured with the consent of the Insurer(s) in arranging contract works policies with the Insurer(s) or in continuing any pre-existing latent defects policies

Section 1 Property Damage (Continued)

Extensions (Continued)

7. Investigation Expenses

Where the BUILDINGS have suffered DAMAGE and in the opinion of a competent construction professional there is a reasonable possibility of other DAMAGE to portions of the same BUILDINGS which is not immediately apparent the Insurer(s) will pay the reasonable costs incurred by the Insured in establishing whether or not such DAMAGE has occurred

The Insurer(s) will also pay the reasonable costs incurred by the Insured in establishing whether or not other BUILDINGS in the vicinity have suffered DAMAGE in the same incident but only if such BUILDINGS are subsequently found to have suffered such DAMAGE for which the Insurer(s) is liable

8. Involuntary Bailee

Bailor's goods in the custody or control of the Insured or for which they are responsible subject to:-

- a) unless more specifically agreed, a maximum limit of £10,000 per repossession
- b) in respect of loss or, destruction of, or DAMAGE by theft or any attempt thereat, it is a condition precedent to the Insurer(s) liability that there shall be visible evidence of violent and forcible entry into or exit from the PREMISES
- c) a signed inventory being issued to the TENANT as soon as a repossession takes place
- d) new locks being fitted to the PREMISES and a weekly inspection made to ensure that the PREMISES remain lockfast
- e) no claim shall be paid in respect of loss by theft or any attempt thereat to high value items such as gold, silver, precious stones, precious metals, bullion, furs, curiosities, works of art, rare books, audio visual goods, computer equipment, cameras, jewellery money cheques stamps bonds credit cards and securities of any description
- f) no claim shall be paid in respect of unaccountable losses

9. Keys

The reasonable expenses incurred in necessarily replacing locks to the PREMISES or safes or strong-rooms therein for which the Insured are responsible consequent upon DAMAGE or theft of keys (including electronic keys or cards and reprogramming costs) from such PREMISES or from the residence of any of the authorised keyholding directors partners or EMPLOYEES of the Insured or whilst the keys are being carried elsewhere in the United Kingdom

10. Loss of Market Value

It is understood that

- a) if the Insured elects not to repair or rebuild the BUILDINGS and the Insurer(s) does not exercise their right to repair or rebuild the Insurer(s) will pay to the Insured the reduction in the market value of the BUILDINGS solely as a result of the DAMAGE but not exceeding the amount which would have been payable had the BUILDINGS been repaired or rebuilt
- b) if solely as a result of DAMAGE insured hereby the Insured are required to rebuild or reinstate the BUILDINGS in a manner different from that immediately before the DAMAGE solely to comply with the stipulations(as defined in the extension Public Authorities Compliance including Undamaged Property) and as a result there is reduction in market value thereof the Insurer(s) agree to pay:
 - i) the cost of repairing or reinstating the BUILDINGS and
 - ii) a cash settlement representing the reduction in market value solely as a result of DAMAGE so that the total payment made is no greater than the amount that would have been payable had the BUILDINGS been repaired or reinstated in an identical manner to their condition immediately before the DAMAGE

less any amount to take account of any compensation payable or allowance made to the Insured

Provided that:

- i) the total amount recoverable under any item of the policy shall not exceed its sum insured
- ii) all the terms and conditions of the policy except in so far as they are varied hereby shall apply as if they had been incorporated herein

Section 1 Property Damage (Continued)

Extensions (Continued)

11. Loss of Metered Gas or Water

Loss of metered gas or water arising from DAMAGE resulting in a charge which the Insured is unable to recover from any other party subject to a limit of £250,000 any one claim at any PREMISES

12. Obsolete Building Materials

This policy extends to include the reasonable additional costs incurred following DAMAGE in replacement of materials which given consideration to the scientific and technical knowledge at the time of installation construction or fitting were reasonably deemed to be fit for the purpose intended but require replacement with more suitable modern materials

The BUILDINGS shall not be regarded as being better or more extensive than when new provided that the Insurer(s) liability for such additional costs shall not exceed 5% of the DECLARED VALUE

13. Personal Possessions

This policy extends to include directors partners customers visitors and EMPLOYEES personal effects of every description (other than motor vehicles) insofar as they are not otherwise insured for an amount not exceeding £500 in respect of any one person

14. Professional Fees

Architects surveyors legal and consulting engineers fees necessarily and reasonably incurred following DAMAGE in the rebuilding or repair but not for preparing any claim

Managing Agents fees and fees payable to any Company which is a Parent of the Insured or which is a Subsidiary of a Parent Company of which the Insured are themselves a Subsidiary will be accepted as necessary where

- i) the Insured would have employed them in respect of reinstatement or other work of an equivalent nature in the normal course of their BUSINESS
 - ii) the fees are in respect of work of benefit to the Insurer(s)
 - iii) the fees relate to work which is necessary for repair or reinstatement
 - iv) the fees have been agreed with the Insurer(s) in advance
- but not for preparing any claim

15. Public Authority Compliance

Additional cost of reinstatement which must be commenced and carried out without unreasonable delay necessarily incurred to comply with Building or other Regulations under or framed in Pursuance of any European Union legislation Act of Parliament or with Bye-Laws of any Public Authority in respect of

- a) damaged BUILDINGS
- b) undamaged portion(s) of the damaged BUILDINGS
- c) any water supply equipment at the PREMISES supplying the sprinkler installation in undamaged portions of BUILDINGS

but excluding costs incurred where notice has been served upon the Insured to comply with such Regulations or Bye-Laws prior to the DAMAGE occurring or the amount of any charge or assessment arising out of capital appreciation which may be payable in respect of the BUILDINGS because of compliance with such Regulations or Bye-Laws

16. Removal of Nests

The cost of removing wasps or bees nests from residential BUILDINGS for an amount not exceeding £250 in respect of any one claim

17. Sprinkler Costs

The costs incurred in upgrading an automatic sprinkler installation to the current LPC Rules solely as imposed upon the Insured by the Insurer(s) following DAMAGE to the BUILDINGS provided that at the time of DAMAGE the installation conformed to the 28th or 29th Edition Rules or to the LPC Rules current at the time of installation but did not conform to subsequent amendments to those Rules

Section 1 Property Damage (Continued)

Extensions (Continued)

18. Temporary Removal

PROPERTY whilst temporarily removed from the PREMISES for cleaning renovation repair or similar purposes within the TERRITORIAL LIMITS unless more specifically insured for an amount not exceeding 10% of the whole Sum Insured

19. Temporary Repairs

The reasonable cost of

- 1) necessary boarding up following DAMAGE to fixed glass in windows doors fan lights and skylights to make the BUILDINGS secure
- 2) the provision of temporary doors for the purpose of weather proofing or securing the Buildings
- 3) weather proofing BUILDINGS
- 4) securing the site following DAMAGE

20. Trace and Access

Where the BUILDINGS have suffered DAMAGE or in the opinion of a competent professional there is a reasonable possibility of DAMAGE resulting from the escape of gas oil or water into the PREMISES the Insurer(s) will pay the costs necessarily and reasonably incurred in locating the source whether on the PREMISES or not and subsequently making good

21. Unauthorised Use of Public Utilities

Loss resulting from use by UNAUTHORISED PERSONS of electricity gas water or telecommunications services at the PREMISES for which the insured are legally responsible to the extent that such loss is determined by measurement from meters subject to a limit of £250,000 any one claim at any PREMISES

22. Diminution in Value

Where solely as a result of DAMAGE to PREMISES or to third party BUILDINGS in the vicinity there is a subsequent reduction in sale price achieved on such PREMISES being a PREMISES offered for sale on the open market prior to the DAMAGE the insurance by this Policy Property Damage extends to include the difference in prior and post DAMAGE value.

The liability of the insurer(s) in respect of this Extension shall not exceed £100,000 any one loss and in the aggregate following DAMAGE to third party BUILDING in the vicinity and £250,000 following DAMAGE to PREMISES

Any Difference in opinion (i.e. reduction in value) is to be arbitrated by a Fellow of the Royal Institution of Chartered Surveyors appointed with the agreement of both the Insured and the Insurer(s) such arbitration to be binding on both parties and any fees incurred to be borne equally by both parties

23. Index Linking

The Sum Insured by this Section will be adjusted during the period of Insurance in accordance with fluctuations in suitable indices of cost

In the EVENT of loss the sum insured will continue to be adjusted in accordance with fluctuations in the indices during the period necessary for completion of repair or reinstatement provided that repair or reinstatement provided that repair or reinstatement is carried out without unreasonable delay

Section 1 Property Damage (Continued)

Extensions (Continued)

24. Reinstatement to Match

Where the BUILDING suffers DAMAGE by any causes not excluded the Insured may replace repair or restore the BUILDING with equivalent PROPERTY which employs current technology and replacement repair or restoration with such PROPERTY shall not for the purposes of this Policy be regarded as being better or more extensive than when new

This Policy further extends to include the replacement or modification of undamaged BUILDINGS insofar as it is necessary to adapt it or replace it to operate in conjunction with the BUILDING suffering DAMAGE and which has been replaced repaired or restored

When the BUILDING is partially damaged the Insurer(s) liability shall not exceed the sum representing the cost which the Insurer(s) could have been called upon to pay for reinstatement if the BUILDING had been wholly destroyed

The Liability of the Insurer(s) in respect of this extension shall not exceed £1,000,000 any one EVENT

25. Value Added Tax

The insurance on BUILDINGS extends to include Value Added Tax paid by the Insured which is not subsequently recoverable

Provided that

1. a) the Insured's liability for such tax arises solely as a result of the reinstatement or repair of the BUILDINGS to which such item relates following DAMAGE
b) Insurer(s) have paid or have agreed to pay for such DAMAGE
c) if payment made by the Insurer(s) in respect of the reinstatement or repair of such DAMAGE shall be less than the actual cost of the reinstatement or repair any payment under this extension resulting from the DAMAGE shall be reduced in like portion
2. the Insured's liability for such tax does not arise from the replacement BUILDING having greater floor area than or being better or more extensive than the destroyed or damaged

BUILDING

3. where an option to reinstate on another site is exercised the Insurer(s) liability shall not exceed the amount of tax that would have been payable had the BUILDING been rebuilt on its original site
4. the Insurer(s) liability shall not include amounts payable by the Insured as penalties or interest for non-payment or late payment of tax

Terms to the contrary elsewhere in this Policy are over-ridden as follows in respect of those items to which this extension applies

- i) for the purposes of the Property Damage Average Conditions reinstatement costs shall be exclusive of Value Added Tax
- ii) the liability of Insurer(s) may exceed the Total Sum Insured where such excess is solely in respect of Value Added Tax

26. Loss of Management Fees

Where the BUILDINGS have suffered DAMAGE the Insurer(s) will pay the additional costs incurred by the Insured with the consent of the Insurer(s) in respect of management and supervision of Reinstatement subject to a limit any one EVENT of £25,000

This Extension does not cover any additional costs for a rebuilding contract with a value of less than £100,000

Section 1 Property Damage (Continued)

Extensions (Continued)

27. Public Utilities

1. DAMAGE is extended to include the failure of the supply of
 - a) electricity at the terminal ends of the supply authority's service feeders at the PREMISES
 - b) gas at the supply authority's meters at the PREMISES
 - c) water at the supply authority's main stop cock serving the PREMISES by an accidental cause other than the deliberate act of any supply authority or by any such authority exercising its power to withhold or restrict supply or by drought
2. The insurance is extended to include loss of RENT resulting from DAMAGE to PROPERTY at any land based PREMISES of any public telecommunications undertaking from which the PREMISES obtains telecommunications services

The liability of the Insurer(s) in respect of this Endorsement shall not exceed £1,000,000 any one EVENT

28. Contents of Furnished Accommodation

The definition of BUILDINGS under this policy is hereby extended to include Household Contents belonging to or the responsibility of the Insured in furnished accommodation subject to a single article limit of £5,000 other than common parts no claim shall be paid in respect of loss by theft or any attempt thereof to high value items such as gold, silver, precious stones, precious metals, bullion, furs, curiosities, works of art, rare books, audio visual goods, computer equipment, cameras, jewellery money cheques stamps bonds credit cards and securities of any description

Terrorism Insurance – Buy Back

Notwithstanding any provisions or exclusions to the contrary within this Policy the Insurer(s) having quoted and the Insured accepted and agreed to pay the separate Terrorism premium the insurance by this Policy is extended for the Period of Insurance shown on the CERTIFICATE OF INSURANCE to include DAMAGE to the Property Insured described in the Schedule and the loss of RENT the cost of reletting and additional expenditure as defined in Section 2 Rent resulting therefrom insofar and to the extent that it is insured in the Territories stated below caused by or resulting from an Act of Terrorism

Act of Terrorism means

- 1) An act of any person(s) 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 any government de jure or de facto as certified by Her Majesty's Government or H M Treasury or any successor relevant authority

or

- 2) An act of any person(s) acting alone and not on behalf of or in connection with any organisation who carries out activities directed towards the overthrowing or influencing by force or violence of any government de jure or de facto and such act not being certified by Her Majesty's Government or H M Treasury or any successor relevant authority and in the event of any challenge to such non-certification the refusal to certify being upheld by a Tribunal ruling confirming such non-certification

provided always that Terrorism Insurance is

- A in respect only of Act of Terrorism definition 1) above
not subject to any of the exclusions specified in this Policy pertaining to excluded EVENTS of DAMAGE other than those applying specifically in respect of Terrorism Insurance as stated below and
- B in respect only of Act of Terrorism definition 2) above subject to all the terms conditions and exclusions of the Policy and the Terrorism Exclusions stated below except as expressly varied below

Section 1 Property Damage (Continued)

Terrorism Insurance — Buy Back (Continued)

Act of Terrorism (Continued)

provided also that the Insurer(s) liability in respect of all losses arising out of any one event and in the aggregate in any one period of insurance shall not exceed the limit(s) shown below in respect of the Territories stated below after the application of all the provisions of the insurance including any Insured's Contribution

<u>Territory</u>	<u>Limit of Liability</u>
1. Great Britain	As otherwise specified in this Policy
2. a) The Channel Islands	Only with prior agreement of Insurer(s) and specifically shown on the CERTIFICATE OF INSURANCE
b) The Isle of Man	
3. Elsewhere in the world	Not insured

Exclusions and Limitations

Terrorism Insurance does not cover

1. Riot Civil Commotion War and Allied Risks

any loss whatsoever or any consequential loss directly or indirectly occasioned by or happening through or in consequence of riot civil commotion war invasion act of foreign enemy hostilities (whether war be declared or not) civil war rebellion revolution insurrection or military or usurped power

2. Electronic Risks

any loss whatsoever or any expenditure resulting or arising therefrom or any consequential loss directly or indirectly caused by or contributed to by or arising from DAMAGE to any computer or other equipment or component or system or item which processes stores transmits or retrieves data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) and whether the property of the Insured or not where such DAMAGE is caused by Virus or Similar Mechanism or Hacking or Denial of Service Attack

3. Excluded Property

This insurance does not cover any losses whatsoever directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from DAMAGE in respect of:

- i) any nuclear installation or nuclear reactor
- ii) any property which is insured by or would but for the existence of this policy be insured by any form of transit, aviation or marine policy
- iii) any property which is specifically excluded elsewhere in this Policy

Section 1 Property Damage (Continued)

Terrorism Insurance — Buy Back (Continued)

Definitions

DAMAGE means
accidental loss destruction or damage

Great Britain means

England and Wales and Scotland but not the territorial seas adjacent thereto (as defined by the Territorial Sea Act 1987) nor the Isle of Man nor the Channel Islands

Virus or Similar Mechanism means

any program code programming instruction or any set of instructions intentionally constructed with the ability to DAMAGE interfere with or otherwise adversely affect computer programs data files or operations whether involving self-replication or not

The definition of Virus or Similar Mechanism includes but is not limited to Trojan horses worms and logic bombs

Hacking means

unauthorised access to any computer or other equipment or component or system or item which processes stores or retrieves data whether the property of the insured or not

Denial of Service Attack means

any actions or instructions constructed or generated with the ability to DAMAGE interfere with or otherwise affect the availability of networks or network services or network connectivity or information systems

The definition of Denial of Service Attack includes but is not limited to the generation of excess traffic into network addresses and the exploitation of system or network weaknesses and the generation of excess or non-genuine traffic between and amongst networks

Residential Property means

houses and blocks of flats and other dwellings (including household contents and personal effects of every description) insured in the name of a Private Individual

Private Individual means

any person other than

- a) a Trustee or body of Trustees where insurance is arranged under the terms of a trust
- b) a person who owns Residential Property for the purpose of their business as a sole trader

The definition of Private Individual shall include two or more persons where insurance is arranged in their several names and/or the title of the Insured includes the name of a bank or building society or other financial institution for the purpose of noting their interest in the Property Insured

Section 1 Property Damage (Continued)

Terrorism Insurance — Buy Back (Continued)

Special Conditions

1. In any action suit or other proceedings where the Insurer(s) alleges that 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
2. Any terms in this Policy which provide for adjustments of premium based upon declarations on expiry or during the period of insurance do not apply to Terrorism Insurance

If this Policy is subject to any Long Term Agreement / Undertaking it does not apply to Terrorism Insurance

Terrorism Limitation — Applicable only to Section 3 Property Owners Liability

The liability of the Insurer(s) for all damages costs and expenses payable in respect of all EVENTS of Terrorism during any one Period of Insurance shall not exceed in the aggregate the sum of £5,000,000 each Insured

For the purposes of this Clause Terrorism means an act or acts (whether threatened or actual) of any person or persons involving the causing or occasioning or threatening of harm of whatever nature and by whatever means made or claimed to be made in whole or part for political religious ideological or similar purposes

War Civil War Political Risk and Terrorism Limitation — Applicable only to Section 4 Employers Liability

The liability of Insurer(s) under this Section for damages cost and expenses payable in respect of any one claim against the Insured or series of claims against the Insured arising out of one EVENT shall not exceed £5,000,000 This limitation shall only apply in respect of liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from War Civil War Terrorism or Political Risk as defined below

For the purposes of this Clause War Civil War Terrorism or Political Risk means war invasion acts of foreign enemies hostilities or warlike operations (whether war to be declared or not) civil war mutiny civil commotion assuming the proportions of or amounting to popular rising military rising insurrection rebellion revolution military or usurped power martial law confiscation or nationalisation or requisition or destruction of property by or under the order of any Government or public or local authority Terrorism or any action taken in controlling preventing suppressing or in any way relating to any of the above

For the purposes of this Clause Terrorism means an act or acts (whether threatened or actual) of any person or persons involving the causing or occasioning or threatening of harm of whatever nature and by whatever means made or claimed to be made in whole or part for political religious ideological or similar purposes

Section 1 Property Damage (Continued)

Terrorism Insurance — Buy Back (Continued)

Provisions

1. Contractors

Where the Insured is required to effect insurance on the BUILDINGS in the joint names of the Insured and or Contractors and or Sub-Contractors of whatsoever tier under the terms of JCT or similar Contracts then the interest of the Contractors and or Sub-Contractors of whatsoever tier is automatically noted under the Policy as joint names insured parties subject to details of any single contract valued in excess of £250,000 having been advised to the Insurer(s) as soon as is reasonably practicable

2. Designation of Property

For the purpose of determining where necessary the item under which any PREMISES is insured the Insurer(s) agree to accept the designation under which such PROPERTY has been entered in the Insureds books or which has been used by the Insured in computing the sums insured hereunder

3. Mortgagees and Lessors

Any increase in the risk of DAMAGE resulting from any act or neglect of the Insured freeholder mortgagor leaseholder lessee licensee or occupier of any BUILDINGS insured by this Policy will not prejudice the interest of any freeholder lessor mortgagee financier or lender (other than the party causing the increase in the risk and if such increase in risk is without their prior knowledge or authority) provided that the Insurer(s) is notified immediately the party becomes aware of such increase in risk and any additional premium required is paid to the Insurer(s)

4. Non-invalidating

This insurance shall not be invalidated by any act or omission or by any alteration which increases the risk of DAMAGE without the authority or knowledge of or beyond the control of the Insured provided that immediately the Insured becomes aware of the increased risk of DAMAGE notice shall be given to the Insurer(s) and any additional premium paid

5. Other Interests

The interest of any freeholders lessors lessees licensees underlessees assignees mortgagees financiers lenders receivers tenants and occupiers are noted in this Policy it being understood that the details of such parties will be notified as soon as reasonably practicable to the Insurer(s) in the event of any claim arising under this Policy

6. Repairs Maintenance Alterations

Repairs and or maintenance and or minor alterations in and or to and or around the PREMISES may be effected without prejudice to this insurance

Section 2 Rent

The Cover

If any BUILDINGS suffer DAMAGE by any causes not excluded under Section 1 Property Damage and the BUSINESS is in consequence thereof interrupted or interfered with the Insurer(s) will pay the Insured the amount of loss arising as a result in accordance with the following provisions provided that the Insurer(s) liability in any one Period of Insurance shall not exceed in respect of each item 200% of the Sum Insured

Rent — The Basis of Settlement of Claims

The Insurer(s) will pay in respect of BUILDINGS which have suffered DAMAGE

a) the loss of RENT being

the actual amount of the reduction in the RENT receivable by the Insured during the INDEMNITY PERIOD solely in consequence of the DAMAGE

b) the cost of reletting being

the costs necessarily and reasonably incurred from the date of the DAMAGE until the expiry of the INDEMNITY PERIOD in reletting the BUILDINGS (including legal fees in connection with the reletting) solely in consequence of the DAMAGE

c) the additional expenditure being

the expenditure (other than recoverable under (b) above) necessarily and reasonably incurred in consequence of the DAMAGE solely to avoid or minimise the loss of RENT during the INDEMNITY PERIOD but not exceeding

– the amount of the reduction avoided by such expenditure

plus

– 5% of the sum insured by the item (but not more than £250,000)

Extensions

The policy is extended to include the following extensions by any causes not excluded under this Section 1 Property Damage:

1. Alternative Residential Accommodation and Rent

In the event of DAMAGE to BUILDINGS resulting in a residential portion of the BUILDINGS being uninhabitable or access being prevented this insurance extends to include loss of RENT and the reasonable additional cost of similar comparable accommodation for the TENANT including temporary furniture storage costs and accommodation for domestic pets until the residential portion is habitable and accessible. The Insurer(s) will pay up to 30% of the Sum Insured of the residential portion of the damaged BUILDINGS

2. Anticipated Rent

If the BUILDINGS are UNOCCUPIED at the commencement of the INDEMNITY PERIOD where RENT is insured the Insured must show that but for the DAMAGE RENT would have been earned

The Insurer(s) will have regard

- a) to actual negotiations with prospective TENANTS both before and after the incident
- b) for demand for similar accommodation in the locality and
- c) the general level of rents applying

If required the advice of a professional valuer acceptable to both the Insured and the Insurer(s) will be sought and such fees will be included in the indemnity under this Extension

Section 2 Rent (Continued)

Extensions (Continued)

3. Buildings Awaiting Sale

If at the time of the DAMAGE the Insured shall have contracted to sell their interest in the BUILDINGS or shall have accepted an offer in writing to purchase their interest in the BUILDINGS subject to contract and the sale is cancelled or delayed solely in consequence of the DAMAGE provided that the Insured shall make all reasonable efforts to complete the sale of the BUILDINGS as soon as practicable after the DAMAGE the Insured may opt for the amount payable by the Insurer(s) to be as follows:

- a) during the period prior to the date upon which but for the DAMAGE the BUILDINGS would have been sold

the loss of RENT being

the actual amount of the reduction in the RENT receivable by the Insured solely in consequence of the DAMAGE

- b) during the period commencing with the date upon which but for the DAMAGE the BUILDINGS would have been sold and ending with the actual date of sale or with the expiry of the INDEMNITY PERIOD if earlier

the loss in respect of interest being

- 1) the actual interest incurred on capital borrowed (solely to offset in whole or part the loss of use of the sale proceeds) for the purpose of financing the BUSINESS
- 2) the investment interest lost to the Insured on any balance of the sale proceeds (after deduction of any capital borrowed as provided for under 1)

less any amount receivable in respect of RENT

- (c) the additional expenditure being

- 1) the expenditure necessarily and reasonably incurred in consequence of the DAMAGE solely to avoid or minimise the loss payable under (a) and (b) immediately above but not exceeding the amount of loss avoided by such expenditure plus 5% of the Sum Insured by the item (but not more than £250,000)
- 2) the additional legal fees and other expenditure incurred solely as a result of the cancellation or delay in consequence of the DAMAGE but not exceeding either an amount equivalent to the expenditure incurred immediately prior to the DAMAGE or £50,000 whichever is the less

except the amount payable shall be adjusted to provide for any benefit derived by the Insured from cancellation of or delay in the sale so that it represents as nearly as may be reasonably practicable the actual loss suffered by the Insured

4. Insurance Premiums

RENT is deemed to include insurance premiums only where there is a clause in the lease which enables the lessee to cease paying such premiums or part thereof in the event of DAMAGE

5. Loss of Attraction

The insurance by this Section is extended to include loss of RENT resulting from the termination or renegotiation of any agreements for lease or other loss of tenancy or delay in completion of letting of the PREMISES consequent upon DAMAGE to the PREMISES and or to PROPERTY in the vicinity of the PREMISES which shall prevent and or hinder the use of the PREMISES and or access thereto and or which results in a reduction in numbers of potential visitors and or customers to the PREMISES whether the PREMISES suffer DAMAGE or not

The liability of the Insurer(s) in respect of this extension shall not exceed

- a) £50,000 or the Sum Insured in respect of each PREMISES whichever is the less
- b) £250,000 in the aggregate during the PERIOD OF INSURANCE

Section 2 Rent (Continued)

Extensions (Continued)

6. Legionellosis

DAMAGE is extended to include any outbreak of Legionellosis at the PREMISES causing restrictions on the use thereof on the order or advice of the competent local authority

Provided that for the purposes of this clause

- i) PREMISES shall mean PREMISES which are directly affected by the DAMAGE
- ii) the Insurer(s) shall not be liable under this clause for any costs incurred in cleaning repair replacement or inspection of property except those costs and expenses necessarily incurred with the Insurer(s) consent in cleaning and decontamination of the air-conditioning or water supply at the PREMISES the use of which has been restricted on the order or advice of the competent local authority

7. Prevention of Access (Non Damage)

The insurance by this Policy Section 2 Rent is extended to include loss as insured caused by prevention or hindrance of access to the BUILDINGS or prevention of use of the BUILDINGS in consequence of

1. DAMAGE other than by any of the Causes Excluded to the property in the immediate vicinity of the BUILDINGS
- or
2. the BUILDINGS or any property or rights of way in the immediate vicinity of the BUILDINGS being
 - a) occupied by terrorists or persons thought to be terrorists
 - b) unlawfully occupied by third parties except in the course of a dispute between any employer and employee or group of workers
 - c) thought to contain or actually containing a harmful device provided that the police are immediately informed
 - d) closed down or sealed off in accordance with instructions issued by the police or by any other statutory body except where the cause of such closure or sealing off is
 - i) the condition of the BUILDINGS or the business carried on within the BUILDINGS
 - ii) the Insureds or lessees non compliance with a prior order of the police or any statutory body
 - iii) action taken as a result of drought or human infectious or contagious diseases or other hazards to health

provided that the Insurer(s) shall not be liable for

- i) loss arising from any cause within the control of the Insured or lessee
- ii) loss which is the direct result of repairs or maintenance being carried out to the PREMISES

The liability of the Insurer(s) in respect of this endorsement shall not exceed £1,000,000 any one EVENT

8. Loss of Investment Income on Late Payment of Rent

If as a result of DAMAGE the Insurer(s) is paying indemnity in respect of loss of RENT and the payment by the Insurer(s) to the Insured is made later than the date upon which the Insured would normally have expected to receive the RENT from a lessee the Insurer(s) will pay a further sum representing the investment interest lost to the Insured during the delay period

9. Managing Agents Premises

The insurance by each Item on RENT is extended to include loss as insured resulting solely from DAMAGE to BUILDINGS or other PROPERTY at any location in the United Kingdom owned or occupied by the Insured's managing agents for the purposes of their BUSINESS in consequence of which RENT receivable by the Insured is reduced

Section 2 Rent (Continued)

Extensions (Continued)

10. Murder Suicide or Disease

The Insurer(s) shall indemnify the Insured in respect of loss of RENT or Alternative Residential Accommodation and RENT in accordance with Extension 1 to this Section resulting from interruption of or interference with the BUSINESS during the INDEMNITY PERIOD following

- a) any human infectious or human contagious disease (excluding Acquired Immune Deficiency Syndrome (AIDS) or an AIDS related condition) an outbreak of which the local authority has stipulated shall be notified to them manifested by any person whilst in the PREMISES or within a 25 mile radius of it
- b) murder or suicide in the PREMISES
- c) INJURY or illness sustained by any person arising from or traceable to foreign or injurious matter in food or drink provided in the PREMISES
- d) vermin or pests in the PREMISES
- e) the closing of the whole or part of the PREMISES by order of a competent public authority consequent upon defect in the drains or other sanitary arrangements at the PREMISES

The Insurance by this Extension shall only apply for the period beginning with the occurrence of the loss and ending not later than three months thereafter during which the results of the BUSINESS shall be affected in consequence of the interruption or interference

11. Payments on Account

Payments on account will be made during the INDEMNITY PERIOD at the request of the Insured subject to any necessary adjustments at the termination of the INDEMNITY PERIOD

12. Prevention of Access

The insurance is extended to include loss of RENT resulting from DAMAGE to PROPERTY in the vicinity of the PREMISES insured by this Policy which shall prevent or hinder the use or access whether the BUILDINGS insured by this Policy are damaged or not excluding DAMAGE to PROPERTY of any supply undertaking which shall prevent or hinder the supply of services by an electricity gas water or telecommunications undertaking to the PREMISES

13. Professional Accounting & Legal Charges

Any details contained in the Insureds BUSINESS books required by the Insurer(s) for the purpose of investigating or verifying any claim may be produced by professional accountants if at the time they are regularly acting as such for the Insured and their report shall be prima facie evidence of the details to which such report relates

The Insurer(s) will pay to the Insured the reasonable charges payable to its professional accountants for producing such evidence and for reporting to the Insurer(s) and the Insured that such details are in accordance with the Insureds books of account provided that the total amount payable shall not exceed the liability of the Insurer(s) as stated herein

The Insurer(s) will pay to the Insured the reasonable charges payable to its lawyers for determining their contractual rights under any RENT cesser clause or insurance break clause contained in the lease but not for any other purposes in the preparation of any claim

14. Rent Free Period

If at the date of the DAMAGE any BUILDING insured by this Policy is subject to a 'RENT Free Period' concession under the terms of the lease then the Maximum INDEMNITY PERIOD stated in the Schedule shall be adjusted by adding to the number of years shown in the schedule the remaining balance of such 'RENT Free Period'

Section 2 Rent (Continued)

Provisions

1. Savings

If any charge or expense payable out of RENT shall cease or reduce during the INDEMNITY PERIOD in consequence of the DAMAGE the sum saved shall be deducted from the amount otherwise payable under this insurance before the application of Underinsurance below

2. Alternative Accommodation — Reduction of Loss

If in consequence of the DAMAGE the Insured shall use other premises to provide accommodation to TENANTS the RENT received from those PREMISES during the INDEMNITY PERIOD shall be taken into account in assessing the loss of RENT

Section 1 Property Damage does not cover

1. Consequential Loss

Consequential loss of any kind or description

2. Excess

The EXCESS stated in the CERTIFICATE OF INSURANCE applied separately to each EVENT at each separate PREMISES

Section 1 Property Damage and Section 2 Rent do not cover

1. Terrorism

These Sections do not cover

- A) Loss DAMAGE cost or expense or whatsoever nature directly or indirectly caused by resulting from or in connection with:
1. Any act of Terrorism regardless of any other cause or EVENT contributing concurrently or in any other sequence to the loss
 2. Any action taken in controlling preventing suppressing or in any way relating to any act of Terrorism

If the Insurer(s) alleges that by reason of this exclusion any loss DAMAGE cost or expense is not covered by this Section 1 or 2 of this Policy the burden of proving the contrary shall be upon the Insured

In the EVENT any portion of this exclusion is found to be invalid or unenforceable the remainder shall remain in full force and effect

For the purpose of this exclusion an act of Terrorism shall mean an act including but not limited to the use of force or violence and or threat thereof of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or governments(s) committed for political religious ideological or similar purposes including the intention to influence any government and or put the public or any section of the public in fear

B) DAMAGE in Northern Ireland occasioned by or happening through or in consequence directly or indirectly of

- (i) riot civil commotion and (except in respect of DAMAGE by fire or explosion) strikers locked-out workers or persons taking part in labour disturbances of malicious persons
- (ii) Terrorism as defined in A above

3. Electronic Risks Exclusion

The insurance by these Sections does not cover

- a) DAMAGE to any computer or other equipment or component or system or item which processes stores transmits or retrieves data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) and whether the property of the Insured or not where such DAMAGE is caused by programming or operator error Virus or Similar Mechanism or Hacking
- b) Loss of rent and or additional expenditure directly or indirectly caused by or arising from any programming or operator error Virus or similar Mechanism or Hacking

But this shall not exclude DAMAGE or loss of RENT which results from PERILS as defined (including the acts of thieves but excluding the acts of malicious persons)

For the purposes of this Exclusion the following Definitions apply:

Section 1 Property Damage does not cover (continued)

Electronic Risks Exclusion (Continued)

Definitions:

- a) Virus or Similar Mechanism shall mean program code programming instruction or any set of instructions intentionally constructed with the ability to damage interfere with or otherwise adversely affect computer programs data files or operations whether involving self-replication or not

This Definition of Virus or Similar Mechanism includes but is not limited to Trojan Horses worms and logic bombs

- b) Hacking shall mean unauthorized access to any computer or other equipment or component or system or item which processes stores transmits or retrieves data

The Date Recognition General Exclusion continues to apply in addition to this Exclusion

Sections 1 and 2 General Conditions

1. Automatic Cover – Newly Acquired Properties Alterations & Additions

The insurance by these sections and Section 3 Property Owners Liability automatically extends to include newly acquired or newly erected PREMISES or alterations additions or extensions to PREMISES from the time the Insured becomes responsible for such BUILDINGS following practical completion and insofar as they are not otherwise insured

Provided that

- a) the liability of the Insurer(s) in respect of this cover shall not exceed
 - i) for newly acquired or newly erected PREMISES
BUILDINGS DECLARED VALUE and RENT £ 2,500,000 in respect of any one PREMISES
 - ii) for alterations additions or extensions to PREMISES
BUILDINGS DECLARED VALUE 20% or £ 2,000,000 whichever is the less any one PREMISES
 - iii) for alterations additions or extensions to RENT 20% or £500,000 whichever is the less any one PREMISES
 - iv) Section 3 Property Owners Liability the amount stated in the Schedule as the Limit of Indemnity
- b) in respect of newly acquired or newly erected PREMISES the Insured shall notify RIS as soon as practicable and pay any additional premium as may be reasonably required
- c) in respect of alterations additions or extensions to PREMISES cover shall apply until the renewal date immediately following the Insured becomes responsible for such BUILDINGS

2. Contracting Purchasers Interest

If at the time of DAMAGE to BUILDINGS the Insured has contracted to sell its interest in such BUILDINGS or following DAMAGE to BUILDINGS the Insured contracts to sell its interest in such BUILDINGS and the sale has not been completed the contracting purchaser who completes the purchase (providing the BUILDINGS are not otherwise insured by or on behalf of the contracting purchaser) shall at the discretion of the Insured be entitled to benefit under this Policy such entitlement to be confirmed by the Insured in the event of any claim arising under this Policy without prejudice to the rights and liabilities of the Insured or Insurer(s)

3. Contribution

If at the time of any DAMAGE to BUILDINGS or any loss of RENT there is any other insurance effected by or on behalf of the Insured for such DAMAGE or loss of RENT the Insurer(s) liability shall be limited to its rateable proportion of such DAMAGE or loss of RENT and if such other insurance is subject to any provision where it is excluded from ranking concurrently with this Policy either in whole or in part or from contributing rateably the liability of the Insurer(s) shall be limited to that proportion of the DAMAGE which the Sum Insured under this policy bears to the value of the PROPERTY

4. Automatic Reinstatement of Sum Insured

In consideration of the Sum Insured not being reduced by the amount of any loss the Insured shall pay the appropriate extra premium on the amount of the loss from the date of the loss until the expiry of the Period of Insurance provided that any additional protections required by the Insurer(s) are effected

Sections 1 and 2 General Exclusions (Continued)

5. Subrogation Waiver

In the event of a claim arising under this Policy the Insurer(s) agree to waive all rights remedies or relief to which it may become entitled by subrogation against

- i) any Company standing in the relation of Parent to Subsidiary (Subsidiary to Parent) to the Insured as defined in the Companies Act 1985 or Companies (Northern Ireland) Order 1986 as appropriate current at the time of the DAMAGE
- ii) any Company which is a Subsidiary of a Parent Company of which the Insured are themselves a Subsidiary in each case within the meaning of the Companies Act 1985 or Companies (Northern Ireland) Order 1986 as appropriate current at the time of the DAMAGE
- iii) any TENANT of any PREMISES including if required by the Insured any TENANT which has not contributed to the premium for the PREMISES such requirement to be confirmed by the Insured in the event of a claim arising under this Policy provided that the DAMAGE did not result from a criminal fraudulent or malicious act of the TENANT
- iv) if required by the Insured under the terms of any construction contract conditions any Contractors and or Sub Contractors of whatsoever tier such requirement to be confirmed by the Insured in the event of any claim arising under this Policy

Section 3 Property Owners Liability

The Cover

The Insurer(s) will indemnify the Insured or the legal representative of the Insured subject to the Limits of Indemnity shown in the Schedule for this Section against damages and claimants costs and expenses for which the Insured is legally liable in respect of

- i) Accidental INJURY to any person
- ii) Accidental DAMAGE to PROPERTY
- iii) interference with or loss of enjoyment of any right of light air water way easement or PROPERTY as a result of obstruction trespass nuisance stoppage of or interference with pedestrian vehicular rail air or waterborne traffic other than legal liability for damages which result from a deliberate act or omission of the Insured or which is a natural consequence of the ordinary conduct of the BUSINESS and which could reasonably have been expected by the Insured having regard to the nature and circumstances of such act or omission

caused in connection with the BUSINESS in respect of the PREMISES and occurring during the Period of Insurance and within the GEOGRAPHICAL LIMITS

The liability of the Insurer(s) for all damages payable to any claimant or number of claimants in respect of any one EVENT shall not exceed the amount stated in the Schedule as the Limit of Indemnity for any one EVENT

Additional Costs and Fees

The Insurer(s) will in addition pay in respect of any claim which may be the subject of indemnity under the terms of this Section

- i) legal fees for representation at any coroners inquest or inquiry in respect of any death or proceedings in any court arising out of any alleged breach of statutory duty resulting in any event which may be the subject of indemnity under this Section
- ii) all other costs and expenses incurred with the written consent of the Insurer(s)

Section 3 Property Owners Liability (Continued)

Exclusions

The Insurer(s) shall not provide indemnity in respect of

1. INJURY to any EMPLOYEE arising out of and in the course of employment or engagement by the Insured in the BUSINESS
2. DAMAGE to PROPERTY belonging to or in the custody or control of the Insured other than directors partners EMPLOYEES or visitors personal effects including motor vehicles and their contents
3. liability caused by or arising from the ownership possession or use by or on behalf of the Insured of any craft designed to travel on or through water or air
4. liability caused by or arising from the ownership possession or use by or on behalf of the Insured of any mechanically propelled vehicle (or trailer attached to it) if being used in circumstances for which compulsory insurance or security is required under any legislation governing the use of the vehicle
5. the exercise of professional skill or breach of professional duty whether by way of instruction advice direction treatment or otherwise supplied given or administered by or on behalf of the Insured
6. liability caused by or arising from works to any PREMISES other than repairs and or maintenance and or alterations unless the Insured has entered into a JCT (Joint Contracts Tribunal) or similar Contract with regard to the extension alteration repair and/or refurbishment of any PREMISES insured then the Insurance is extended to include such CONTRACT WORKS (including unfixed materials on site) where the estimated Contract Value at the commencement of the works does not exceed £100,000 and in respect of these Property Damage includes Contractors and/or Sub-Contractors of whatsoever tier as joint insureds where such interests are required to be included by the terms of the Contract

Provided that

- 1) the Insured shall furnish Residents Insurance Services with full particulars of each Contract to which this extension applies prior to commencement thereof
 - 2) the Insured shall pay such reasonable additional premium as the Insurer(s) may require
 - 3) the Contractors and or Sub Contractors shall have and keep in force their own Employers Liability insurance and Public Liability Insurance with a minimum indemnity limit of £5,000,000 any one EVENT
 - 4) non-negligence cover required under JCT 1980 Clause 21.2.1 or similar is excluded from this policy
7. liquidated damages punitive exemplary or aggravated damages fines penalties or compensation ordered or awarded by a Court of Criminal Jurisdiction
 8. liability directly or indirectly caused by or arising out of pollution or contamination of BUILDINGS or other structures or of water or land or the atmosphere unless the pollution or contamination is caused by a sudden identifiable unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during any Period of Insurance

All pollution or contamination arising out of one incident shall be deemed to have occurred at the time such incident takes place

The total amount payable by Insurer(s) in respect of all such pollution or contamination which is deemed by the Insurer(s) to have occurred during any Period of Insurance shall not exceed the Limit of Indemnity shown in the Schedule for this Section

Section 3 Property Owners Liability (Continued)

Extensions

1. Compensation for Court Appearance

The Insurer(s) will pay the Insured at the undernoted daily rates for the attendance of any director partner or any individual employed by the Insured under a contract of service or apprenticeship at court as a witness at the request of the Insurer(s) in connection with a claim under this Section

- | | |
|--|------|
| i) any of the Insureds directors or partners | £500 |
| ii) any individual employed by the Insured under a contract of service or apprenticeship | £250 |

2. Contingent Liability for Motor Vehicles

Notwithstanding Exclusion 4 of this Section the Insurer(s) will indemnify the Insured in respect of legal liability caused by or in connection with any motor vehicle not the PROPERTY of or provided by the Insured which is being used in the course of the BUSINESS provided that the Insurer(s) will not be liable in respect of

- i) liability arising when such vehicle is being driven
 - a) by the Insured
 - b) with the general consent of the Insured by any person who to the knowledge of the Insured does not hold a licence to drive such vehicle unless such person has held and is not disqualified from holding or obtaining such a licence
- ii) physical DAMAGE to any such vehicle
- iii) any EVENT arising outside the TERRITORIAL LIMITS
- iv) any EVENT for which the Insured is entitled to indemnity under any other insurance

3. Contractual liability

As far as concerns liability assumed by the Insured by agreement and which would not have attached in the absence of such agreement the Insurer(s) will only indemnify the Insured if the conduct and control of claims is vested in the Insurer(s) but this will not apply to liability in respect of any contract for or including the performance of work outside the TERRITORIAL LIMITS

Section 3 Property Owners Liability (Continued)

Extensions (Continued)

4. Data Protection Act

The Insurer(s) will indemnify the Insured and at the Insureds request any director or partner of the Insured or any EMPLOYEE against legal liability to pay damages and claimants costs and expenses for damage or distress as described in Section 13 of the Data Protection Act 1998 not otherwise insured hereunder and first made against the Insured in connection with the BUSINESS during the Period of Insurance

Provided that

- a) the liability of the Insurer(s) for damages costs and expenses shall not exceed £1,000,000 in respect of any one period of insurance
- b) the Insured has registered in accordance with the terms of the said Act or has applied for such registration which has not been refused or withdrawn
- c) the Insurer(s) shall not provide indemnity
 - i) for 10% of each claim subject to a minimum of £500 and a maximum of £5,000
 - ii) against liability caused by or arising from a deliberate act by or omission of any person entitled to indemnity under this Extension if the result thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission
 - iii) for the costs of replacing reinstating rectifying erasing blocking or destroying any personal data
 - iv) against liability caused by or arising from any incident or circumstances known to the Insured at inception of this Extension which may give rise to a claim
 - v) against liability caused by or arising from the recording processing or provision of data for reward or the determining of the financial status of a person
 - vi) against liability which attaches by virtue of a contract or agreement and would not have attached in the absence of such contract or agreement regardless of whether the sole conduct and control of claims is vested in the Insurer(s)
 - vii) for the payment of fines or penalties
 - viii) in respect of any incidents occurring before the retroactive date of 1st May 2002

Section 3 Property Owners Liability (Continued)

Extensions (Continued)

5. Defective Premises Act 1972

The Insurer(s) will indemnify the Insured in respect of liability which the Insured incurs under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 arising from INJURY or DAMAGE occurring after the cancellation or expiry of this Section

Provided that

- i) the Insurer(s) shall not be liable for
 - a) the cost of remedying any defect or alleged defect
 - b) any DAMAGE to such PREMISES
 - c) any loss for which the Insured is entitled to indemnity under any other insurance
- ii) the Insurer(s) shall only be liable for PREMISES retained by the Insured in connection with the BUSINESS prior to such cancellation or expiry

6. Indemnity to Other Persons

The Insurer(s) will also indemnify

- i) at the Insureds request
 - a) any director partner or EMPLOYEE of the Insured while acting in connection with the BUSINESS in respect of liability for which the Insured would have been entitled to indemnity if the claim had been made against the Insured
 - b) any officer member or EMPLOYEE of the Insureds catering social sports and welfare organisations or first aid fire security or ambulance services in his/her respective capacity as such
 - c) any director partner or EMPLOYEE of the Insured in respect of private work carried out with the consent of the Insured for such person by an EMPLOYEE of the Insured
- ii) any PRINCIPAL to the extent that the contract or agreement between the Insured and such PRINCIPAL requires indemnity
- iii) the legal representative of any person entitled to indemnity under this Extension in respect of liability incurred by such person

Provided that

- a) any person entitled to indemnity under this Extension shall endeavour to observe and be subject to the terms and conditions of this Policy so far as they can reasonably apply
- b) the Insurer(s) shall have the sole conduct and control of any claim

Section 3 Property Owners Liability (Continued)

Extensions (Continued)

7. Legal Defence Costs

The Insurer(s) will pay legal costs and expenses incurred by the Insured or at the Insureds request by any director partner or EMPLOYEE for the defence of a prosecution (including an appeal against a conviction) for a breach of

- i) the Health and Safety at Work etc Act 1974
- ii) the Health and Safety at Work (Northern Ireland) Order 1978
- iii) Part II of the Consumer Protection Act 1987

committed or alleged to have been committed during the Period of Insurance in the course of the BUSINESS resulting in Accidental INJURY to any person or Accidental DAMAGE to PROPERTY

The Insurer(s) shall not be liable for

- i) the payment of fines or penalties
- ii) legal costs and expenses in connection with any breach of duty arising from a deliberate or premeditated act EVENT or omission which the person claiming to be indemnified knows or should have known would be likely to constitute an offence under the above Act or Order
- iii) proceedings brought outside the TERRITORIAL LIMITS
- iv) costs expenses or reimbursements incurred in connection with proceedings brought in respect of a breach of a statutory duty to an EMPLOYEE

8. Movement of Obstructing Motor Vehicles

Exclusion 4 shall not apply to liability caused by or arising from any motor vehicle (not owned or hired by or lent to the Insured) being driven by the Insured or by any EMPLOYEE with the Insured's permission whilst such vehicle is being moved for the purpose of allowing free movement of any vehicle owned hired by or lent to the Insured or any EMPLOYEE of the Insured

Provided that

- a) movements are restricted to motor vehicles parked on or obstructing the PREMISES
- b) the vehicle causing obstruction will not be driven by any person unless such person is competent to drive the vehicle
- c) the vehicle causing obstruction is driven by use of the owner's ignition key
- d) the Insurer(s) shall not provide indemnity against liability
 - i) in respect of DAMAGE to such vehicle
 - ii) in respect of which compulsory insurance or security is required under any legislation governing the use of the vehicle

Section 3 Property Owners Liability (Continued)

Extensions (Continued)

9. Overseas Personal Liability

The Insurer(s) will indemnify the Insured and if so requested by the Insured

- a) any director partner or EMPLOYEE of the Insured
- a) any spouse or child of such director partner or EMPLOYEE of the Insured accompanying such persons against legal liability to pay as damages incurred in a personal capacity whilst outside the TERRITORIAL LIMITS in connection with the BUSINESS

The Insurer(s) will not provide an indemnity in respect of liability

- 1) where indemnity is provided by any other insurance
- 2) arising from ownership possession or use of wild animals firearms (other than sporting guns) mechanically propelled vehicles aircraft or watercraft
- 3) arising out of the ownership or occupation of land or BUILDINGS
- 4) arising from the carrying on of any trade or profession not connected with the Insureds BUSINESS

10. Vehicles (Tool of Trade Use)

Notwithstanding Exclusion 4 of this Section the Insurer(s) will indemnify the Insured in respect of their liability arising out of

- i) the use in the course of the BUSINESS of any mechanically propelled vehicle (or trailer attached to it) as a tool of trade
- ii) the loading or unloading of or the bringing of a load to or the taking of a load from any vehicle machine or trailer

but this indemnity shall not apply if in respect of such liability for which compulsory insurance or security is required under any legislation governing the use of the vehicle

11. Wrongful Arrest

The Insurer(s) will indemnify the Insured against all sums which the Insured becomes legally liable to pay as damages costs and claimants expenses as the result of charges of wrongful arrest, false imprisonment, assault, slander or other actionable wrong being made against the Insured arising out of any allegation of shoplifting or other improper conduct by any customer or customers or any other person or persons other than EMPLOYEES of the Insured at the Insured's PREMISES during the Period of Insurance

Provided always that the Insurer(s) shall not indemnify the Insured against costs and expenses incurred by the Insured or their solicitors in defending any charge arising out of any incident which might or does give rise to a claim

Section 3 Property Owners Liability (Continued)

Extensions (Continued)

12. Financial Loss

The insurance by this Policy Section 3 Property Owners Liability will indemnify the Insured in respect of all sums which the Insured becomes legally liable to pay as damages in respect of claims for financial loss first made against the Insured during the Period of Insurance.

Provided that

1. the cover excludes the first £10,000 or 10% whichever is greater to a maximum of £50,000 of each and every loss which amount shall be retained by the Insured as his own uninsured liability
2. the cover provided by this Endorsement will not be for the benefit of the Managing Agent
3. the cover excludes liability assumed by agreement which would not have attached in the absence of such agreement
4. the cover excludes liability arising from INJURY or DAMAGE
5. in the event of the Insurer(s) not offering or accepting renewal of the cover provided by this Endorsement Insurer(s) will indemnify the Insured against liability in respect of any claim first made against the Insured within 90 days of the expiry of the last Period of Insurance (the Extended Reporting Period)
6. any claim made in writing against the Insured during the Period of Insurance shall be reported to Insurer(s) as soon as reasonably practicable during the same Period of Insurance or within 30 days after the expiry of that Period of Insurance or within 30 days after the expiry of the Extended Reporting Period
7. the cover excludes liability arising out of any cause happening before the Retroactive Date of 1st May 2002
8. The cover excludes any liquidated damages, fees, penalties, exemplary, punitive or multiplied damages, circumstances notified to previous insurers or known to the Insured at the inception of this extension.

The total liability of the Insurer(s) in respect of this Endorsement for such financial loss happening during any one Period of Insurance shall not exceed £100,000 including Additional Costs and Fees each Insured

Section 4 Employers Liability

The Cover

The Insurer(s) will indemnify the Insured subject to the Limit of Indemnity shown in the Schedule for this Section against legal liability for damages and claimants costs and in respect of INJURY to any EMPLOYEE caused during any Period of Insurance and arising out of and in the course of employment or engagement of such person by the Insured in the BUSINESS within the TERRITORIAL LIMITS or while temporarily engaged in work outside the TERRITORIAL LIMITS

The liability of the Insurer(s) (inclusive of all costs and expenses payable) for all damages payable to any claimant or number of claimants in respect of any one EVENT shall not exceed the amount stated in the Schedule as the Limit of Indemnity for any one EVENT

Costs and Fees

The Insurer(s) will pay in respect of any claim which may be the subject of indemnity under the terms of this Section

a) legal fees for representation at any coroners inquest or inquiry in respect of any death or proceedings in any court arising out of any alleged breach of statutory duty resulting in any EVENT which may be the subject of indemnity under this Section

b) all other costs and expenses incurred with the written consent of the Insurer(s)

Provided that all such legal fees costs and expenses in respect of any one claim are included within the Limit of Indemnity for any one EVENT stated in the Schedule

Section 4 Employers Liability (Continued)

Exclusions

The Insurer(s) shall not provide indemnity in respect of liability arising directly or indirectly by, through or in connection with the ownership, possession or use by or on behalf of the Insured, of any:

- i) mechanically propelled vehicle or mobile plant for which insurance is required under any legislation governing the use of such vehicle or which is licensed for road use, provided that if no indemnity is afforded by any other policy this Exclusion shall not apply to the bringing to or taking away of the load from any vehicle in connection with the loading or unloading of such vehicle
- ii) aircraft, hovercraft, drilling platform or rig and other offshore platforms or watercraft (other than hand propelled watercraft), railways, railway locomotives or carriages
- iii) pressure vessel, lifting apparatus or other item of plant owned by the Insured or the maintenance for which the Insured is responsible which has not been inspected to the extent required and approved by statutory regulations
- iv) firearms

Section 4 does not cover liability arising:

- A) from or in connection with any work in or on:
 - i) towers, steeples, chimney shafts, blast furnaces, dams, canals, viaducts, bridges, tunnels or public highways
 - ii) aircraft, airports, railways, ships, docks, piers, wharves, breakwaters or sea walls
 - iii) collieries, mines, chemical works, gas works, oil refineries, power stations, nuclear installations or establishments
 - iv) mainframe computer or server suites
- B) on any offshore installation or any support vessel for any offshore installation or whilst in transit to and from any offshore installation or support vessel

Section 4 Employers Liability (Continued)

Extensions

1. Compensation for Court Appearance

The Insurer(s) will pay the Insured at the undernoted daily rates for the attendance of any director partner or any individual employed by the Insured under a contract of service or apprenticeship at court as a witness at the request of the Insurer(s) in connection with a claim under this Section

- | | |
|--|------|
| i) any of the Insureds directors or partners | £500 |
| ii) any individual employed by the Insured under a contract of service or apprenticeship | £250 |

2. Indemnity to Other Persons

The Insurer(s) will also indemnify

- i) at the Insureds request
 - a) any director partner or EMPLOYEE of the Insured while acting in connection with the BUSINESS in respect of liability for which the Insured would have been entitled to indemnity if the claim had been made against the Insured
 - b) any officer member or EMPLOYEE of the Insureds catering social sports and welfare organisations or first aid fire security or ambulance services in his/her respective capacity as such
 - c) any director partner or EMPLOYEE of the Insured in respect of private work carried out with the consent of the Insured for such person by an EMPLOYEE of the Insured
- ii) any PRINCIPAL to the extent that the contract or agreement between the Insured and such PRINCIPAL requires indemnity
- iii) the legal representative of any person entitled to indemnity under this Extension in respect of liability incurred by such person

Provided that

- a) any person entitled to indemnity under this Extension shall endeavour to observe and be subject to the terms and conditions of this Policy so far as they can reasonably apply
- b) the Insurer(s) shall have the sole conduct and control of any claim

Section 4 Employers Liability (Continued)

Extensions (Continued)

3. Legal Defence Costs

The Insurer(s) will pay legal costs and expenses incurred by the Insured or at the Insureds request by any director partner or EMPLOYEE for the defence of a prosecution (including an appeal against a conviction) for a breach of

- i) the Health and Safety at Work etc Act 1974
- ii) the Health and Safety at Work (Northern Ireland) Order 1978

committed or alleged to have been committed during the Period of Insurance in the course of the BUSINESS resulting in INJURY to any EMPLOYEE

The Insurer(s) shall not be liable for

- i) the payment of fines or penalties
- ii) legal costs and expenses in connection with any breach of duty arising from a deliberate or premeditated act EVENT or omission which the person claiming to be indemnified knows or should have known would be likely to constitute an offence under the above Act or Order
- iii) proceedings brought outside the TERRITORIAL LIMITS
- iv) costs expenses or reimbursements incurred in connection with proceedings brought in respect of a breach of a statutory duty to an EMPLOYEE

4. Unsatisfied Court Judgements

The Insurer(s) will pay to an EMPLOYEE (or his legal personal representative) at the Insureds request the amount of the damages and awarded costs remaining unsatisfied six months after the date a judgement was obtained against another party domiciled in the TERRITORIAL LIMITS for INJURY to that EMPLOYEE occurring during the Period of Insurance and arising out of and in the course of the EMPLOYEES engagement by the Insured in the BUSINESS

Whereupon the EMPLOYEE (or legal personal representative) shall assign the judgement to the Insurer(s)

The Insurer(s) shall not be liable

- i) for Judgements obtained in any Court situated outside the TERRITORIAL LIMITS
- ii) where an appeal against a judgement remains outstanding
- iii) in respect of any judgement obtained against the Insured or any director partner or EMPLOYEE of the Insured in those respective capacities

Sections 3 and 4 Provisions

1. Acquisitions

The Insurer(s) will indemnify any subsidiary company notified to the Company which is a property owner founded or acquired by the Insured after the inception date of this Policy

For the purposes of this Provision a subsidiary company is a company registered in the TERRITORIAL LIMITS and conforming to the description of a subsidiary company in the Companies Act 1985

2. Contribution

If at the time of any event or claim there is any other insurance applicable to such EVENT or claim the Insurer(s) shall not be liable under these Sections of this Policy except in respect of any amount beyond the amount which would have been payable under such other insurance had this Policy not been effected

3. Employers Liability Recovery (applicable to Section 4 Employers Liability only)

The Insured shall repay to the Insurer(s) all sums paid by the Insurer(s) solely due to the provisions of any law relating to the compulsory insurance of liability to EMPLOYEES in the TERRITORIAL LIMITS which the Insurer(s) would not have been liable to pay but for the provision of such law

4. Rights of the Insurer(s)

The Insurer(s) may at any time pay any Limit of Indemnity for any one EVENT shown in the Schedule (after deduction of any sum or sums already paid) or any less amount for which any claim or claims can be settled and then relinquish the conduct and control of the claim or claims and be under no further liability in respect of the claim or claims except for the payment of costs and expenses incurred with the written consent of the Insurer(s) prior to the date of such payment

In respect of Section 4 the above is hereby deleted and replaced by the following:-

The Insurer(s) may at any time pay any Limit of Indemnity for any one Event shown in the Schedule (after deduction of any sum or sums already paid) or any less amount for which any claim or claims can be settled and then relinquish the conduct and control of the claim or claims and be under no further liability in respect of the claim or claims except for the payment of costs and expenses

- i) incurred with the written consent of the Insurer(s) prior to the date of such payment
- ii) up to the Limit of Indemnity for any one EVENT shown in the Schedule if the claim or claims have been settled for any amount less than such limit of Indemnity

Section 5 Legal Defence Costs

The Insurer(s) will provide indemnity to the Insured and if the Insured so requests any Employee or director or partner of the Insured

up to the Limit of Indemnity in respect of:

- a) legal costs and other expenses incurred with the Insurer(s) written consent
- b) costs awarded against the Insured or any director partner or Person Employed in connection with the defence of criminal proceedings brought or in appeal against a conviction arising from such proceedings relating to an offence alleged to have been committed during any Period of Insurance in the course of the Business but only in respect of proceedings brought as stated in Parts A and B below

Part A

In respect of a breach of

- 1. the Health and Safety at Work etc Act 1974 or the Health and safety at Work (Northern Ireland) Order 1978 where the proceedings relate to the health safety and welfare of any Person Employed director or partner of the Insured

Part B

In respect of a breach of

- 1. the Health and Safety at Work etc Act 1974 or the Health and Safety at Work (Northern Ireland) Order 1978 where the proceedings relate to the health safety and welfare of any person other than a Person Employed director or partner of the Insured
- 2. Part II of the Consumer Protection Act 1987

Provided that in respect of Parts A and B

- 1. the indemnity will not apply
 - a) to fines or penalties of any kind.
 - b) to compensation ordered or awarded by a Court of Criminal Jurisdiction
 - c) where injury or any person or loss of or damage to Property has occurred
 - d) where indemnity is provided by any other insurance
 - e) to proceedings consequent upon any deliberate act or omission by
 - 1) the Insured
 - 2) any partner or director of the Insured
 - 3) any Employee with any specific responsibility for compliance with the legislation specified above which could reasonably have been expected to constitute a breach of the legislation specified above
- 2. the indemnity will only apply where shown in the Schedule
- 3. the Insurer(s) may at any time pay the Limit of Indemnity (less any sums already paid) or any less amount for which at the absolute discretion of the Insurer(s) the claims arising can be settled but including any amount for which the Insurer(s) may be responsible prior to the date of such payment. The Insurer(s) will then relinquish control of such claims and be under no further liability in respect thereof
- 4. where the Insurer is liable to indemnify more than one person the total amount of indemnity in respect of damages shall not exceed the Limit of Indemnity

Section 6 Eviction of Unauthorised Occupants

Definitions

The following definitions relate to this section of the policy

Appointed Representative shall mean the solicitor or other suitably qualified person appointed to act for the insured

Court shall mean a court tribunal or other appropriate authority

Insured Incident shall mean unauthorised occupancy of any property insured under Section 1 Property Damage of the policy by a party other than one named on the Tenancy Agreement

Legal Expenses shall mean fees costs and disbursements incurred by the Appointed Representative with the consent of Insurer(s) together with the costs of any other party involved in the Legal Proceedings provided the Insured is legally responsible for such costs This includes costs incurred in an out of court settlement to which Insurer(s) have agreed but does not include any damages fines or penalties the Insured has to pay

Legal Proceedings shall mean a legal action to protect the Insureds rights in a dispute

Tenancy Agreement shall mean an agreement with a Tenant to occupy a property in return for the payment of rent

Tenant shall mean the party whose name is stated on the Tenancy Agreement

Territorial limits shall mean the United Kingdom of Great Britain and Northern Ireland the Isle of Man and the Channel Islands

The Cover

The Insurer(s) will indemnify the Insured for Legal Expenses incurred in Legal Proceedings actioned in the Territorial Limits to regain possession of property subject to an Insured Incident

Provided that the maximum amount payable shall not exceed the Limit of Indemnity shown in the Policy Schedule

General Conditions relating to this Section

Reasonable Precautions

The Insured shall take all reasonable precautions to avoid any property becoming occupied by any party other than the Tenant

Claims Handling

All claims under this section of the policy shall be handled directly by the Insurer(s) or by a Company authorised by them

Section 6 Eviction of Unauthorised Occupants (Continued)

Claims Conditions relating to this Section

Notification of Claims — Action by the Insured

The Insured must notify the Insurer(s) immediately on becoming aware of the unauthorised occupation of any property

Consent to pay Legal Expenses

Consent to pay Legal Expenses must be obtained in writing from Insurer(s) Legal Expenses incurred before such consent is given will not be covered Consent will be given if the Insured can satisfy Insurer(s) that there are reasonable prospects of successfully pursuing the Legal Proceedings

The decision to grant consent will take into account the advice of the Insureds Appointed Representative as well as that of Insurer(s) own advisors Insurer(s) may require at the Insureds expense an opinion of Counsel on the merits of the Legal Proceedings If the claim is subsequently admitted the Insureds costs in obtaining such an opinion will be covered under this Insurance

If the Insured decides to commence or continue Legal Proceedings for which Insurer(s) have denied support and is successful Insurer(s) will pay Legal Expenses as if consent had been given in the first instance

Arbitration

Any dispute between the Insured and Insurer(s) shall be referred to a single arbitrator who shall be either a solicitor or barrister agreed upon by both parties or failing agreement one who is nominated by the President of the appropriate Law Society or by the Bar Council or appropriate professional body within the Territorial Limits

All costs of the arbitration shall be met in full by the party against whom the decision is made If the decision is made in favour of Insurer(s) the Insureds costs shall not be recoverable under this Insurance This procedure does not prejudice any right of the Insured to have recourse to any other complaints procedure to which Insurer(s) subscribes or to the Courts

Conduct of Legal Proceedings

a) Nomination of the Appointed Representative

In the period before Insurer(s) can agree that Legal Proceedings are necessary Insurer(s) may take on and conduct in the Insureds name any negotiations on behalf of the Insured The Insured must agree to a settlement which is reasonable

If Insurer(s) agree that Legal Proceedings are necessary but they are not able or the Insured does not wish them to act for them Insurer(s) will agree with the Insured an Appointed Representative to act for the Insured Insurer(s) will suggest a shortlist of representatives who will be willing and able to act for the Insured and the Insured can choose an Appointed Representative from this shortlist If the Insured prefers not to use an Appointed Representative from this shortlist Insurer(s) will consider the Insureds choice

Section 6 Eviction of Unauthorised Occupants (Continued)

Conduct of Legal Proceedings (Continued)

The Insured will need to satisfy Insurer(s) that the chosen Appointed Representative has the necessary expertise to deal with the Legal Proceedings and will not charge more for the Legal Proceedings than a representative on the shortlist unless the Insured is willing to pay the difference between the Insureds chosen Appointed Representatives fees and those of a representative on the shortlist In some circumstance Insurer(s) may not accept the Appointed Representative that the Insured has suggested but Insurer(s) will explain why Any dispute arising from the nomination procedure may be referred to arbitration as provided for above

In selecting the Appointed Representative the Insured shall have regard to the common law duty to minimise the cost of any Legal Proceedings In all cases the Appointed Representative shall be appointed in the name of and on behalf of the Insured

b) All information must be given to the Appointed Representative

The Appointed Representative must be given all information and assistance required This must include a complete and truthful account of the facts of the case and all relevant documentary or other evidence in the Insureds possession The Insured must obtain or execute all documents as may be necessary and attend any meetings or conferences when requested

c) Access to the Appointed Representative

Insurer(s) are entitled to obtain from the Insureds Appointed Representative any information document or advice relating to Legal proceedings whether or not privileged On request the Insured will give any instructions necessary to ensure such access

d) Instruction of Counsel or Appointment of Expert Witnesses

If in the course of Legal Proceedings the Appointed Representative wishes to instruct Counsel or appoint expert witnesses Insurer(s) will not unreasonably withhold consent The names of counsel or the expert witnesses must be submitted to Insurer(s) together with an explanation of the necessity for such action

e) Offer of settlement

The Insured must inform Insurer(s) in writing as soon as an offer to settle Legal proceedings or an indication of a payment into court is received The Insured must not enter into any agreement to settle without Insurer(s) prior written consent

f) Payment of Legal Expenses

All communications relating to any Legal Proceedings which the Insured receives from the Appointed Representative should be forwarded to Insurers without delay Bills must be certified by the Insured to the effect that the charges have been properly incurred and that Insurer(s) is authorised to settle on the Insureds behalf Gross sum bills must be accompanied by a breakdown setting out the work done and rates applied

If requested the Insured must ask the Appointed Representative to submit the bill of costs for taxation or certification by the appropriate Law Society or Court in accordance with the provisions of the Solicitors Act 1974 and/or the Solicitors Remuneration Order 1972

The provision of indemnity for any Legal Expenses does not imply that all Legal Expenses will be paid If the Insured is in doubt Insurer(s) should be consulted

The Insured must not without Insurer(s) written consent enter into any agreement with the Appointed Representative as to the payment of Legal Expenses Any consent may be withdrawn at any time

Section 6 Eviction of Unauthorised Occupants (Continued)

Conduct of Legal Proceedings (Continued)

g) Recovery of costs and expenses

The Insured through the Appointed Representative shall be responsible for the repayment to Insurer(s) of any award of costs in favour of the Insured or any costs agreed to be paid to the Insured as part of any settlement

Appeal Procedure

If the Insured wishes to appeal against the judgement of a Court reasons must be submitted to Insurer(s) and its consent obtained This application must be sent by recorded delivery at least ten working days before the final date for lodging the appeal The Insured will be informed of Insurer(s) decision If Insurer(s) so requires the Insured must co-operate in an appeal against the judgement of a Court

Fraud

If the Insured makes any request for payment under this section of the policy knowing it to be fraudulent or false in any respect (or in circumstances where it ought reasonably to be known to be so) or where there is collusion between the parties to this dispute this section of the policy shall be voidable at the Insurer(s) discretion and any premiums paid hereunder shall be forfeited

Exclusions

This section of the Policy does not cover

Pre-Existing Conditions

Legal Proceedings arising out of the unauthorised occupation of any property where such unauthorised occupation occurred prior to the inception of this insurance

Fraud or Dishonesty

Defending any Legal Proceedings arising from or relating to any actual or alleged dishonesty fraud or malicious conduct of the Insured unless such Legal Proceedings are successfully defended

General Conditions

1. Arbitration

If any difference arises as to the amount to be paid under this Policy (liability being otherwise admitted) such difference shall be referred to an arbitrator to be appointed by the parties in accordance with the statutory provisions where any difference is by this condition to be referred to arbitration the making of an award shall be a condition precedent to any right of action against the Insurer(s)

2. Cancellation

The Company is not bound to renew this Policy and may cancel this policy at any other time by sending seven days' notice in writing giving details of the reason for cancellation to the Insured by registered letter or recorded delivery to the last known address the Company has. In the event of such a cancellation the Insured shall be entitled to the return of a proportionate part of the last premium paid in respect of the unexpired part of the insurance.

The Insured may cancel the Policy within 14 days of receipt of the Policy Schedule and Wording by writing to us to confirm cancellation. In the event of such a cancellation, the Insured shall be entitled to the return of a proportionate part of the last premium paid in respect of the unexpired period of insurance. If the premium for this policy is paid by monthly direct debit and a payment is refused the Company will let the Insured know in writing and present the request again to the bank or building society. If the payment is still not met, the Company will send seven days' notice of cancellation to the last known address the Company has.

3. Compliance (not applicable to Section 4 - Employers Liability)

No claim under this Policy shall be payable unless all the terms provisions and conditions of this Policy have been complied with by the Insured and/or any other party seeking indemnity under this Policy

Any payment already made in respect of any claim for which the Insurer(s) are not liable due to non-compliance with the terms provisions and conditions of this Policy shall be repaid to the Insurer(s) forthwith

4. Fraud

If the Insured or anyone acting for the Insured or with the Insureds connivance

- i) makes a claim under this Policy knowing the claim to be false or
- ii) wilfully causes any DAMAGE

the Policy shall be voidable at the option of the Insurer(s) and all benefit under it forfeited

5. Policy Voidable

This Policy shall be voidable in the event of misrepresentation misdescription or non disclosure in any material particular

6. Reasonable Precautions

The Insured shall endeavour to

- a) take reasonable precautions to prevent or minimise DAMAGE accident incident and INJURY
- b) comply with all statutory requirements and other safety regulations imposed by any authority

General Conditions (Continued)

7. Subrogation

The Insured shall at the request and expense of the Insurer(s) take and permit to be taken all necessary steps for enforcing rights against any other party in the name of the Insured before or after any payment is made by the Insurer(s)

8. Notice of Unoccupancy/Occupancy

The Insured must advise the Company as soon as the Insured is aware that:

- a) the PREMISES or a BUILDING or portion of a BUILDING has become UNOCCUPIED
- b) an UNOCCUPIED PREMISES or BUILDING or portion of a BUILDING is again tenanted.

If this Condition is not complied with, the Policy will not cover the PREMISES or BUILDING concerned unless the Company has agreed in writing that cover will remain operative for UNOCCUPIED PREMISES, BUILDINGS or portions of BUILDINGS without the requirement for referral to the Company beforehand.

General Claims Conditions

Insureds Duties

1. In the event of DAMAGE loss of RENT or any accident or INJURY which may give rise to a claim the Insured shall
 - i) notify the Insurer(s) immediately
 - ii) notify the Police immediately in the event of any DAMAGE being caused by malicious persons theft or accidental loss which may give rise to a claim
 - iii) deliver to the Insurer(s) at the Insureds expense information evidence or assistance as required including details of any other insurances covering the PROPERTY accident or INJURY such information to be provided
 - a) within 60 days after the DAMAGE (7 days in the case of DAMAGE caused by an any criminal or malicious act) or within such further time as the Insurer(s) may allow
 - b) immediately in respect of any accident or INJURY
 - iv) provide where demanded a statutory declaration of the truth of the claim and of any matters connected with it
 - v) carry out with due diligence and permit to be taken reasonable action to prevent further DAMAGE to minimise any interruption of or interference with the BUSINESS or to avoid or reduce the loss
 - vi) notify the Insurer(s) in writing immediately in the EVENT that they have knowledge of any impending prosecution inquest or fatal inquiry or civil proceedings in connection with any EVENT for which there may be liability and forward to the Insurer(s) every relevant document
2. The Insured shall notify the Insurer(s) of any writ summons process or other documentation immediately and shall not negotiate pay settle admit or repudiate liability without the written consent of the Insurer(s)

Except with the written consent of the Insurer(s) no person shall be entitled to represent or admit liability or offer promise of payment on behalf of the Insurer(s) the Insured or any person claiming indemnity under this Policy

General Claims Conditions (Continued)

Insurers Rights

1. The Insurer(s) shall be entitled to conduct the defence or settlement of any claim and to instruct solicitors of the Insurer(s) choice to act for the Insured in any civil or criminal proceedings arising from any EVENT giving rise to the claim
2. The Insurer(s) and any person authorised by them may enter any PREMISES where DAMAGE has occurred and take possession of or require to be delivered to the Insurer(s) any PROPERTY insured and deal with it in any reasonable manner without thereby incurring liability or diminishing any of the Insurer(s) rights under this Policy
3. The Insured is not entitled to abandon any insured PROPERTY to the Insurer(s) whether or not the Insurer(s) has taken possession of such PROPERTY
4. The Insurer(s) may take the benefit of the Insureds rights against another person before or after the Insurer(s) has paid a claim
5. The Insurer(s) is entitled to take over and conduct the defence or settlement of any claim
6. If the Insured hinders or obstructs the Insurer(s) or does not comply with the Insurer(s) requirements in the exercise of the Insurer(s) rights the Policy shall be voidable at the Insurer(s) option and all benefit under it forfeited
7. The Insurer(s) may at their option rebuild or restore the BUILDINGS destroyed or portions damaged but without being bound to rebuild or restore the BUILDINGS exactly or completely and only as circumstances permit and in reasonably sufficient manner the Insured shall at its own expense provide all such plans documents books and information as may be reasonably required

General Exclusions

Date Recognition

Applicable to Sections 1 Property Damage and 2 Rent

Unless DAMAGE results from a PERIL this insurance does not cover direct or indirect DAMAGE caused by any Failure of a System resulting in DAMAGE (whether direct or indirect) to any such System or to any other property insured

Applicable to Section 3 Property Owners Liability

The indemnity will not apply to any liability of whatsoever nature which is caused directly or indirectly by or arises out of the Failure of a System or to proceedings which result directly or indirectly from or arise out of the Failure of a System

For the purposes of this Exclusion

- A) Failure of a System means the failure or inability of a System (whether or not owned by the Insured)
 - 1) correctly to recognise or utilise any data concerning a date (whether a date in the Year 2000 or any other date) as being such calendar date as the data is intended to represent
 - 2) to operate as a result of any command programmed into the System utilising any date (whether a date in the Year 2000 or any other date)
- B) System includes computers other computing and electronic and mechanical equipment linked to a computer hardware software programs data electronic data processing equipment Microchips and anything which relies on a Microchip for any part of its operation
- C) Microchip includes integrated circuits and microcontrollers

General Exclusions (Continued)

This Policy does not cover

Radiation Risks

INJURY or DAMAGE to any property whatsoever or any loss or expenses whatsoever resulting or arising therefrom or any consequential loss or any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from

- i) ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
- ii) the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof

As far as concerns INJURY caused to any EMPLOYEE of the Insured if such INJURY arises out of and in the course of employment or engagement of such person by the Insured this Exclusion shall apply only in respect of

- i) the liability of any PRINCIPAL
- ii) liability assumed by the Insured under agreement and which would not have attached in the absence of such agreement

Sonic Bangs

DAMAGE caused by pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds

War and Allied Risks (not applicable to Section 4 - Employers liability)

INJURY or DAMAGE to any property whatsoever or any loss or expenses whatsoever resulting or arising therefrom or any consequential loss or any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from

- i) riot or civil commotion except to the extent that it is specifically insured
- ii) war invasion act of foreign enemy hostilities (whether war be declared or not) civil war rebellion evolution insurrection or military or usurped power

Northern Ireland

DAMAGE to any PROPERTY in Northern Ireland or DAMAGE resulting from, caused by, happening through or in consequence of:

- (i) civil commotion
- (ii) any unlawful, wanton or malicious act committed maliciously by a person or persons acting on behalf of or in connection with any Unlawful Association.

Terrorism

DAMAGE to any PROPERTY whatsoever or any loss or expense whatsoever resulting or arising from, or any consequential loss or any legal liability of whatsoever nature directly or indirectly caused or contributed to by or arising from TERRORISM except for accidental INJURY sustained by any EMPLOYEE of the Insured during the period of insurance and arising out of and in the course of their employment by the Insured in the BUSINESS described in the Schedule and occasioned by or happening through or in consequence directly or indirectly of TERRORISM up to a maximum of £5,000,000 for compensation and claimant's costs and expenses in respect of one EVENT or all EVENTS of a series consequent on or attributable to one source or original cause (inclusive of Legal Costs and Solicitors' Fees) for which the Insured is legally liable

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W.R. Berkley Insurance (Europe), Limited
2nd Floor, 40 Lime Street, London, EC3M 7AW
Tel: +44 (0)20 7280 9000 Fax: +44 (0)20 7280 9090

SCHEDULE

Policy Number:

DIJ100D4B816/88

1 RESIDENTS ASSOCIATION
2 ADDRESS

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

3 PERIOD OF INSURANCE

From: **30/06/2010**

To:

29/06/2011

4 LIMIT OF INDEMNITY

£100,000

5 NOTICE OF ANY CLAIM OR CIRCUMSTANCE
IS TO BE GIVEN TO:

W.R. Berkley Insurance (Europe), Limited
2nd Floor, 40 Lime Street
London, EC3M 7AW

6 PREMIUM
INSURANCE PREMIUM TAX
TOTAL PREMIUM

£110.00
£5.50
£115.50

7 EXCESS

NIL

INSURERS PROPORTION

W.R. Berkley Insurance (Europe) Limited

100%

Dated in London this day of

14-Jul-10



W.R. Berkley Insurance (Europe), Limited

**Residents Association
Directors and Officers Liability and Company Reimbursement Insurance**

IMPORTANT NOTICE TO THE INSURED

This insurance is a legal contract. Please read it carefully to ensure that it is in accordance with your requirements and that you understand its terms and conditions. The Insurance Broker or other intermediary who arranged this insurance should be contacted immediately if any correction is necessary. Your attention is particularly drawn to the notice that appears overleaf.

NOTICE TO THE INSURED

It is always our intention to provide a first class standard of service. However, if you have any cause for complaint or you wish to make any enquiry regarding this insurance you should, in the first instance, contact the Insurance Broker or other intermediary who arranged this insurance for you.

Alternatively you may contact ourselves at the following address:

Compliance Officer,
W.R. Berkley Insurance (Europe), Limited
2nd Floor
40 Lime Street
London
EC3M 7AW

If you are not satisfied with the way a complaint has been dealt with you have the right to request that the Financial Ombudsman Service ("FOS") review your case. Their address is:

Financial Ombudsman Service
South Quay Plaza
183 Marsh Wall
London
E14 9SR
Telephone: 0845 080 1800
www.financial-ombudsman.org.uk

There are, however, some circumstances in which the FOS is not empowered to consider complaints.

You may also contact the Customer Information Department of the Association of British Insurers ("ABI") at 51 Gresham Street, London EC2V 7HQ, telephone 020 7600 3333 or one of its regional offices, details of which can be found in local telephone directories.

If you contact the FOS or ABI in respect of any complaints, this will not affect any rights you have in law.



PREAMBLE

Underwriters having received a Proposal which shall form the basis of and be incorporated in this contract and in consideration of the Premium having been paid to Underwriters, We agree to pay or indemnify to the extent and in the manner herein provided subject to the terms, limitations, exclusions and conditions of this Certificate. The headings of each Insuring Clause, Exclusion or Condition are for ease of identification only.

INSURING CLAUSE

(1) DIRECTORS AND OFFICERS LIABILITY

We agree to pay on Your behalf and as incurred Loss arising from

- (a) any Claim or Claims made against You during the Period of Insurance by reason of a Wrongful Act committed by You in Your capacity of director, officer, committee member or trustee
 - (i) of the Residents Association, or
 - (ii) of any Other Concern where You hold such a position at the request, order or direction of the Residents Association,
- (b) Disqualification Proceedings which are first ordered or commissioned during the Period of Insurance
- (c) Your attendance at an Investigation which is first ordered or commissioned during the Period of Insurance
- (d) Your attendance at any Environmental Proceedings which are first ordered or commissioned during the Period of Insurance

except to the extent that such Loss is recoverable by You from the Residents Association under Insuring Clause 2;

(2) RESIDENTS ASSOCIATION REIMBURSEMENT

We agree to pay on behalf of the Residents Association and as incurred Loss arising from

- (a) any Claim or Claims made against You during the Period of Insurance by reason of a Wrongful Act committed by You in Your capacity of director, officer, committee member or trustee of the Residents Association, or
- (b) Disqualification Proceedings which are first ordered or commissioned during the Period of Insurance
- (c) Your attendance at an Investigation which is first ordered or commissioned during the Period of Insurance
- (d) Your attendance at any Environmental Proceedings which are first ordered or commissioned during the Period of Insurance

but only if and to the extent that the Residents Association shall be required or permitted to indemnify You pursuant to the law, or by reason of any indemnity clause in the Memorandum or Articles of Association, trust deed, constitution or charter of the Residents Association.

LIMIT AND EXCESS

Our total aggregate liability under this Insuring Clause in the Period of Insurance in respect of all Loss shall not exceed the Limit of Indemnity

We shall only be liable for that part of the Loss which exceeds the Excess.

DEFINITIONS

"Assured/You/Yours" shall mean any natural person who was or is or may hereafter be

- (i) a director, officer, committee member or trustee of the Residents Association, or
- (ii) acting at the request, order or direction of the Residents Association as a director, officer, committee member or trustee of the Other Concern, or
- (iii) a Shadow Director, or

(other than in any capacity as external auditor, liquidator, receiver, administrator or administrative receiver),

- (iv) the lawful spouse of any person defined in (i) to (iii) above but only in respect of Loss payable under this Certificate in relation to such person which is by operation of law imputed or transferred to that spouse, or
- (v) the estate, heirs, legal representatives or assigns of any of the foregoing in the event of the death, incompetency, incapacity, bankruptcy or insolvency of that person.

“Claim” shall mean

- (i) any claim form, writ or summons or other application of any description whatsoever or counter claim issued against or served upon You, or
- (ii) any communication or allegation communicated to You which might result in a Loss.

“Costs and Expenses” shall mean all legal costs and expenses reasonably incurred by Us or by You with Our written consent other than

- (i) damages and costs awarded against You
- (ii) remuneration of whatsoever nature due to You.

“Disqualification Proceedings” shall mean legal action against You pursuant to which You are liable to be disqualified from continuing to be a director or officer of the Residents Association.

“Employee” shall mean any person other than a director, officer, committee member or trustee of the Residents Association, who was or is or may hereafter be

- (i) under a contract of service or apprenticeship with the Residents Association, or
- (ii) supplied to or hired or borrowed by the Residents Association, or
- (iii) under any work experience or similar scheme

whilst employed or engaged by and under the control of the Residents Association in connection with the activities of the Residents Association, or

- (iv) any volunteer working for the Residents Association.

“Employment Wrongful Act” shall mean any actual or alleged

- (i) act or omission resulting in a dispute concerning the employment of the Employee or any prospective Employee, or
- (ii) Retaliatory Treatment

committed or allegedly committed or attempted by You.

“Environmental Proceedings” shall mean any prosecution, official investigation, examination, inquiry or other proceedings by any official body or institution that is empowered to investigate the affairs of the Residents Association and/or the Other Concern, arising from any actual or alleged Pollution.

“Excess” shall mean the amount stated in the Schedule.

“Investigation” shall mean any official investigation, examination, inquiry or other proceedings, other than when arising from any actual or alleged Pollution, by any official body or institution that is empowered to investigate the affairs of the Residents Association and/or the Other Concern.

“Limit of Indemnity” shall mean the amount stated in the Schedule, inclusive of all Loss under Insuring Clause 1(d) and 2(d), for which Our total aggregate liability under this Certificate in the Period of Insurance shall not exceed 25% of the amount stated in the Schedule or £250,000 whichever is the lesser.

“Loss” shall mean

- (i) for the purpose of Insuring Clause 1(a) and 2(a)
 - (a) Your legal liability for damages, legal costs, charges, expenses or judgments awarded against You,
 - (b) Costs and Expenses
- (ii) for the purpose of all other Insuring Clauses, Costs and Expenses resulting from or attributable to the same originating cause.

“Other Concern” shall mean

- (i) any registered charity and/or any trade, research, promotional, training or similar association or organisation (whether incorporated or not) existing for any non-profit making purpose, not domiciled, registered or incorporated in the United States of America,
- (ii) any sports, social or similar association or organisation, (whether incorporated or not), established or conducted for Your or Your family’s and dependent’s benefit or the benefit of any Employee and their families and dependents.

“Our / Us / We” shall mean the Underwriters.

“Period of Insurance” shall mean the period stated in the Schedule and in the event that

- (i) We refuse to renew this Certificate, for reasons other than non-payment of premium to Us or the failure, by You and/or the Residents Association to comply with or observe the terms, provisions and Conditions of this Certificate, or
- (ii) the Residents Association and/or any natural person with effective control of the Residents Association decline to accept the renewal terms offered by Us

You and/or the Residents Association shall have the right to a further single period of thirty days from the expiry date of the period stated in the Schedule but only in respect of Loss arising from

- (iii) a Wrongful Act committed or attempted, and/or
- (iv) Disqualification Proceedings which are first ordered or commissioned, and/or
- (v) an Investigation which is first ordered or commissioned, and/or
- (vi) Environmental Proceedings which are first ordered or commissioned

prior to the expiry of the period stated in the Schedule.

The further period referred to in this Definition is not applicable to the extent that other insurance policies have been purchased with the intention of providing equivalent cover for any part of such period.

“Pollution” shall mean the discharge, dispersal, release or escape of any solid, liquid, gaseous or thermal irritant or contaminant including (but not limited to) smoke, vapours, soot, fumes, acids, alkalis, chemicals and waste (including, but not limited to, material to be recycled, reconditioned or reclaimed).

“Premium” shall mean the amount stated in the Schedule.

“Proposal” shall mean all information supplied to Us (whether by written, electronic or any other means) for the purpose of effecting this contract of insurance.

“Residents Association” shall mean the company, association or organisation stated in the Schedule as such and the Subsidiary Company.

“Retaliatory Treatment” shall mean action taken against an Employee on account of such Employee exercising or attempting to exercise his or her rights under law.

“Shadow Director” shall mean a person who is deemed to be a shadow director (within the meaning given by section 741(2) of the Companies Act 1985 (UK) or any amendment or re-enactment thereof) of any company solely by reason of any activity of the Residents Association.

“Subsidiary Company” shall mean any body corporate in respect of which the Residents Association or any other subsidiary company of the Residents Association controls as at the date of inception of this Certificate

- (i) the composition of the board of directors, or
- (ii) more than half of the voting power, or
- (iii) more than half of the voting issued share capital

and any such company which is subsequently acquired or created and included with Our written consent.

“Terrorism” shall mean any act of terrorism, including but not limited to the use or threat of force or violence, of any person or group of persons whether acting alone or on behalf of or in connection with any organisation or government committed for political, religious, ideological or similar purposes including the intention to influence or overthrow any government de jure or de facto and/or put the public or any section of the public in fear.

“Unlawful Association” shall mean any organisation which is engaged in Terrorism and includes any organisation which at any relevant time is a proscribed organisation within the meaning of The Terrorism Act 2000 or any amendment or re-enactment thereof.

“War” shall mean war, invasion, act of foreign enemies, hostilities or warlike operations (whether war be declared or not), civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, mutiny or usurped power.

“Wrongful Act” shall mean any actual or alleged act committed or attempted by You or any matter claimed against You solely by reason of You serving in the capacity of director, officer, committee member or trustee of the Residents Association and/or the Other Concern.

Related or continuous or repeated or causally connected Wrongful Acts shall constitute a single Wrongful Act.

EXCLUSIONS

We shall not be liable to pay or indemnify You and/or the Residents Association against Loss

- (1) **EMPLOYERS LIABILITY**
which result directly or indirectly from bodily injury, mental injury, shock, sickness, disease, death, or emotional distress sustained by any Employee arising out of and in the course of their employment by You and/or the Residents Association.
- (2) **EMPLOYMENT DISPUTES**
resulting from
 - (i) an Employment Wrongful Act
 - (ii) an Investigation in respect of employment discrimination
if the Residents Association is an unincorporated body.
- (3) **DISHONEST AND MALICIOUS ACTS**
arising out of Your actual dishonesty, fraud or malicious conduct.
- (4) **FINES, PENALTIES AND REMUNERATION**
to the extent of any
 - (i) fine or penalty
 - (ii) non-compensatory damages
 - (iii) remuneration of whatsoever nature due to You or any Employee.

- (5) **OTHER INSURANCE**
in respect of which You or the Residents Association are entitled to indemnity under any other insurance.
- (6) **CIRCUMSTANCES KNOWN AT INCEPTION**
brought about by, or contributed to, or consequent upon any circumstances existing prior to the inception date of this Certificate and which You or the Residents Association ought reasonably to have known might give rise to a Loss.
- (7) **LEGAL ACTION**
(i) where action for damages is brought in a court of law outside the jurisdiction of the United Kingdom, and/or
(ii) where Costs and Expenses arise outside the jurisdiction of the United Kingdom, and/or
(iii) where action is brought in a court of law within the jurisdiction of the United Kingdom to enforce a foreign judgment, whether by way of reciprocal agreement or otherwise.
- (8) **RADIOACTIVE CONTAMINATION OR EXPLOSIVE NUCLEAR ASSEMBLIES, WAR RISKS AND TERRORISM**
(i) brought about by or contributed to by or consequent upon
(a) loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss
(b) any legal liability of whatsoever nature
directly or indirectly caused by or contributed to by or arising from
(c) ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
(d) the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.
(ii) based upon, arising out of or relating directly or indirectly from, in consequence of or in any way involving
(a) War and/or Terrorism
(b) any action taken in controlling, preventing or suppressing War and/or Terrorism
(c) any unlawful, wanton or malicious act committed maliciously by a person or persons acting on behalf of or in connection with any Unlawful Association

regardless of any other cause or event contributing concurrently or in any other sequence to such Loss.

Provided always that if We allege that by reason of this Exclusion, any Loss is not covered by this Certificate the burden of proving the contrary shall be upon You and/or Residents Association.

In the event that any portion of this Exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect.
- (9) **POLLUTION**
other than in respect of Insuring Clauses 1(d) and 2(d), based upon, arising out of or resulting directly or indirectly from, in consequence of or in any way involving Pollution.
- (10) **BODILY INJURY/PROPERTY DAMAGE**
arising from any Claim or Claims

- (i) for bodily injury, mental injury, emotional distress, shock, sickness, disease or death sustained by any person, other than emotional distress arising from any libel, slander or defamation
 - (ii) for any loss, damage or destruction of property, including loss of use thereof.
- (11) **PENSION FUNDS**
resulting directly from You acting in the capacity as trustee or administrator of any pension, retirement or superannuation scheme or programme created for Your benefit or that of an Employee.
- (12) **TAKEOVER OR MERGER**
resulting from
 - (i) any Wrongful Act of Yours occurring, or
 - (ii) any Disqualification Proceedings, Investigation or Environmental Proceedings instigated subsequent to the effective date of the takeover or merger of the Residents Association by or with any other person.
- (13) **PROFESSIONAL DUTY TO THIRD PARTIES**
arising from any Claim or Claims made by any third party for any breach of any professional duty owed to such third party.
- (14) **ASSURED OR RESIDENTS ASSOCIATION v. ASSURED**
arising from any Claim or Claims made against You by or on behalf of
 - (i) the Residents Association
 - (ii) any Other Concern of which You are a director, officer, committee member or trustee
 - (iii) any other director, officer, committee member or trustee of the Residents Association provided however that Underwriters shall pay
 - (a) Loss arising from any Claim or Claims brought or maintained by any director, officer, committee member or trustee of the Residents Association when such Claim is made solely in that persons capacity as a tenant or general member of the Residents Association
 - (b) Loss arising from any Claim or Claims brought or maintained by any director, officer, committee member or trustee of the Residents Association for contribution or indemnity if such Claim directly results from the payment of any other Loss under this Certificate.
- (15) **COMPUTER DATE RECOGNITION**
brought about by or contributed to by or consequent upon any failure of any computer or other electronic data processing device, equipment or system, any hardware, software, program, instruction, data or component utilised or intended to be utilised therein or thereby, or any actual or intended function of or process performed by any of the foregoing (by whomsoever owned or operated) to recognise or respond to, correctly and effectively, any particular date or period of time (continuous or otherwise).

CONDITIONS

- (1) **CLAIMS NOTIFICATION**
 - (a) You and/or the Residents Association shall, as a condition precedent to Your and/or the Residents Association's right to payment or indemnity under this Certificate, give Us immediate notice in writing during the Period of Insurance of
 - (i) any Claim made against You,
 - (ii) the receipt of any notice of an intention to make a Claim against You,
 - (iii) any circumstances of which You and/or the Residents Association shall become aware which is likely to give rise to a Claim against You, or the instigation of Disqualification Proceedings, Investigation or Environmental Proceedings, or the seeking by You of any payment or indemnity under this Certificate, giving reasons for the anticipation of such Claim,



Disqualification Proceedings, Investigation or Environmental Proceedings, or request for payment or indemnity, together with full particulars as to dates and persons involved.

Such notice having been given as required by (ii) or (iii) above, any subsequent Claim made, or any Disqualification Proceedings, Investigation, Environmental Proceedings instigated, or request for payment or indemnity shall be deemed to have been made or instigated during the Period of Insurance.

Such Claim having been notified as required by (i) above, or having arisen from such circumstance notified as required by (ii) or (iii) above, You shall then (subject to Our written consent) have the right to appoint any appropriately qualified legal representative to deal with that Claim.

- (b) You and/or the Residents Association shall, as a condition precedent to Your and/or the Residents Association's right to payment or indemnity under this Certificate,
 - (i) give Us such information and co-operation as We may reasonably require,
 - (ii) take no action which might prejudice Us,
 - (iii) incur no Loss or settle any Claim or admit any liability without first obtaining Our written consent.

(2) CLAIMS HANDLING

As a condition precedent to Your or the Residents Association's right to payment or indemnity under this Certificate neither You nor the Residents Association shall admit liability for or settle any Claim or incur any Costs or Expenses in connection therewith or in connection with any Disqualification Proceedings, Investigation or Environmental Proceedings without Our written consent.

It is Your or the Residents Association's duty to defend any Claim, Disqualification Proceedings, Investigation or Environmental Proceedings. We have the right, but not the obligation, to actively associate with You or the Residents Association in the settlement or handling of any Claim, Disqualification Proceedings, Investigation or Environmental Proceedings.

We shall be entitled at any time to pay to You or the Residents Association (as the case may be) the Limit of Indemnity (or as much of it as remains available), or any lesser sum for which any Loss can be settled, whereupon We shall be under no further liability to You or the Residents Association in respect of such Loss.

You or the Residents Association shall be entitled at Your or the Residents Association's own risk to contest any Claim or legal proceedings which in Our opinion should be compromised or settled provided that We shall not be liable for any Loss incurred directly or indirectly as a result of Your or the Residents Association's refusal to compromise or settle such Claim or legal proceedings.

(3) UNINTENTIONAL NON-DISCLOSURE CLAUSE

- (a) in the event of non-disclosure or misrepresentation of information to Us, We will waive Our rights to avoid this Certificate provided that
 - (i) You or the Residents Association are able to establish to Our satisfaction that such non-disclosure or misrepresentation was innocent and free from any fraudulent conduct or intent to deceive
 - (ii) the Premium and terms and conditions shall be adjusted at Our discretion to those which would have applied had such information been disclosed
 - (iii) where You or the Residents Association should have notified Us during a preceding Period of Insurance of a Claim or the instigation of Disqualification Proceedings, Investigation or Environmental Proceedings and the cover to which You or the Residents Association would have been entitled was in any way more restrictive than that provided at the date of notification We shall only be liable to the extent available during such preceding Period of Insurance
 - (iv) Where You or the Residents Association has prejudiced the handling or settlement of any Loss, Disqualification Proceedings, Investigation or Environmental Proceedings the amount payable in respect of such Loss, Disqualification Proceedings, Investigation or Environmental Proceedings shall be reduced to such sum as in Our opinion would have been payable in the absence of such prejudice.

- (b) We shall not deny payment or indemnity on the grounds of the breach of Conditions 1 or 2 of this Certificate subject to provisos (a)(iii) and (a)(iv) of this clause.
- (4) **SEVERABILITY**
Nothing in the Proposal or otherwise known or done by any Assured shall be imputed to any other person in determining any right or obligation of the Assured or the Residents Association under this Certificate. In no case shall an Assured be prevented from pursuing any point in his or her defence only because it is inimical to the interests of any other Assured.
- (5) **SUBROGATION**
We shall be subrogated to all Your or the Residents Association's rights of recovery against any person before or after any payment or indemnity under this Certificate.
You or the Residents Association shall give all such assistance in the exercise of rights of recovery as We may reasonably require.
- (6) **PREMIUM PAYMENT**
When premium payment has been arranged on a deferred basis with a premium finance company which has entered into a contractual agreement with W.R. Berkley Insurance (Europe) Limited to provide premium credit facilities and notwithstanding any other conditions in relation to cancellation it is hereby understood and agreed that
- (i) in the event of payment of any instalment to such premium finance company being overdue, W.R. Berkley Insurance (Europe) Limited may, in accordance with the authority granted to the premium finance company by You or the Residents Association under the terms of the signed and dated Credit Agreement, accept cancellation instructions from the premium finance company and will allow a return pro-rata premium to the premium finance company provided there have been no claims or circumstances known or reported to Us during the Period of Insurance
- (ii) all premiums due or returned shall be processed by the premium finance company in accordance with the signed and dated Credit Agreement.
- (7) **FRAUDULENT CLAIMS**
If You or the Residents Association makes any request for payment or indemnity under this Certificate knowing it to be false or fraudulent in any respect, this Certificate shall (unless We determine otherwise) be void and all payment and/or indemnity hereunder shall be forfeited in respect of such Assured or Residents Association.
- (8) **INSTRUCTIONS**
Neither You nor the Residents Association shall have any right to require cancellation of this Certificate or any material reduction in the cover afforded hereunder, and any such cancellation or reduction sought shall be granted only at and to the extent of Our absolute discretion and shall not be effected unless and until We are reasonably satisfied that such cancellation or reduction has been sanctioned by all Assureds whose rights under this Certificate at that time are or may be affected thereby.
- (9) **LAW OF CONTRACT**
The contract of insurance evidenced by this Certificate shall be governed by English and Scottish law and subject to the exclusive jurisdiction of such English and Scottish courts.
- (10) **OFFERING**
If during the Period of Insurance the Residents Association decides to make a public or private offering of its shares or other equity interest, the Residents Association shall provide Us with any prospectus, offering statement or other relevant information to enable Us to amend the terms, limitations, exclusions and/or conditions of this Certificate and/or charge an additional premium, if so required.
- (11) **NOTICE**
Notice under this Certificate shall be deemed duly given
- (a) by any person to Us if sent by first class prepaid post or fax to W.R. Berkley Insurance (Europe) Limited, at the address specified in the NOTICE of this Certificate, or such other address as has been notified to that person for that purpose from time to time,



(b) to You or the Residents Association if sent by post to the last known address thereof.

(12) **CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

A person who is not a party to this contract has no right under the Contracts (Rights of Third Parties) Act 1999 or any amendment or re-enactment thereof to enforce any term of this contract but this does not affect any right or remedy of a third party which exists or is available other than by virtue of this Act.

(13) **MULTIPLE ASSUREDS**

Our liability under this Certificate shall be the liability specified therein which shall not be varied or deemed varied by virtue of the number or type of Assureds or Claims thereunder.

Invoice

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

INVOICE NUMBER 5645
DATE OF INVOICE 28/06/2010

Details

	Cost
Fortis (RIS)Flats Policy 30/6/10 to 30/6/11	2,330.30
Insurance Premium Tax	116.52
Terrorism	288.74
Insurance Premium Tax	14.44

Paid with Thank.
HR

TOTAL NOW DUE 2,750.00

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

Terms of invoice: 14 days from receipt

Invoice

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


INVOICE NUMBER 5582
DATE OF INVOICE 19/06/2010

Details

W R Berkley Directors & Officers Insurance 30/6/10 - 30/6/11
Insurance Premium Tax

Cost

110.00
5.50

Paid With Thanks


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