

27 June 2019

The Friends of Dover Castle
87 Friars Way
Dover
Kent
CT16 2DN

Our ref: AU11596

Dear Graham,

Charity Insurance: The Friends of Dover Castle
Policy Number: SC2100F190YR/8/300
Our reference: AU11596
Renewal Date: 01 August 2019

Your insurance policy falls due for renewal on 01 August 2019.

We note you do not currently purchase legal expenses insurance meaning there is no cover should you need to defend or pursue a legal action, outside of the scope of your liability insurances. Please contact us should you wish to add legal expenses cover at £250,000 to your policy for £37.84.

Please note that the risk profile statements have changed since last year so please check this document carefully and ensure the answers are correct.

The policy is based on your demands and needs when the policy was taken out and no advice is given as to whether or not your demands and needs are still being met. Please ensure that the details shown on the schedule are correct and that you advise of any alterations that are required. Please also ensure that any sums insured stated are adequate to rebuild the buildings, replace the contents and to ensure that any business interruption is adequately covered.

Thank you for choosing us as your insurance broker. Please ensure we receive payment of the premium by your renewal date to ensure continuity of cover.

Your policy contains a number of technical terms, usually for reasons of precise meaning, which may not necessarily be easily understood. The British Insurance Brokers Association (BIBA) has produced a handy 'jargon buster' to explain the key words and phrases that you'll find in insurance documents, and a copy is available from <http://www.biba.org.uk/JargonBuster.aspx> or by contacting us.

Yours sincerely,

Access Insurance Services

Your Responsibility to Provide Information:

You have a duty under the Insurance Act 2015 to make a fair presentation of the risk to insurers. This duty applies when You take out Your insurance cover, throughout the life of Your policy, and when You renew Your insurance.

This duty includes a need for **Your nominated Insurance contact** to undertake a reasonable search for *material information* which is known, or ought reasonably to be known, by anyone playing a significant role in making business decisions in Your business (such as Your company's principals, directors, senior management or shareholders) and staff responsible for arranging or administering Your firm's insurance.

You should advise Us of any particular concerns which led You to seek insurance cover and any special or unusual facts relating to the risk.

You must ensure that all *material statements* of fact are substantially correct and not misleading, and any *material information* which is a matter of expectation or belief (eg. an estimate or forecast) is provided in good faith.

Failure to disclose any material information or change in circumstances to Your insurers which could influence the cost, or their decision to accept Your insurance, could mean that Your policy could be invalidated or cancelled without refund, or that part or all of a claim may be not be paid. 'Material Information or changes in circumstances' could include Your inability to comply with any conditions or warranties applicable to your policy, which should be notified to Us immediately.

'Material statements' and 'material information' are information which could influence the judgement of a prudent insurer in determining whether to take on a risk and on what terms.

Our Service

We have only approached a single insurer, Markel International Insurance Co Ltd [Scheme], for this policy.

We will act as **your** Agent when sourcing a policy to meet your demands & needs and when assisting you with a claim. When placing the insurance we will act as **the Agent of the insurer**, as we have used a delegated underwriting authority facility for us to place this type of business.

Remuneration Statement

Commission

We have received a commission, which is calculated as a percentage of the insurance premium and is taken from the premium you pay to us. If you are paying for this policy using premium finance, we may also receive a commission from the credit provider in the form of a share of the interest charged. The member of our staff selling this policy may receive additional remuneration or a bonus, taken from our commission, for achieving a sales or performance target to which the sale of this policy contributes.

Fees

In addition, we have charged an arrangement fee of £30.00 on this policy. An administration fee of £NIL will apply to any mid-term amendments requested by you. If you cancel the policy prior to the expiry date, a cancellation fee of £NIL will apply and we will retain the commission earned when we placed the risk. We would remind you that you are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business.

27 June 2019

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Our ref: AU11596

INVOICE

Policyholder: The Friends of Dover Castle
Policy Type: Charity Insurance
Policy Number: SC2100F190YR/8/300
Renewal Date: 01 August 2019
Our Reference: AU11596

Premium Due £162.40

Our Fee £30.00

Total Due £192.40

Your payment of £192.40 is due by 01 August 2019.

The premium should be paid by the due date to ensure that cover is maintained. In the event that the premium is paid AFTER renewal date, a new policy may be required and the premium payable and terms & conditions may change.

Payment Options:

Cheque: Please make cheques payable to "Access Underwriting Ltd" and post to "Access Underwriting Ltd, Selsdon House, 212-220 Addington Road, South Croydon, Surrey CR2 8LD".

BACS: If you wish to pay by BACS our details are as follow: Bank: HSBC, Sort Code: 40-46-20, Account Number: 41369962. (Please ensure you quote our reference: AU11596 on the transaction).

Card: Please call to pay by debit or credit card.

To Whom It May Concern

The Friends of Dover Castle

This is to confirm that we are the insurance advisers for the above organisation and arrange the following cover on their behalf:

Employers Liability

Insurers : Markel International Insurance Co Ltd [Scheme]

Policy Number : SC2100F190YR/8/300

Limit of Indemnity : £10,000,000

Renewal Date : 01 August 2020

Public/Products Liability

Insurers : Markel International Insurance Co Ltd [Scheme]

Policy Number : SC2100F190YR/8/300

Limit of Indemnity : £5,000,000

Renewal Date : 01 August 2020

Signed :



Dated: 27 June 2019