

Mr John Morris
15 Windsor Road
Swindon
Wilts
SN3 1JP

4th May 2012

Dear Mr Morris

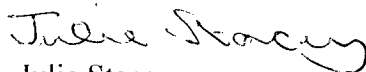
Directors & Officers Insurance – Applewood Court Residents (Swindon) Ltd

Thank you for your completed proposal form and payment for the above Policy.

I confirm cover has been arranged with effect from the 22nd May 2012 to 22nd May 2013 and your Policy Schedule is enclosed.

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

Yours sincerely,



Julie Stacey
Insurance Administrator
Email: js@insurecg.co.uk



W.R. Berkley Insurance (Europe), Limited

Registered Office: 40 Lime Street, London, EC3M 7AW

Registered in England & Wales 4681276

Tel: +44 (0)20 7280 9000 Fax: +44 (0)20 7280 9089

SCHEDULE

1	Policy Number:	DIJ111D4B816/302	
2	The Company	Applewood Court Residents (Swindon) Ltd	
3	Principal Address	15 Windsor Road Swindon Wiltshire SN3 1JP	
4	Policy Period	From: 22/05/2012 Both dates inclusive Greenwich Mean Time	To: 22 May 2013
5	Aggregate Limit of Liability	£100,000.00	
	5.a. Pollution Sub-limit of Liability	£250,000 or 25% (twenty five per cent) of the Aggregate Limit of Liability whichever is the lesser	
	5.b. Section 1.3 - Company Liability Sub-limit of Liability	£250,000 or 50% (fifty per cent) of the Aggregate Limit of Liability whichever is the lesser	
6	Retention		
	6.a Insuring Clause 1.2	NIL	each and every claim
	6.b Insuring Clause 1.3 - Company Liability	£2,500	each and every claim
7	Prior and Pending Litigation Date	22 May 2011	
8	Discovery period	a. 365 days b. 100% of Total Annual Premium	
9	Premium	£110.00	
	Insurance Premium Tax	£6.60	
	Total Payable	£116.60	
#	Endorsements	None	
<u>INSURERS PROPORTION</u>			
<i>W.R. Berkley Insurance (Europe) Limited</i>		<i>100%</i>	

Dated in London this day of

01/05/2012

Your Insurance Adviser's Details

flats ▶ direct ▶

Commercial & General Insurance Services Ltd
Suite C10, Arena Business Centre
9 Nimrod Way
Ferndown
BH21 7W11

Tel: 01202 862 660

Mr John Morris
Applewood Court Residents (Swindon) Ltd
15 Windsor Road
Swindon
Wiltshire
SN3 1JP

24th April 2012

Dear Mr Morris,

Directors & Officers Insurance – Applewood Court Residents (Swindon) Ltd

I refer to the above policy which falls due for renewal 22nd May 2012.

I have received renewal terms from your existing insurers W.R. Berkley for Directors and Officers Cover at a premium of **£116.60** inclusive of tax for an indemnity limit of £100,000.

Please find enclosed the following:

- 1) WR Berkley Proposal Form
- 2) Our Invoice
- 3) Our Terms of Business Agreement (Schedule C)


Should you wish to renew this policy, kindly complete and return the Proposal Form in the reply paid envelope provided. Please note that we must have your completed form as your instruction to renew the policy prior to the renewal date.

Once the proposal form and payment have been received, I shall issue the new policy schedule.

I look forward to hearing from you and would remind you of your duty to disclose any material changes that have occurred either since last renewal or inception.

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

Yours sincerely,



Julie Stacey
Insurance Administrator
Email: js@insurecg.co.uk

Invoice

Freephone 0800 731 6242

Applewood Court Residents (Swindon) Ltd
15 Windsor Road
Swindon
Wiltshire
SN3 1JP

INVOICE NUMBER 9736
DATE OF INVOICE 24/04/2012

Details

WR Berkley Directors & Officers Policy 22/5/12 to 22/5/13
Insurance Premium Tax

Cost
110.00
6.60

TOTAL NOW DUE 116.60

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

Payment by BACS to Bank: Lloyds TSB, Sort Code:30-80-89, A/C No: 26132160,
Account Name: Commercial & General Insurance Services Ltd No 2 Clients

Terms of invoice: 14 days from receipt

*paid
28/4/12*

Schedule C

Terms of Business

Introduction

This terms of business comes into force on the date you receive it from us and will remain in force until you are provided with revised terms. Flats Direct is a trading style of Commercial and General Insurance Services Ltd.

Commercial and General Insurance Services Ltd is an insurance intermediary acting on your behalf in arranging your general insurance.

We provide the following services, the initial arrangement of cover, mid-term alterations and renewal processing.

We will advise and make a recommendation for you after we have assessed your needs. This will include the type of cover you seek together with the costs.

We only offer products from a limited number of insurers for Directors & Officers' Liability, Engineering and Terrorism insurance. The list of insurers we offer insurance from is available upon request.

We use a range of insurers for the blocks of flats insurance products we offer.

Our status

Commercial and General Insurance Services Ltd of Suite C10 Arena Business Centre, Nine Nimrod Way, Ferndown, Dorset BH21 7WH is authorised and regulated by the Financial Services Authority. Our FSA Register number is 312649.

Our permitted business is advising and arranging general insurance contracts.

You can check this on the FSA's Register by visiting the FSA's website www.fsa.gov.uk/register/ or by contacting the FSA on 0845 6061234.

The FSA is the independent watchdog that regulates financial services (Please use the following information to decide if our services are right for you).

Remuneration

In the normal course of our business we receive income as follows:

- Commission paid to us by insurance companies with whom we place business.
- No fee is charged for arranging your general insurance.

We would draw to your attention that you may at any time request details of the commission that we have received in placing your insurance business.

Client Money

Client money is money of any currency that we receive and hold in the course of carrying on insurance mediation on behalf of our clients (including you) or which we treat as client money in accordance with the client money rules.

The money will be held in a Statutory Trust Account.

Interest on Client Money

Any interest earned on client money held by us for consumers will be retained by us for our own use, rather than paid to you.

Settlement terms

We will be responsible for issuing invoices for all new and renewal premiums and mid-term alterations as soon as practicable after inception or renewal of your policy. We will remit premiums to insurers in accordance with the agreed terms of business.

You will be responsible for paying promptly all of our invoices for premiums to enable us to make the necessary payments to insurers.

For the avoidance of doubt, we have no obligation to fund any premiums on your behalf.

We also have no responsibility for any loss that you may suffer as a result of insurers cancelling the policy or taking any other prejudicial steps as a result of the late payment of such sums if such delay is attributable to you.

In certain circumstances, insurers may impose a specific premium term, whereby they require payment of premium by a certain date. We must stress that breach of that term will entitle insurers to void the policy from inception of cover. You agree that the settlement of premiums in good time is your responsibility.

We normally accept payment by cheque or by instalments.

Disclosure

It is your responsibility to provide complete and accurate information to insurers when you take out your insurance policy and when you renew your insurance.

It is important that you ensure that all statements you make on the proposal form, claims forms and any other documentation are full and accurate.

Please note that if you fail to disclose any material information or change of circumstances to your insurers, this could invalidate your insurance cover and could mean that part or all of a claim may not be paid.

We strongly recommend that the information provided is checked thoroughly prior to submission and that you keep a record of all correspondence in relation to the arrangement of your insurance cover.

Policy documentation

We will issue policy documentation in a timely manner.

Your policy documentation will confirm the basis of the cover, give details of the insurers, and be accompanied by a cover/debit note.

Prior to the conclusion of the contract you will be given a statement of demands and needs, which sets out and confirms the reason for making the recommendation.

You will be provided in writing in no less than 21 days for consumers and for commercial customers 14 days before the expiry of the policy the renewal terms, or advised if renewal is not being offered.

You will be given an explanation of any changes and if you are a consumer, you can request a new policy document.

We may keep certain documents, such as your insurance policy and/or certificates of insurance until we receive full payment of premium and/or administration charges.

In these circumstances we will ensure that you receive full details of your cover and any documents that you require by law.

Cancellation Rights

A consumer has the right to cancel a general insurance contract within 14 days of receiving the contractual terms and conditions.

In the event of cancellation, insurers may return a pro rata premium to us based on the time on risk.

Claims

You must notify us promptly of any claims.

We will inform you what information is required and pass these details promptly on to the Insurer.

Quotes

When we supply you with a quotation we will confirm how long this will be valid for on the terms we have quoted, give you a written quotation including all the information you need to make an informed decision and give you a summary of the policy coverage.

Complaints

We take all complaints seriously. If you wish to register a complaint then please contact us, either:

In writing to Commercial & General Insurance Services Ltd, Suite C10 Arena Business Centre, Nine Nimrod Way, Ferndown, Dorset BH21 7WH

By telephone on 01202 862 660.

We will acknowledge your complaint in writing and tell you how we will handle it.

If we are unable to settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

A copy of the complaints procedure is available upon request.

Compensation

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Insurance advising and arranging is covered for 90% of the claim, without any upper limit.

For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit.

Further information about compensation scheme arrangements is available from the FSCS.

Confidentiality

All personal information held by us in relation to you will be treated with the utmost confidence and, where appropriate, in accordance with data protection legislation, including the Data Protection Act 1998.

You confirm that we may use and disclose information that we have about you in the normal course of arranging and administering your insurance.

Termination

You or we may terminate our authority to act on your behalf at any time without notice period or penalty. Notice of termination must be given in writing and will be without prejudice to the completion of any transactions already initiated.

Any business currently in progress will be completed unless we receive your instructions to the contrary.

Governing law

This terms of business shall be governed by and construed in accordance with, the Laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

D&O QUOTE AND BIND PROPOSAL FORM FOR RESIDENTS ASSOCIATIONS

ASSOCIATION NAME: Appewood Cover Residents (Sunder) Ltd

ADDRESS: 15 Windsor Road Sunningdon SN3 1JF

COMPANY REGISTRATION NUMBER: 1664985

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

LIMIT	PREMIUM	IPT PAYABLE	TOTAL PAYABLE
£50,000	£70.00		£74.20
£100,000	£110.00	£4.20	£116.60
£250,000	£175.00	£6.60	£185.50
£500,000	£275.00	£10.50	£291.50
£1,000,000	£400.00	£16.50	£424.00

PLEASE CONFIRM LIMIT REQUIRED AND PREMIUM

LIMIT	PREMIUM	IPT PAYABLE	TOTAL PAYABLE
£100,000	£110.00	£6.60	£116.60

PLEASE CONFIRM THE FOLLOWING STATEMENTS:

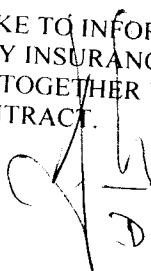
- The Association is registered in the UK as a limited liability company or a company limited by guarantee
- The Association's principle function is the management of services and maintenance of its shareholders or members residential flats or houses
- The Association's last annual accounts show a surplus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

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

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

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

SIGNED



Director

NAME J.R. Lacey

POSITION

DATE 28 April 2012

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

INCEPTION DATE: 22/5/12

THE POLICY WILL BE FOR A TWELVE MONTH PERIOD

Received 26.4.12