



A-Plan Commercial  
44 Northbrook Street, Newbury, RG14 1DT  
Tel: 01635 528310

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Mr Dean Bolton  
9 Robins Path  
Benfleet  
SS7 1FG

22nd March 2021

Our Ref: 51104222

Dear Mr Bolton,

**PI Combined Insurance**

Further to our recent conversation, we have pleasure in enclosing our quotation which is valid for 30 days from the date of the quotation, together with the policy summary and our terms of business. In addition, we enclose our guide to the Insurance Act which came into effect from the 12th August 2016. Please take time to read this as it outlines your obligations under the Act.

The total cost of 12 months cover is £677.00, inclusive of IPT and our administration fee of £55.00.

Your quotation has been produced using the information declared by you in the enclosed Statement of Fact, which you should keep in a safe place. Please ensure you check the Statement of Fact very carefully and let us know immediately of any inaccuracies or omissions as undisclosed or inaccurate information that may invalidate cover.

Thank you for the opportunity to provide your quotation and we look forward to hearing from you to arrange cover.

Yours sincerely,

A handwritten signature in black ink that reads 'Robert Ohagan' in a cursive, slightly slanted script.

Robert Ohagan  
Newbury Commercial Manager

## Your Personal Quotation

Your quotation is based on the information provided by you. We have based our recommendation on a fair analysis of the range of insurers that we deal with and have selected this policy taking into account its close match with your requirements on cover and price.

**You asked for:** PI Combined Insurance

**Business Activities:** Health and safety consultant and training

**Recommendation:** We have concluded the following policy most closely meets your requirements:

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## PI Combined - Business & Management Consultant

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<b>POLICYHOLDER</b>	Bolton, Dean
<b>INSURER</b>	MGB Insurance Brokers Limited
<b>QUOTE NUMBER</b>	424029648
<b>PERIOD OF INSURANCE</b>	22/03/2021 to 21/03/2022
<b>BUSINESS DESCRIPTION</b>	See policy schedule

### Client details

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Number of employees	0
Number of directors/partners/principals	2
Wageroll (£)	15,000
Turnover (£)	30,000

### Turnover breakdown

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From UK (%)	100.00
From EU (%)	0.00
From USA/Canada not subject to USA/Canada jurisdiction (%)	0.00
From USA/Canada subject to USA/Canada jurisdiction (%)	0.00
From rest of world (%)	0.00

## Professional Indemnity

### Cover

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Indemnity for any sum or sums which the insured may become legally liable to pay arising from any claim first made against them and notified to Underwriters during the period of insurance as a direct result of negligence on the part of the Insured in the conduct and execution of the professional activities & duties as defined below.

### Limit of Indemnity

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£ 1,000,000  
Any one claim

### Excess

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£ 500

### Retroactive Cover Date

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22/03/2021

Claims first brought in the USA/Canada are **NOT** covered.

**Endorsements:** Before proceeding with cover please take time to read through the endorsements attached to the quotation as noted. Failure to adhere to these may render your policy invalid. Please ensure that you are able to comply with these in all circumstances. If you have any queries or doubts please contact us for advice.

### Professional Indemnity:

#### Premium Breakdown:

Premium payable incl. Insurance Premium Tax @ 12%:	Option A) £532.00
Administration Fee:	£55.00
Insurer Fee:	£90.00
<b>Total Insurance Cost:</b>	<b>£677.00</b>

#### Payment Methods:

- By cash, cheque, credit or debit card or by BACS.
- By direct debit – Please call for details charged on the instalments.
- For payments by BACS please refer to the attached invoiced for bank details.

Due to the implementation of the Employers' Liability Tracing Office (ELTO), please notify us of your Employer Reference Number, which is also referred to as 'Employer PAYE Reference' number (where Employers Liability cover is in place). This can be found on mandatory documents including P45, P60, P11/D and on most payslips.

## STATEMENT OF INSURANCE FACT

### PLEASE READ THIS VERY CAREFULLY

Your insurance contract has been prepared based upon the information which has been disclosed by you and is included in the attached statement of fact. It is important that you check the form thoroughly and if you are satisfied that, to the best of your knowledge and belief, the information is correct no further action is required. Please retain the statement of fact with your insurance policy.

If any details are incorrect or missing you must amend the statement of fact and return it to us immediately with the relevant information. Failure to do so could invalidate your insurance. We will then notify you of any changes in the premium or policy terms and conditions.

We would draw your attention to the following Important Notes, which your insurer has included within the statement of fact.

- It is important that you should disclose all material facts; that is, those that would influence an insurer in the acceptance or assessment of your proposal. Failure to disclose such facts may result in claims not being met. If you are in doubt about whether a fact is material, you should disclose it.
- You should keep a record (including copies of letters) of all information supplied to us for the purpose of entering into this contract.
- A copy of this statement of fact will be supplied to you on request within a period of 3 months after its completion.
- We may pass the information you have given us to other companies who supply products/services in relation to our products.

Insurers and their agents share information with each other to prevent fraudulent claims and to assess whether to offer insurance including terms via the Claims and Underwriting Exchange Register operated by Insurance Database Services Ltd. Lists of participants are available on request. In dealing with your application this register may be searched. In the event of a claim, the information you supply on this form and the claim form together with other information relating to the claim, will be put on the register and made available to participants.

### **Important Notes – Please Read**

When reading your policy, you should do so with reference to the schedule. The policy booklet is a standard wording, and so your schedule details the levels of cover provided and notes the operative parts of your policy, as well as any special terms and conditions or warranties and endorsements (warranties and endorsements are requirements of you that must be met or in place for a claim to be successfully made under the policy).

Your policy schedule shows the profession/trade you are covered for. Should you undertake additional trades, or if the description on the schedule does not accurately reflect your business activities, you should notify us immediately.

It is therefore very important that you invest a little time to read both your policy and schedule carefully. Please do contact us if you are unsure on any point or you would like us to go through the policy with you.

If you think that the policy and schedule do not accurately reflect your understanding of the insurance arranged, or you cannot comply with the endorsements (now or at any time in the future), please contact us immediately.

The following notes outline some of the limitations/exclusions and considerations common to most policies. These notes (which are not exhaustive) are intended to guide your understanding and are put together based on some of the issues we have seen across the industry over the years. They do not replace or change the wordings that are detailed in your policy documents:

- All policies have a restriction relating to the work on hazardous premises. If your policy has further restrictions as to the property types covered these will be noted on the enclosed quotation and your policy schedule. You should read these carefully and advise if, on reflection they do not meet your working practices or requirements. Where additional restrictions apply, your insurance will not cover you for work on any premises not listed. If you ever intend to work on other type of property, or have any doubts or concerns, you must tell us before that work commences so that we can arrange the appropriate cover.
- Your policy may be subject to a UK jurisdiction clause and may also have a North American exclusion clause. Should any of your work or activities extend to include anything associated with North America (or diverts jurisdiction outside the UK), please contact us before proceeding further to cover is in place.
- Professional Indemnity policies are arranged on a 'claims made' basis. That is, a claim has to be made within the period of the insurance or notified within the discoverable period (which generally means that a claim notified after the policy has expired is not covered). To ensure continuous cover there should not be any break in cover and where a Company/Organisation has ceased, suitable run off cover should be arranged. Your policy may include a 'retroactive' date. Any act or omission that happened prior to the retroactive date is not covered by the policy.
- It is an essential policy condition that your insurer is notified as soon as you become aware of any incident that might give rise to a claim.
- The limit of cover under Professional Indemnity is arranged on either on an 'any one claim' basis or 'in the aggregate basis' (this means that the sum you are insured for is for any one claim, or, if on an aggregate basis, for any number of claims up to the sum insured).
- Your policy may also exclude work relating to hazardous locations (such as working on or being involved with nuclear power stations, aviation including airside) and also exclude claims resulting in a claim involving pollution and contamination (this will be detailed in your policy if it applies).

- Your policy will not cover the cost of rectifying work carried out to a poor standard, or work not carried out in accordance with instructions received.

**These notes only refer to the policy we are offering, and we cannot be responsible for any deficiencies in your insurance programme insured elsewhere.**

**The following is a summary of the different types of policy that we can offer. This list is not exhaustive: should you require any additional information regarding these or any other form of insurance we would be delighted to assist.**

1. Directors and Officers – This protects directors, officers, managerial and supervisory employees against claims arising from their actions and decisions made on behalf of their company. It also reimburses them for the often considerable legal costs that they incur in defending a claim.
2. Commercial Combined Insurance - Package policy for companies of all sizes which can include insurance for buildings, contents, stock, goods in transit, employers' liability, public & products liability, money, business all risks, & business interruption. Primarily for manufacturers, distributors and non-retail outlets.
3. Commercial Legal Expenses - This can be sold as an extension to other commercial policies or as a standalone policy providing there is at least one employee.
4. Commercial Property Owners - Buildings insurance for most types of commercial premises including blocks of flats and let residential properties. Optional covers include loss of rent, day one cover, Employers' Liability and landlords' contents insurance.
5. Contractors All Risks - Including public, products and employers' liability, employees' tools, own plant, hired in plant, temporary buildings & contract works. The premium will normally depend on limits of liability, wages & turnover.
6. Engineering Insurance - Includes stand-alone cover for most types of plant, machinery and equipment including computer policies and machinery movement. Statutory engineering inspection policies can also be arranged e.g. for fork lift trucks or lifts.
7. Goods in Transit - We can quote for most types of goods and occupations. Cover can be arranged on all risks basis, RHA conditions of carriage or CMR cover for European risks.
8. Homeworkers - We can insure most self-employed people who work from home for business contents & liability cover. Extensions to this include work away liability & business all risks. The homeworkers policy is normally sold as a separate policy to household contents, but we can include home buildings & contents if required.
9. Liability - Public, Products and Employers' liability. Cover can be arranged either on a 'per capita' basis up to a maximum of 12 employees, or on a 'wages and turnover' policy for larger risks and for high risk liability. Wages and turnover policies have no limit on the number of employees or sub-contractors. Standard limit of indemnity is normally up to £5,000,000 but we have access to schemes where a higher limit is required.
10. Motor Trade - We have specialist schemes for full time motor traders. Cover can be arranged for Motor Trade Road Risks, Motor Trade Liability, or a Combined Motor Trade Policy where the insured trades from a commercial premises. Cover can be extended to include stock, Liability, Sales/Service Indemnity, Money & Glass, Buildings, Contents and Machinery and Engineering Insurance
11. JCT Contract Clause 21.2.1 – Available for builders to cover non-negligent building works.
12. Professional Indemnity - Policies are available for most professional occupations. Directors' & Officers' cover is also available. Clients should be made aware they need to complete a proposal form before we can provide a quotation due to the varying degrees and categories of work undertaken and CV's are often required.
13. Shops, Offices, Pubs, Hotels, Restaurants and Sports & Social Clubs - Package policies are available for premises of all sizes.
14. Terrorism Insurance – As this is now excluded from most policies Terrorism cover can be added to most policies for an additional premium.