

Service Select Insurance Prospectus

Welcome to Service Select from Towergate Wilsons – insurance specially designed to meet the needs of the Military’s Service (Non Public) Funds requirements and those of related and affiliated organisations.

Towergate Wilsons have been serving the insurance needs of the Military for over 60 years and are proud to arrange insurance to meet the Service Fund requirements of many Army, Navy and Air Force units within HM Forces. We are proud to sponsor a number of worthy causes within or relating to the Forces. Details can be found on our website www.towergatewilsons.co.uk under news.

The cover we have developed is comprehensive with flexibility to meet individual requirements. Take a look at the many benefits we offer – our Service Funds team are happy to discuss any questions you may have. Simply telephone Towergate Wilsons on 0116 240 7776.

Important Information

Any insurance policy is a legally binding contract between the policyholder and the insurer. When you provide information and accept the insurance on behalf of the Fund the contract is binding on your successors.

You have a duty to disclose any material fact or information that is likely to influence the insurer’s assessment and acceptance of the risk. This includes the physical characteristics of the risk as well as other information such as past losses and/or claims. If you have any doubt as to whether a fact is material you should disclose it to us. Failure to do so may result in the policy becoming void.

Policy Excesses	There may be excesses applicable to some items under the policy. This means you will be responsible for paying the first part of any claim to the amount of the excess.
Hazardous Activities	All hazardous activities must be disclosed as they may be a material fact as described above.
Claims	All claims must be notified as soon as possible. Guidance will then be given on the procedures and documentation required.
Confidentiality	Any information obtained will not be used or disclosed except in the normal course of negotiations without your consent unless there is a requirement under the regulatory code or at law.
Law applicable to contract	Your policy is governed by the law of England and Wales unless you and your insurers have agreed otherwise.
Complaints Procedure	We have a complaints procedure and details will be provided with a quotation.

Service Select Insurance – Significant Features

Section	Features	Cover extensions (at no cost unless otherwise stated)
General	Flexible policy written to meet the requirements of Service Funds Regulations. Variable terms to comply with any Queen's Regulations or admin instructions.	
Contents	All Risks Cover Worldwide cover Basis of claims settlement options - Indemnity - New for Old - Agreed Value	Debris Removal Replacement of locks Special function increases At additional cost – - Food spoilage. - All Risks on Cloakroom contents.
Buildings	All Risks cover	Additional costs following Damage. - Trace and Access. - Sale of buildings. - Subsidence cover
Encroachments	Fire cover on MOD buildings.	
Business Interruption	Loss of Earnings Increased Costs of Working Book Debts Loss of Licence	Prevention of access. Failure of public utilities. Disease, infestation & Defective Sanitation. Suppliers Premises. Archaeological digs.
Employee Dishonesty	Loss of money or stock due to theft or dishonesty of employees	Fees incurred in order to substantiate the loss
Direct Debit Indemnity	Legal liability arising as an originator under the terms of the Association for Payment Clearing Services	
Money	All Risks	Special Function increases. Damage to personal property following theft or attempt thereof. Personal Assault following a robbery.
Personal Accident	Benefits tailored to meet your requirements.	
Employers Liability	Indemnity limit £10m (Limited to £5m for Terrorism) Legal liability in respect of any type of employee or volunteer.	
Public Liability	Indemnity limit £5m. (Limited to £2m for terrorism) Legal Liability in respect of insured activities Cloakroom cover with no inner limit	Cross indemnity – Member to Member Motor contingent liability Unusual or dangerous activities may require an extension of cover
Terrorism	Cover for Contents, Buildings and Business Interruption is excluded. Cover is available at extra cost	
Claims	All claims must be notified to Towergate Wilsons as soon as possible. Full guidance will be given on the procedures and documentation required.	

Significant and Unusual Exclusions or Limitations

Your policy excludes some situations. Please refer to your Policy schedule and Booklet for full details but the most significant or unusual exclusions are outlined below. Your Policy excludes:

- The first part of any claim for some items – this is known as the “Excess”. For subsidence the excess is £1,000.
- Damage to fences, gates and movable property in the open by wind, rain, hail, sleet or snow, flood or dust other than the first £1,000 of each loss.
- Tentage where included will be insured subject to an Excess of £250 between April and September and £250 or 10% of value whichever is the greater between October and March.
- Damage while the building is unoccupied caused by escape of water from tanks, apparatus or pipes or by malicious persons.
- Loss of or damage caused by wear and tear or anything that happens gradually.
- Employee Dishonesty losses involving any employee you do not have the right to supervise and direct, loss subsequent to discovery of actual or suspected dishonesty by the employee, loss of a consequential nature, penalties and fines, loss covered by the Money and Assault Section of the policy and loss of public money or property.
- Employee Dishonesty losses where Service Funds Regulations do not apply unless minimum controls as detailed in the policy are in place.
- Money shortages due to clerical or accounting errors, dishonesty not discovered within 7 working days of the loss, where a more specific insurance is in force (except for any amount in excess of that insurance) and loss of money from unattended vehicles.
- Employers Liability claims occurring elsewhere than in the United Kingdom, Channel Islands, Isle of Man and other member states of the European Community unless the claim is brought in a court under UK jurisdiction, where the granting of cover is contrary to any law of the country concerned, arising in China, as a result of work in or on or travel to any offshore accommodation, exploration, drilling or production rig or platform or support vessel or where insurance is required under any road traffic legislation.
- Public Liability – Legal liability as a result of injury to an employee, partner or proprietor, the ownership, possession or use of any aircraft, aerial device or hovercraft, watercraft other than hand propelled craft unless stated in the schedule as insured, motor vehicle or trailer where road traffic legislation applies or where a more specific insurance is in force, damage to property which you own or is loaned, leased, hired or rented to you or which is held in trust or in your custody or control or pollution or contamination or bodily injury or damage caused by pollution or contamination.
- Liability arising from the hire or use of inflatable bouncy castles or other rides, bungee jumps or runs, abseiling, bucking broncos, motorcycles, go-karts, bar fly, dodgems, carousels or any other type of fairground ride or activity and equestrian activities unless cover has been agreed in advance.
- Liability arising elsewhere than within the geographical limits in respect of foreign nationals employed by you elsewhere than in the United Kingdom, Channel Islands, Isle of Man and other member states of the European Community unless the claim is brought in a court under UK jurisdiction, where granting of cover is contrary to any law of the country concerned, or where liability arises out of any product.
- Liability arising in China.
- Liability in respect of damage to property resulting from your deliberate act or omission and which could have been reasonably expected.
- Liability in respect of asbestos.
- Loss of data or other losses arising out of computer virus or like attack.

The above provides brief information on the significant and exclusions features of the contract. Full details are available in the policy schedule and booklet, copies of which are available from Towergate Wilsons.

Notes on policy cover

These notes are to assist you in setting the correct levels of cover. They are not exhaustive.

Property

It is important to correctly set the sum insured for property. These sums depend on the basis of claims settlement selected.

Indemnity

This is the usual basis of claims settlement. The property is insured for its market value.

New for Old

The sums insured must reflect the new replacement cost of the property concerned. The policy schedule must be noted that this basis applies.

Agreed Value

This applies where items are specified and to items of gold, silver or plate, pictures, museum exhibits, medals, insignia, and other items of a fine art nature. The maximum sum that can be paid for partial loss is 75% of the sum insured for each individual item concerned. An inventory showing individual item sums insured should be maintained.

Silver, Pictures and other chattels

Many items are unique and so special consideration should be given to such items. We recommend that professional and other Chattels assistance be sought in order to correctly value such items. Please feel free to discuss this with us.

Property books

The values in the Property Books have traditionally been used as the policy sums insured. It is important not to use written down Property Book values as these serve a different purpose and will not reflect the current replacement value of the items insured.

All categories of property must be allowed for in the insurance policy. Some items (for example Presentation property) may not have a financial value to the fund but may nonetheless need to be replaced or repaired in the event of loss or damage.

If there are items for which no insurance cover is required they can have a nil value in the Insurance Value column thus signifying they are not insured.

We strongly recommend the use of an Insurance Value column to help maintain sums insured at the correct level and to remove any confusion over value in the event of a claim occurring.

Buildings

The sum insured has to reflect the rebuilding cost including all extra costs such as removal of debris, architects fees etc.

Average Clause

As with all policies of this type these clauses apply. This means that if the sums insured are not adequate to cover the value of all Property insured on the claims settlement basis required any claim will be reduced in proportion to the degree of underinsurance. The onus is on you to show that the sums insured are adequate at the time of loss.

Employee Dishonesty

Funds can suffer from any fraudulent actions of staff or officers of the Fund.

Insurance can be provided to cover losses due to fraud by any person who has authority to handle the monies or property belonging to the Fund.

The sum insured has to cover losses of a one-off nature and those frauds perpetrated over a long period of time. There are a number of factors to be taken into account when deciding on the indemnity limit required, including the turnover of the Fund, cash and stock holding limits and the frequency and quality of audits.

The policy requires that checks and audits are carried out. These are in accordance with Service Funds Regulations if applicable and are set out in the policy if you are not subject to Service Funds Regulations.

Employers Liability

This section protects you from compensation claims brought by employees for accidents or illnesses arising out of their employed duties. The policy covers only those sums you are legally liable to pay. It is a criminal offence not to have cover. Failure to display certificates can attract a large fine for each day the certificate is not displayed.

The definition of employee includes part-time, casual and volunteer staff and so many funds may find themselves to be employers at some time. For this reason the Employers and Public Liability covers are provided as a package.

Public Liability

Whilst there is no legal requirement to have cover except for a few specific activities, the climate is such that cover should be held. The cover is for your legal liability to pay compensation to third parties in respect of

- personal injury or illness
- damage to their property

where such liability arises of the insured activities. All activities must be disclosed.

Towergate Wilsons

Towergate House, 7 Dominus Way, Meridian Business Park, Leicester, LE19 1RP

Tel: 0116 240 7776 Fax: 0116 240 7701 Email: wilsons@towergate.co.uk www.towergatewilsons.co.uk



Towergate Wilsons is a trading name of Towergate Underwriting Group Limited

Registered in England No. 4043759 Registered Address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN

Authorised and regulated by the Financial Services Authority



Schedule of Cover (Please photocopy for each individual fund)

Name of Sub Fund/Account (if appropriate):

Location (if different to postal address):

Section 1 Property		
1. General items, Shop Stock and other property not specified below		£
2. Bar stock and containers		£
3. Additional Bar stock/Raffle prizes for functions. Please specify annual period required		£
4. Sports equipment		£
5. Glass & china		£
6. Silver, plate, medals, plaques, trophies and other chattels not otherwise specified		£
7. Pictures, paintings and prints		£
8. Band instruments, equipment and uniforms	Full cover	£
	Cover for Category II & IV engagements only	£
9. Privately owned instruments		£
10. Specified general items	(Please attach list with individual values)	£
11. Specified cash holding machines	(Please attach list with individual values)	£
12. Cash contents of machines	(Please attach list with individual values)	£
13. Tentage		£
14. Caravans and trailers		£
15. Food spoilage. (Maximum Sum insured £2500 per unit)	Number of freezer/fridge units	_____ units
	Total sum insured required	£
16. Cloakroom cover (maximum limit £2,500)		£
17. Buildings (please list if more than one)		£
Section 2 – Encroachments (please attach list if more than one building)		
18. Direct risk. Details of use		£
19. Spread risk		£
20. MOD contents		£
Section 3 – Business Interruption		
21. Earnings (annual amount if 12 months indemnity period, pro rata for longer or shorter periods)		£
22. Increased Cost of Working		£
	For items 21 and 22 - Maximum Indemnity Period	_____ months
23. Loss of Licence (Maximum £100,000)		£
24. Book Debts		£
Section 4 – Employee Dishonesty (Minimum cover £5,000)		
25. OIC Account		£
26. Floating un-named cover		£
Section 5 – Direct Debit Indemnity		
27. Indemnity limit (please delete limit not required)		£25,000 / £50,000
28. Amount of annual collections		£
Section 6 – Money & Assault		
29. Maximum amount any one loss of money		£
Section 7 – Personal Accident		
30. Number of persons to be insured		_____ persons
31. Units of cover required per person units (Each unit covers Death £1,000, Loss of Limbs or Sight or Permanent Total Disablement £2,500 and Emergency Medical Expenses £250)		_____ units
Section 8 – Employers Liability (usually provided automatically when Section 9 is insured)		
32. Indemnity limit £10,000,000	Annual wages and salaries, if any	£
Section 9 – Public Liability		
33. Indemnity limit £5,000,000. (If Yes, please list all activities below. Continue on a separate sheet if required)		Yes / No

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