

PROPOSAL FORM

Please complete the questions below and return the proposal form to Wayne Morris or Nadia Beer at Towergate Risk Solutions North London, 288 Chase Road, Southgate, N14 6HF

1) Name and Address of Company

2) Year Established

3) Block of **FLATS** Address, if different from above

4) Number of **FLATS** contained within the block(s) seeking this insurance

5) Limit of Indemnity required £2,000,000 £1,000,000 £500,000 £250,000

- Forms completed YES in respect of question 6a, 6b and 6c and NO in respect of question 7, 8 and 9, will normally be accepted at standard terms as per the reverse of the proposal form
- If your company is dormant or less than 18 months old then a copy of the service charge accounts / new business plan will be required

6) Do the latest audited Reports & Accounts:-

- a) Record pre-tax profit for last financial year Yes No
(If no please supply copy accounts which are under 15 months old)
- b) Show a positive net worth Yes No
(If no please supply copy accounts which are under 15 months old)
- c) Have an unqualified auditor's report Yes No Dormant Exempt
(Meaning the accounts are unqualified – not that the auditors are unqualified)

7) Has any insurer in respect of risks to which this proposal relates ever declined a proposal, refused renewal or terminated an insurance? Yes No

If yes give details and supply documentary evidence

8) Is the Company to be insured aware, after enquiry, of any circumstances which might give rise to a claim against the Company or any Director/Officer? Yes No

If yes give details and supply documentary evidence

9) Has any actual or alleged claim been made or prosecution brought against the Company or any Director/Officer in respect of any neglect, error, omission or other wrongful act committed in the capacity of Director/Officer? Yes No

If yes give details and supply documentary evidence

Declaration

- I declare:-
- on behalf of the Company
 - for myself and after enquiry of and with the express consent of the Directors of the Company
 - that the above statements are true and complete to the best of my knowledge and belief
 - that the Proposers agree that this proposal shall be incorporated in the contract between them and their Insurer
 - that the Proposers agree to accept a Policy in the Insurer's usual form for this class of insurance
 - all material information likely to influence the acceptance and assessment of this insurance has been disclosed

I undertake to inform the Insurer of any material alteration to these facts occurring before completion of the contract of insurance

Signature Date

Position with Insured Company

RESIDENTIAL BLOCK MANAGEMENT COMPANY DIRECTORS & OFFICERS LIABILITY INSURANCE

Any Director or Officer of a Residential Block Management Company can be held personally liable for their actions in that capacity. Towergate Risk Solutions North London have arranged a Directors and Officers Insurance product **underwritten by Novæ Insurance Company Limited**

Directors & Officers Liability Insurance

This insurance provides protection against personal liability. The policy covers losses arising from claims brought against directors and officers for 'Wrongful Acts' committed in their capacity as directors and officers.

Directors' Responsibilities

Appointment as a Director can bring with it potential personal liability for any act which is negligent, outside your authority or in breach of duty or trust. Responsibilities are onerous.

Personal Accountability

If a director is sued in a personal capacity whilst acting on behalf of the Company, he will generally have to fund his defence personally. It is his personal wealth that is at stake in such circumstances. If sued personally he has to respond personally

Unlimited Liability

Shareholders of a company may enjoy limited liability but there is no limit on the personal liability of directors or officers.

Claims

Who could make a claim against you as a director or officer? Any person that may have an interest in the affairs of your company could bring an action. This might include creditors, government departments or investigation by regulatory authorities and indeed the individual flat owners you represent. See below some examples of real claims which Novæ Underwriting have dealt with.

Claim 1

Following damage caused to a residential block of flats it was discovered that the insurance purchased by the directors was inadequate to cover the loss. Shareholders of the property (the residents) have notified that they may bring an action and if found negligent the directors could be liable for the uninsured loss.

Claim 2

The directors of a property management company brought an action against a resident for non-payment of a service charge. The resident then issued a counter claim against the directors for an incorrect calculation of his service charge. The directors were robustly able to defend their position knowing they had the benefit of the policy behind them.

Premium Guide (Subject to Proposal Form and Formal Quotation)

**Towergate Risk Solutions North London recommend a minimum £1,000,000
limit of indemnity - refer guide below -**

No. of Flats	£250,000	£500,000	£1,000,000	£2,000,000
1-25	£128	£213	£298	£425
26-50	£170	£255	£362	£510
51-75	£213	£298	£425	£595
76-100	£255	£340	£553	£680
101-150	£306	£391	£617	£744
151-200	£357	£442	£680	£808
201-300	£434	£519	£765	£914
301-400	£510	£595	£850	£1020

The above premiums exclude insurance premium tax and administration charge.
Quotations are available on request for increased limits of indemnity and blocks in excess of 400 flats