

PROPOSAL FORM FOR RESIDENTS' ASSOCIATIONS DIRECTORS & OFFICERS' LIABILITY INSURANCE

1. Name and Address of Company

2. Property Address

3. How many dwelling units are contained within the block(s) seeking this insurance?

4. Limit of liability required (please tick)

	£100,000	£250,000	£500,000	£1 million	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input style="width: 80px;" type="text"/>

5. Does the Company or any director or officer have or have they previously had any Directors & Officers insurance in place? If Yes please provide details:

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Name of Insurer(s)

Indemnity Limit(s)

Period(s) of Insurance

6. Does the Company have any of the following as stated in the latest available report and accounts:

	Yes	No
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(i) Gross Assets greater than £500,000?

(ii) Income or Turnover greater than £500,000?

(iii) Shareholders Funds/Reserves in deficit by greater than £10,000?

(If the answer is 'Yes' to any of the above please attach a copy of the latest available report and accounts)

7. Has any D & O or other similar insurance ever been declined or cancelled?

8. After enquiry, have there been, or is there now pending, any claim(s) against any Director or Officer of the Company?

9. After enquiry, is the Company aware of any circumstances or incidents which may give rise to a claim?

(If the answer to any of questions 6, 7, 8 or 9 is 'Yes' please attach full details)

DECLARATION

I/We understand the contents of this completed application and I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete. I/We agree that the statements in this application shall form the basis of the contract between the insurer and myself/ourselves and if the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to the General Insurance Standards Council and other regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

Signature	<input style="width: 95%; height: 50px;" type="text"/>	Title	<input style="width: 95%; height: 25px;" type="text"/>
		Date	<input style="width: 95%; height: 25px;" type="text"/>

(The completion and signature of this proposal does not bind the Company or the Corporation to complete a Contract of Insurance. A copy of this proposal should be retained by you for your own records.)

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The Data Protection Act – Information Uses

For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data you supply is Aviva Insurance Limited.

Insurance Administration

Information you supply may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. In assessing any claims made, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossessions). Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

Credit Searches and Accounting

In assessing your application, the insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. Credit reference agencies share information with other organisations, enabling applications for financial products to be assessed or to assist the tracing of debtors or to prevent fraud.

The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

Sensitive Data

In order to assess the terms of the insurance contract or administer claims which arise, the insurer may need to collect data which the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

Marketing

Aviva group and its agents may use your information to keep you informed by post, telephone, e-mail or other means about products and services which may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. If you do not wish your information to be used for these purposes please write to Aviva Insurance Ltd, FREEPOST, Mailing Exclusion Team, PO Box 6412, Derby DE1 1SB.

For our joint protection telephone calls may be recorded and/or monitored.

Terrorism

Please note the policy excludes and/or limits cover in respect of the consequences of Terrorism. Full details of these restrictions and exclusions are freely available on request from your insurance adviser or intermediary.

Material Facts

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one which is likely to influence an insurer in the acceptance and assessment of this application. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in circumstances arising during the period of insurance cover please provide your insurer with details.

A specimen copy of the policy wording is available on request. We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future reference. A copy of the completed application form will be supplied on request within a period of three months after its completion.

Complaints Procedure

Aviva Insurance Ltd is a member of the Financial Ombudsman Service scheme for complaints from private policyholders, certain small businesses, charities and trusts. Should you have a complaint, please initially notify your insurance adviser or usual Aviva point of contact. Full details of our complaints procedure will be set out in your policy booklet, or are available from your usual Aviva contact.

The complaints procedure does not affect your right to take legal action.

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise:

- 1 The law applying in that part of the UK, Channel Islands or Isle of Man in which you normally live or (if applicable) the first named policyholder normally lives; or
- 2 In the case of a business, the law applying in that part of the UK, Channel Islands or Isle of Man where it has its principal place of business; or
- 3 Should neither of the above be applicable, the law of England and Wales will apply.



Aviva Insurance Limited

Registered Office: Pitheavlis, Perth, Scotland PH2 0NH in Scotland No. 2116

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