

# Per Capita Combined Liability Insurance Policy

Form TULCLW 03/16

Arranged by



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# 1 Introduction

This policy is a contract between **You** and **Us**. It is arranged through **TUL** on **Our** behalf in accordance with the authority granted under the Contract Number stated in the **Schedule**.

This policy consists of the Policy Definitions, Extensions, Exclusions and Conditions, the **Schedule**, the coverage Sections stated as operative in the **Schedule** and **Endorsements**, if any, all of which are a single document and are to be read as one contract. In deciding to accept this policy and in setting the terms and premium **We** have relied on the information which **You** have provided to **Us**.

**We** will, in consideration of the payment of the premium, insure **You**, subject to the terms and conditions of this policy, against the events set out in the operative Sections and occurring in connection with the **Business** during the **Period of Insurance** or any subsequent period for which **We** agree to accept payment of premium.

Please read this policy carefully and make sure that it meets **Your** needs. If any corrections are necessary **You** should contact **Your** broker through whom this policy was arranged.

Please keep this policy in a safe place – **You** may need to refer to it if **You** have to make a **Claim**.

#### 1.1 Accessibility

Upon request **We** can provide Braille, audio or large print versions of the policy and the associated documentation including the Key Facts document. If **You** require an alternative format **You** should contact **Your** broker through whom this policy was arranged.

# 1.2 Data Protection Act

Any information provided to **Us** regarding **You**, any person insured or any **Employee** will be processed by **Us**, in compliance with the provisions of the Data Protection Act 1998, for the purpose of providing insurance and handling **Claims** or complaints, if any. This may necessitate providing such information to third parties.

# 1.3 Third Party Rights

A person who is not a party to this contract of insurance has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract of insurance but this does not affect any right or remedy of a third party that exists or is available apart from that Act.

## 1.4 Law and Jurisdiction

The parties are free to choose the law applicable to this contract of insurance. Unless specifically agreed to the contrary this contract of insurance shall be governed by English law and subject to the exclusive jurisdiction of the courts of England and Wales.

The language of this contract of insurance and all communications relating to it will be in English.

# 1.5 Cancellation and Cooling Off Period

# (a) Your Right to Cancel during the Cooling-Off Period

**You** are entitled to cancel this policy by notifying **Us** in writing within fourteen (14) days of either:

- (i) the date **You** receive this policy; or
- (ii) the start of **Your Period of Insurance**; whichever is the later.

A full refund of any premium paid will be made unless **You** have made a **Claim** in which case the full annual premium is due.

# (b) Your Right to Cancel after the Cooling-Off Period

**You** are entitled to cancel this policy after the cooling-off period by notifying **Us** in writing. Any return of premium due to **You** will be calculated at a proportional daily rate depending on how long the policy has been in force unless **You** have made a **Claim** in which case the full annual premium is due.

# (c) Our Right to Cancel

**We** are entitled to cancel this policy, if there is a valid reason to do so, including for example:

- (i) any failure by **You** to pay the premium; or
- (ii) a change in risk which means **We** can no longer provide **You** with insurance cover; or
- (iii) non-cooperation or failure to supply any information or documentation **We** request, such as details of a **Claim**;

by giving **You** fourteen (14) days' notice in writing. Any return of premium due to **You** will be calculated at a proportional daily rate depending on how long the policy has been in force unless **You** have made a **Claim** in which case the full annual premium is due.

#### 1.6 Information You Have Given Us

In deciding to accept this policy and in setting the terms including premium **We** have relied on the information which **You** have provided to **Us. You** must take care when answering any questions **We** ask by ensuring that any information provided is accurate and complete.

If **We** establish that **You** deliberately or recklessly provided **Us** with untrue or misleading information **We** will have the right to:

- (a) treat this policy as if it never existed;
- (b) decline all Claims; and
- (c) retain the premium.

If **We** establish that **You** carelessly provided **Us** with untrue or misleading information **We** will have the right to:

- treat this policy as if it never existed, refuse to pay any Claim and return the premium You have paid, if We would not have provided You with cover;
- treat this policy as if it had been entered into on different terms from those agreed, if **We** would have provided You with cover on different terms;
- (iii) reduce the amount We pay on any Claim in the proportion that the premium You have paid bears to the premium We would have charged You, if We would have charged You more.

We will notify You in writing if (i), (ii) and/or (iii) apply.

If there is no outstanding Claim and (ii) and/or (iii) apply, We will have the right to:

- (1) give You thirty (30) days' notice that We are terminating this policy; or
- (2) give **You** notice that **We** will treat this policy and any future Claim in accordance with (ii) and/or (iii), in which case **You** may then give **Us** thirty (30) days' notice that **You** are terminating this policy.

If this policy is terminated in accordance with (1) or (2), We will refund any premium due to You in respect of the balance of the Period of Insurance.

#### 1.7 Changes We Need to Know About

You must tell Us within fourteen (14) days of You becoming aware of any changes in the information You have provided to **Us** which happen before or during any **Period of Insurance**.

When **We** are notified of a change **We** will tell **You** if this affects Your policy. For example We may cancel Your policy in accordance with the Cancellation and Cooling-Off Provisions, amend the terms of **Your** policy or require **You** to pay more for Your insurance. If You do not inform Us about a change it may affect any Claim You make or could result in Your insurance being invalid.

#### 1.8 Fraud

If You, or anyone acting for You, makes a Claim which is fraudulent and/or intentionally exaggerated and/or supported by a fraudulent statement or other device, **We** will not pay any part of Your Claim or any other Claim You have made or may make under this policy. In addition, We will have the right to:

(a) treat this policy as if it never existed, or at **Our** option terminate this policy, without returning any premium that **You** have paid;

- (b) recover from You any amounts that We have paid in respect of any Claim, whether such Claim was made before or after the fraudulent Claim; and
- refuse any other benefit under this policy. (c)

#### 1.9 Sanctions

**We** shall not provide any benefit under this policy to the extent of providing cover, payment of any Claim or the provision of any benefit where doing so would breach any sanction, prohibition or restriction imposed by law or regulation.

#### 1.10 Complaints Procedure

We are dedicated to providing a high quality service and We want to ensure that We maintain this at all times.

If **You** have any questions or concerns about the policy or the handling of a claim please contact Your broker through whom this policy was arranged.

You may additionally contact TUL

**Operations Director** Touchstone Underwriting Limited Meridien House 71 Clarendon Road Watford **WD17 1DS** 

Telephone Number: 01923 298 440

E-mail: tulpolicyhandling@t-u-l.co.uk

through whom this policy was placed.

If You wish to make a complaint You can do so at any time by referring the matter to:

Complaints Manager Catlin Insurance Company (UK) Ltd. 20 Gracechurch Street London EC3V 0BG

Telephone Number: 020 7743 8487

xlcatlinukcomplaints@xlcatlin.com E-mail:

If **You** remain dissatisfied after the Complaints Manager has considered **Your** complaint, or **You** have not received a final decision within eight (8) weeks, **You** can refer **Your** complaint to the Financial Ombudsman Service at:

**You** can check this out on the FCA's website at www.fca.org.uk which includes a register of all the firms they regulate or by calling the FCA on 0800 111 6768.

Exchange Tower London E14 9SR

E-mail: complaint.info@financial-ombudsman.org.uk

#### From within the United Kingdom

Telephone Number: 0800 0234 567 (free for people phoning from a "fixed line", for example, a landline at home)

Telephone Number: 0300 1239 123 (free for mobile-phone users who pay a monthly charge for calls to numbers starting 01 or 02)

## From outside the United Kingdom

Telephone Number: +44(0)20 7964 1000 Fax Number: +44(0)20 7964 1001

The Financial Ombudsman Service can look into most complaints from consumers and small businesses. For more information contact them on the above number or address, or view their website: <a href="https://www.financial-ombudsman.org.uk">www.financial-ombudsman.org.uk</a>

# 1.11 Financial Services Compensation Scheme

**We** are covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if **We** are unable to meet **Our** obligations under this contract of insurance. If **You** were entitled to compensation under the Scheme, the level and extent of the compensation would depend on the nature of this contract of insurance. Further information about the Scheme is available from the Financial Services Compensation Scheme (10<sup>th</sup> Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU) and on their website: <a href="https://www.fscs.org.uk">www.fscs.org.uk</a>.

# 1.12 Regulatory Information

**We** are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Firm Reference No. 423308). **Our** registered office is 20 Gracechurch Street, London, EC3V 0BG. Registered in England No. 5328622.

**TUL** are authorised and regulated by the Financial conduct Authority (Firm Reference No. 476414). Registered office is Meridien House, 71 Clarendon Road, Watford, Hertfordshire, WD17 1DS. Registered in England No. 02264985.

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# 2 Policy Definitions

All the individual policy Sections are subject to the following definitions except where stated below.

- 2.1 "Business" means the business stated in the Schedule conducted by the **Insured** at or from premises of the **Insured**, and extends to include:
  - (a) the ownership, repair and maintenance of the Insured's own property including vehicles and plant owned and used by the Insured;
  - (b) provision and management of canteen, social, sports, medical and welfare organisations and fire fighting and security services principally for the benefit of **Employees** and for the protection and promotion of the **Business** as stated in the **Schedule**;
  - (c) private work undertaken by any **Employee** for any director or partner of the **Insured** with the prior consent of the **Insured**;
  - (d) the participation by the **Insured** in exhibitions.

#### 2.2 "Claim" means:

- a written demand for damages or other remedy made by a third party in accordance with the laws of a territory specified in the **Schedule** as a Covered Jurisdiction; or
- (b) where applicable, proceedings brought under the jurisdiction of a competent court or tribunal within a territory specified in the **Schedule** as a Covered Jurisdiction; or
- (c) an award made by a competent court or tribunal anywhere in the world to enforce a judgement, award or settlement made in accordance with the laws of or under the jurisdiction of a territory specified in the **Schedule** as a Covered Jurisdiction.
- 2.3 **"Damage"** means accidental loss of, accidental loss of possession of or physical damage to tangible property.
- 2.4 "Defence Costs" means costs, fees and expenses incurred by or on behalf of the Insured with the written consent of the Insurer in the investigation, defence or settlement of any Claim, suit or proceedings which are or would, if successful, be covered under this policy. Defence Costs also includes legal expenses in respect of representation at any inquest or inquiry or in respect of the defence of any proceedings in a Court of Summary Jurisdiction in respect of matters which may form the subject of cover by this policy.

#### **Defence Costs** do not include:

 the **Insured's** own costs, fees or expenses or value attributable to the time spent in dealing with a **Claim** or a circumstance; or

- (b) legal costs and expenses incurred in the defence of any criminal proceedings brought against the **Insured** or in an appeal against conviction by the **Insured**.
- 2.5 "Document" means records arising from the Business, whether kept in paper, magnetic or electronic form, for which the Insured is legally responsible, whilst in the custody of the Insured or in the custody of any person other than the owner to or with whom they have been entrusted, lodged or deposited by the Insured in the ordinary course of the Business.

# 2.6 "Employee" means any:

- (a) person under a contract of service or apprenticeship with the **Insured**;
- (b) labour only sub-contractor and persons supplied by them;
- (c) person employed by labour only sub-contractors;
- (d) self-employed person;
- (e) person hired to or borrowed by the Insured; or
- (f) person undertaking study or work experience, voluntary work or a youth training scheme with the Insured;

working for and under the control of the **Insured** in connection with the **Business**.

- 2.7 **"Endorsement**" means a change in the terms and conditions of this policy that can extend or restrict cover.
- 2.8 "Excess" means the first part of each and every Claim, for which the Insured is responsible as stated in the Schedule.
- 2.9 "Extranet" means a restricted-access group of interconnected networks accessible via service providers or online service providers using dial-up telephone service, digital subscriber lines, integrated service digital network lines, cable modem access or similar transfer mediums.

# 2.10 "Injury" means:

- (a) accidental:
  - (i) death, bodily injury, mental anguish, mental injury, illness or disease of or to a person;
  - (ii) trespass, nuisance, invasion of the right of privacy or interference with any right of way, air, light, water or other easement;
- (b) wrongful arrest, wrongful detention, false imprisonment or malicious prosecution.

# 2.11 "Insured / You / Your" means:

- (a) the person, persons or corporate body or other entity named in the **Schedule**;
- (b) subsidiary companies of the **Insured** notified to and accepted in writing by the **Insurer**.

- 2.12 "Insurer / We / Us" means Catlin Insurance Company (UK) Ltd.
- 2.13 "Internet" means the worldwide group of inter-connected networks accessible via service providers or online service providers using dial-up telephone service, digital subscriber lines, integrated service digital network lines, cable modem access or similar transfer mediums.
- 2.14 "Intranet" means one or more inter-connected networks with restricted access to the **Insured** via service providers or online service providers using dial-up telephone service, digital subscriber lines, integrated service digital network lines, cable modem access or similar transfer mediums.
- 2.15 "Occurrence" means an event or series of events having a common originating cause, including continuous or repeated exposure to substantially the same general harmful conditions.
- 2.16 "Period of Insurance" means the period stated in the Schedule.
- 2.17 "**Pollution**" means any pollution, seepage, discharge, dispersal, release or escape of any solid, liquid, gaseous or thermal irritant or contaminant including for example smoke, vapours, soot, dust, fibres, fungi, mould, fumes, acids, alkalis, chemicals and waste (including for example material to be recycled, reconditioned or reclaimed) or contamination of any kind of the atmosphere or of any water, land, buildings or other tangible property.
- 2.18 "**Product**" means any tangible property after it has left the custody or control of the **Insured** which has been designed, specified, formulated, manufactured, constructed, installed, sold, supplied, distributed, treated, serviced, leased, loaned, free issued, altered or repaired by or on behalf of the **Insured. Product** does not include food and drink provided mainly for consumption by **Employees**.
- 2.19 "Schedule" means the document entitled Schedule that relates to and forms part of this policy.
- 2.20 "Terrorism" means an act, including for example the use of force or violence and/or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public or any section of the public in fear.
- 2.21 "TUL" means Touchstone Underwriting Limited

2.22 "United Kingdom" means England, Wales, Scotland, Northern Ireland, the Isle of Man and the Channel Islands.

# **Policy Extensions**

All the individual policy Sections are subject to the following extensions except where stated below.

### 3.1 Automatic Acquisitions

The policy shall apply automatically to any entity acquired, established or created during the **Period of Insurance**.

Provided always that:

- (a) the turnover of such entity is no more than 10% of the total turnover of the **Insured**;
- the **Insured** shall notify the **Insurer** in writing as soon as practicably possible but no later than ninety (90) days of such acquisition, establishment or creation;
- the **Insurer** shall have the right to accept or refuse cover at the time of notification and to alter the terms and conditions of this policy accordingly including the charging of an additional premium;
- the **Insurer** shall not be liable:
  - where the business of such entity differs from (i) the **Business**; and
  - where cover is provided under any other (ii) insurance. This policy shall only apply in excess of such other insurance to the extent of such part of the Limit of Liability as exceeds the limit under the other insurance.

#### 3.2 Court Attendance Costs

The Insurer will reimburse the Insured's loss by paying a daily amount as stated below for each day on which attendance is required in the event of any director, partner or Employee attending court as a witness at the request of the **Insurer** in connection with a Claim which is covered under the Public Liability, Product Liability and Employers' Liability Sections of this policy:

- (a) GBP 250 per day for each day attendance is required for any director or partner of the Insured; and
- GBP 100 per day for each day attendance is required for any **Employee** who is not a director or partner.

# 3.3 Cover for Others

The cover granted under the Public Liability and Product Liability Sections extends to:

managerial or supervisory **Employees** in their **Business** capacity for legal liabilities arising out of the performance of the Business and any director or partner of the **Insured** in respect of private work undertaken by any Employee for such director or partner with the prior consent of the **Insured**;

- (b) the officers, committees and members of the Insured's canteen, social, sports, medical, fire fighting, security services and welfare organisations for legal liabilities incurred in their respective capacity as such;
- (c) any person or firm for legal liabilities arising out of the performance of a contract with the Insured constituting the provision of labour only;
- (d) any principal for legal liabilities arising out of work carried out by the Insured under a contract or agreement in respect of which the Insured would have been entitled to cover under this policy if the Claim had been made against the Insured;
- (e) the personal representatives of any person insured by reason of this Cover for Others clause in respect of legal liability incurred by such person;

Provided always that all such persons or parties shall observe, fulfil and be subject to the terms of this policy as though they were the **Insured**.

## 3.4 Criminal Proceedings Legal Defence Costs

The **Insurer** will cover the **Insured** and, at the request of the Insured, any director or partner or Employee in respect of legal costs and expenses incurred with the **Insurer's** prior written consent in the defence of any criminal proceedings brought or in an appeal against conviction arising from such proceedings in respect of

- (a) a breach of the Health and Safety at Work etc. Act 1974 or the Health and Safety at Work (Northern Ireland) Order 1978, or any similar United Kingdom Health and Safety legislation and regulation; or
- (b) an alleged offence under the Corporate Manslaughter and Corporate Homicide Act 2007 or any subsequent amending legislation.

# Provided that:

- the proceedings relate to an offence alleged to have been committed during the Period of Insurance and in the course of the **Business**.
- the cover will not apply:
  - to fines or penalties of any kind;
  - to liability assumed under a contract or agreement which would not have attached in the absence of such contract or agreement;
  - (3) to proceedings consequent upon any deliberate act or omission.

The **Insurer's** liability under this extension shall be limited to GBP 1,000,000 in the aggregate in any one **Period of Insurance**. This limit will form part of and not be in addition to the relevant Limit of Liability stated in the **Schedule**.

# **Policy Exclusions**

All the individual policy Sections are subject to the following exclusions except where stated below.

This policy does not apply to or include cover for or arising out of or relating to:

#### **4.1 Abuse**

any act that results in the maltreatment of a person and which may be of physical, sexual, verbal, psychological or emotional or financial nature.

#### 4.2 Asbestos

the manufacture, mining, processing, distribution, testing, remediation, removal, storage, disposal, sale, use of or exposure to asbestos or materials or products containing asbestos whether or not there is another cause of loss which may have contributed concurrently or in any sequence to a loss or in respect of that part of any property insured by this policy which consists of asbestos.

#### 4.3 Known Prior Circumstances

circumstances which the Insured or person insured knew or ought to have known was likely to give rise to a Claim prior to the inception date of this policy.

# 4.4 Liquidated Damages

liquidated damages clauses, penalty clauses, performance warranties or similar provision in a contract unless it is proven that liability would have attached in the absence of such clauses, warranties or similar provisions.

#### 4.5 **Punitive Damages**

any award of punitive or exemplary damages including fines, penalties, multiplication of compensatory awards or damages or in any other form whatsoever.

# 4.6 Radioactive Contamination

- ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel; or
- the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.

#### 4.7 Terrorism

any act of **Terrorism** regardless of any other cause or event contributing concurrently or in any other sequence to the loss.

This exclusion also applies to any action taken in controlling, preventing, suppressing or in any way relating to any act of Terrorism.

In the event that any portion of this exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

This exclusion does not apply to the Employers' Liability Section.

#### 4.8 Tobacco

raw, dried or cured tobacco or tobacco which has been otherwise processed in any way, cigars, cigar wrappers, pipe tobacco, cigarette filter or filter materials, snuff, chewing tobacco, "smokeless" tobacco products, cigarettes and cigarette paper, tobacco smoke, gaseous or solid residues or by-products of tobacco, tips or filters, any chemical, mineral or other product sprayed on, applied to or found within or used in conjunction with any tobacco, smoking pipes, cigarette holders and any ingredients found within or used in conjunction with tobacco or any of its constituent parts (collectively "tobacco").

This exclusion shall not apply to liability arising from **Injury** or **Damage** by fire caused by lit tobacco;

#### 4.9 **War**

war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power.

# 5 Policy Conditions

All the individual policy Sections are subject to the following conditions except where stated below.

### 5.1 Assistance and Co-operation

The **Insured** and any person insured must provide the **Insurer** with such information, assistance and co-operation as the **Insurer** and/or its representative may request. The **Insurer** shall be entitled to refuse to pay any **Claim** under this policy in its entirety if the **Insured** or any person insured fails to do so.

#### 5.2 Cancellation

This policy will immediately and automatically be cancelled in the event of any of the following:

- (a) the presentation of a petition seeking the appointment of a receiver or the making of a winding up order or the appointment of an administrator over the **Insured** or the making of any court order to that effect;
- (b) the passing of a resolution for the appointment of a liquidator, receiver or administrator or on the appointment of a liquidator, receiver or administrator over any of the **Insured's** assets;
- (c) the suspension by the **Insured** of payment of its debts or any threat by the **Insured** to do so or the entering into of a voluntary arrangement or other scheme of composition with its creditors by the **Insured**;

or the equivalent court application, order, appointment or arrangement in any jurisdiction in which the **Insured** may be domiciled or any territory within the specified territory or territories.

For the purpose of this condition, the **Insured** shall mean only the firm or company named in the **Schedule**.

In such cases, the **Insured** shall be entitled to the return of a proportionate part of the premium in respect of the unexpired **Period of Insurance**.

#### 5.3 Claim Notification

The **Insured** must give to the **Insurer** as soon as practicably possible notice in writing of:

- (a) any Claim made against any Insured or any person insured which is likely to fall within the scope of this policy;
- (b) any circumstances of which the **Insured** or any person insured shall become aware which are likely to give rise to such a **Claim** being made against the **Insured**.

The **Insurer** shall be entitled to refuse to pay any **Claim** under this policy in its entirety if such notice is not received.

#### 5.4 **Documents Relevant to a Claim**

The **Insured** or any person insured must ensure that all documents relevant to any **Claim** and any circumstance which is likely to give rise to a **Claim** are not destroyed or otherwise disposed of. The **Insurer** shall be entitled to refuse to pay any **Claim** under this policy in its entirety if the **Insured** or any person insured fails to do so.

#### 5.5 Entitlement to Defend

The **Insurer** is entitled, but not obliged, to take over and conduct in the name of the **Insured** or any person insured the defence or settlement of any **Claim** or to prosecute in the name of the **Insured** or any person insured for its own benefit any **Claim** for reimbursement or damages or otherwise. The **Insurer** shall have full discretion in the conduct of any proceedings and in the settlement of any **Claim**.

# 5.6 Limit of Liability

#### (a) Occurrence

The **Insurer's** total liability to pay damages (including claimants' costs, fees and expenses) shall not exceed the sum stated in the **Schedule** in respect of any one **Occurrence**.

#### (b) Occurrence Limit

For any **Occurrence** which involves liability under more than one Section, each Section shall not be affected or eroded by loss under any other Section.

# (c) Aggregate

Where an aggregate Limit of Liability is stated in the **Schedule** to apply, the **Insurer's** total liability to pay damages (including claimants' costs, fees and expenses) in respect of the entire **Period of Insurance** shall not exceed the stated aggregate Limit of Liability regardless of the number or severity of **Occurrences** or **Claims**.

#### (d) Excess

No cover shall be granted under any liability Section for the amount of the **Excess** stated in the **Schedule** in respect of the first amount of each **Occurrence**. The Limits of Liability stated in the **Schedule** are in excess of and not reduced by the amount of any **Excess**.

#### (e) Contribution

If at the time of a **Claim** there is any other insurance effected by or on behalf of the **Insured** covering the same risk or part thereof, the **Insurer** shall not be liable for more than their rateable proportion thereof.

If any such other insurance is subject to any provision whereby it is excluded from ranking concurrently with this policy, either in whole or in part or from contributing rateably, the liability of the **Insurer** under this policy shall be limited to such proportion of **Claim** as the cover under this policy bears to the total cover available to the **Insured**.

## 5.7 Non-Admission of Liability

No admission, offer, promise or payment is to be made or given by or on behalf of the **Insured** or any person insured without the written consent of the Insurer. The Insurer shall be entitled to refuse to pay any Claim under this policy in its entirety if any such admission, offer, promise or payment is made.

# 5.8 **Payment in Full**

The **Insurer** may at any time pay to the **Insured** in connection with any Claim or series of Claims under this policy to which a Limit of Liability applies the amount of such Limit after deduction of any sums already paid or any lesser amount for which such Claims can be settled. Upon such payment being made the **Insurer** shall relinquish the conduct and control of and be under no further liability in connection with such **Claims** except for the payment of **Defence Costs** incurred prior to the date of such payment where such **Defence Costs** are stated as being payable in addition to the Limit of Liability.

#### 5.9 Premium Adjustment

Where the premium is provisionally based on the Insured's estimates, the **Insured** shall keep accurate records and within ninety (90) days of expiry of the **Period of Insurance** declare such details as the **Insurer** requires. The premium shall then be adjusted and any difference paid or allowed to the Insured as the case may be. Failure to declare such details to the Insurer will entitle the Insurer to make its own estimate and adjust the premium accordingly.

#### 5.10 Subrogation

In the event of any payment by the **Insurer** under this policy, the Insurer shall be subrogated up to the amount of such payment to all the rights of recovery of the Insured or any person insured against any third party, provided always that they shall not exercise any such rights against any Employee or former **Employee** unless the loss was caused or contributed to by a fraudulent, dishonest or malicious act or omission by said person.

The Insured and any person insured shall, without charge, provide such assistance as the Insurer may require in any subrogation and shall at all times protect and preserve any rights of recovery to which they would become subrogated under this policy. The Insurer, at its option, may have the conduct of any proceedings to recover monies paid or payable by them, whether or not the **Insured** or person insured has an interest in such proceedings by reason of any uninsured losses.

#### 5.11 United States of America and Canada Jurisdiction

Where the Covered Jurisdiction applicable to any Section is shown in the **Schedule** as Worldwide then in respect of any judgment, award or settlement made within countries which operate under

the laws of the United States of America or Canada or to any order made anywhere in the world to enforce such judgment, award or settlement either in whole or in part:

- (a) the Section does not cover any liability:
  - for and/or arising out of **Pollution**;
  - for the cost of removing, nullifying or cleaning-up seeping, polluting or contaminating substances.
- (b) the Limits of Liability stated in the Schedule are inclusive of **Defence Costs**.
- any dispute concerning the interpretation of the terms, conditions, limitations and/or exclusions contained herein is subject to the law and exclusive jurisdiction of England and Wales.
- (d) the **Insurer** shall not be liable for the amount shown as the applicable Excess in the Schedule, being the first amount of each and every **Claim**. For the purpose of this condition "Claim" shall include compensatory awards or damages, claimants' costs, fees and expenses and associated **Defence Costs**.

The Section shall not apply to nor insure against the loss of any **Insured** domiciled or registered in the United States of America or Canada or any country which operates under the laws of the United States of America or Canada, other than in respect of sales offices of the Insured where prior agreement has been sought from the **Insurer**.

# 6 Public Liability Section

# 6.1 **Operative Clause**

The **Insurer** will cover the **Insured** against loss arising from **Claims** made against them in the Covered Jurisdictions stated in the **Schedule** in respect of their legal liability to pay damages (including claimants' costs, fees and expenses) for and/or arising out of Injury and/or Damage in the conduct of the Business, subject to all the terms and conditions of this policy.

#### 6.2 **Defence Costs**

The Insurer will also pay Defence Costs, provided that the **Insurer** shall not be liable for any fines or penalties imposed as a consequence of any Claim, suit or proceedings. Defence Costs will be payable in addition to the Limit of Liability as stated in the Schedule. If the amount required in settlement of the third party Claim is greater than the Limit of Liability available in respect of such **Claim**, then the **Insurer** will not pay more than its corresponding proportional share of the associated **Defence** Costs.

## 6.3 Trigger

This Section applies where **Injury** or **Damage** occur during the Period of Insurance.

# 6.4 Extensions

These extensions are subject otherwise to the terms, exclusions and conditions of the policy.

# 6.4.1 Contingent Motor Liability

Exclusion 6.5.7 - Motor Vehicles shall not apply to legal liability arising out of the ownership, possession or use by or on behalf of the **Insured** or any person entitled to insurance of any motor vehicle or trailer:

- (a) caused by the use of any tool or plant forming part of or attached to or used in connection with any motor vehicle or trailer;
- (b) arising beyond the limits of any carriageway or thoroughfare caused by the loading or unloading of any motor vehicle or trailer; or
- arising out of any motor vehicle or trailer temporarily in the **Insured's** custody or control for the purpose of parking.

Provided always that no cover is granted against liability for which compulsory insurance or security is required by legislation or for which the government or other authority has accepted responsibility;

#### 6.4.2 Cross Liabilities

Each person or party specified as the Insured in the **Schedule** is separately covered in respect of **Claims** made against any of them by any other such person or party subject to the Insurer's total liability not exceeding the stated Limits of Liability.

#### 6.4.3 Data Protection Act

The **Insurer** will cover the **Insured** against loss under this Section in respect of the **Insured's** liability to pay compensation in respect of any claim under Section 13 -Compensation of the Data Protection Act 1998. Such liability shall be considered as Injury for the purposes of this Section and the Injury will be treated as having occurred when the claimant first knew or alleges that they knew that the subject information was inaccurate or the date or alleged date the information had been disclosed without authorisation, as the case may be.

This extension applies where Claims are made against the Insured during the Period of Insurance arising from **Injury** occurring on or after the Retroactive Date specified in the **Schedule** and before the expiry date of the policy. If a circumstance occurring subsequent to the Retroactive Date and before the expiry date of the policy is notified to the **Insurer** in accordance with Policy Condition 5.3 – Claim Notification, the **Insurer** will not deny any subsequent Claim arising out of that circumstance solely because the **Claim** was made after the expiry date of the policy.

The **Insurer's** liability under this extension shall be limited to GBP 250,000 any one **Occurrence** and in the aggregate which shall be a part of and not in addition to the Limit of Liability stated in the **Schedule**.

The **Excess** under this extension shall be 10% of each Claim subject to a minimum of GBP 1,000.

# **Exclusions**

The **Insurer** shall not provide cover:

- (a) against liability caused by or arising from a deliberate act by or omission of any person entitled to insurance under this Section if the result could have been expected having regard to the nature and circumstances of such act or omission;
- (b) for the costs of replacing, reinstating, rectifying or erasing any Personal Data, as defined in the Data Protection Act 1998;
- (c) against liability caused by or arising from the recording, processing or provision of data for reward or the determining of the financial status of a person;
- against liability which attaches by virtue of a contract or agreement but which would not have attached in the absence of such contract or agreement.

#### Condition

The **Insurer** shall be entitled to refuse to pay any **Claim** under this policy in its entirety if the **Insured** has not registered in accordance with the terms of the said Act or having applied for such registration it has been refused or withdrawn.

### 6.4.4 Overseas Personal Liability

This Section shall extend to include the liability of any director, officer or **Employee** in their personal capacity whilst temporarily outside the United Kingdom for the purposes of the **Business**.

Provided that the **Insurer** shall not cover such person in respect of:

- liability caused by or arising from the ownership or occupation of land or buildings;
- liability caused by or arising from the use of any motor vehicle.

#### 6.4.5 Sudden Pollution

Exclusion 6.5.8 – Pollution shall not apply to **Pollution** which is the direct result of a sudden, identifiable, unintended and unexpected event occurring in its entirety at a specific time and place during the Period of Insurance.

The **Insurer** shall be entitled to refuse to pay any **Claim** under this extension:

- if the **Insured** has not taken all practical precautions to prevent Pollution; or
- if **Injury** or **Damage** or the entire event giving rise to the Injury or Damage did not occur during the Period of Insurance.

This extension does not apply to any judgment, award or settlement made within countries which operate under the laws of the United States of America or Canada or to any order made anywhere in the world to enforce such judgment, award settlement either in whole or in part.

This extension does not apply to or include legal liability for **Damage** to premises presently or at any time previously owned or tenanted by the Insured or Damage to land or water within the boundaries of or below any land or premises presently or at any time previously owned or leased by the **Insured**.

The Insurer's liability under this extension for all Occurrences combined throughout the Period of Insurance shall not exceed the sub-limit for Pollution Liability stated in the **Schedule**, which shall be a part of and not in addition to the Limit of Liability stated in the Schedule.

#### 6.4.6 Work Overseas

The **Insurer** will cover the **Insured** against loss under this Section in respect of the Insured's liability for Injury and/or **Damage** in the conduct of the **Business** outside the **United Kingdom** where:

- (a) any person is temporarily engaged by the **Insured**;
- (b) any person is on a temporary visit;

for the purpose of non-manual work anywhere else in the world.

Provided that:

- such person is ordinarily resident within the United Kingdom;
- (ii) such temporary engagement or visit does not exceed six (6) consecutive months in duration.

#### 6.5 Exclusions

This policy does not apply to or include cover for or arising out of or relating to:

# 6.5.1 Aircraft, Watercraft or Offshore Installations

the ownership, possession or use by or on behalf of the **Insured** of any aircraft, spacecraft, hovercraft, offshore installation, rig, platform or watercraft (other than watercraft not exceeding 10 metres in length whilst on inland waterways).

#### 6.5.2 Airside

any work undertaken in, on or within any aircraft, airport runway, taxiway, dispersal area, apron, hanger, cargo, transit or flight handling area, including open spaces between and/or other operational or manoeuvring area and including any flight control facilities, wherever situated unless notified and agreed by the **Insurer** prior to the work being undertaken.

#### 6.5.3 Care, Custody or Control

any **Damage** to property owned, leased to, hired by, under hire purchase to, on loan to, held in trust by or otherwise in the **Insured's** care, custody or control other than:

- (a) clothing and personal effects of **Employees** and visitors;
- (b) premises (including contents therein) temporarily occupied by the **Insured** for work therein or thereon but no cover shall be granted for **Damage** to that part of the property on which the **Insured** is or has been working and which arises out of such work; or

- premises tenanted by the **Insured** but always excluding liability for **Damage**:
  - arising out of any perils which the tenancy agreement requires the Insured to insure against:
  - (ii) to any property which the tenancy agreement requires the **Insured** to insure; or
  - (iii) to any property which the tenancy agreement requires the **Insured** to be responsible for;

except if such **Damage** is the proven consequence of the Insured's own negligence.

#### 6.5.4 Defective Premises Act

any condition in the **Insured's** premises subsequent to the disposal of such premises by the **Insured**, including liability which is established by application of Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975.

#### 6.5.5 Deliberate Failure to Prevent Injury or Damage

the deliberate, conscious or intentional disregard by any of the Insured's directors or managerial or supervisory **Employees** of the need to take all practical steps to prevent Injury or Damage.

# 6.5.6 Injury to Employees

any Injury to an Employee where such Injury arises out of and in the course of employment by the **Insured** or any liability arising out of any workers' compensation or any similar legislation anywhere in the world.

#### 6.5.7 Motor Vehicles

the ownership, possession or use by or on behalf of the **Insured** or any person or party insured by this policy of any motor vehicle or trailer for which compulsory insurance or security is required by legislation or for which the government or other authority has accepted responsibility.

#### 6.5.8 Pollution

# Pollution.

# 6.5.9 Products

## any Product.

#### 6.5.10 **Professional Liability**

any breach of professional duty or wrongful or inadequate advice given separately for a fee.

#### 6.6 Condition

## 6.6.1 Housing Grants, Construction and Regeneration Act 1996

The **Insurer** shall not be bound by any adjudication made under the Housing Grants, Construction and Regeneration Act 1996 following a request for adjudication made by or to the **Insured**.

# **Product Liability Section**

# 7.1 **Operative Clause**

The **Insurer** will cover the **Insured** against loss arising from Claims made against them in the Covered Jurisdictions stated in the **Schedule** in respect of their legal liability to pay damages (including claimants' costs, fees and expenses) arising out of Injury and/or Damage in connection with any Product, subject to all the terms and conditions of this policy.

#### 7.2 **Defence Costs**

The Insurer will also pay Defence Costs, provided that the **Insurer** shall not be liable for any fines or penalties imposed as a consequence of any Claim, suit or proceedings. Defence **Costs** will be payable in addition to the Limit of Liability as stated in the Schedule. If the amount required in settlement of the third party Claim is greater than the Limit of Liability available in respect of such **Claim**, then the **Insurer** will not pay more than its corresponding proportional share of the associated **Defence** Costs.

# 7.3 **Trigger**

This Section applies where **Injury** or **Damage** occur during the **Period of Insurance.** 

# 7.4 Extensions

These extensions are subject otherwise to the terms, exclusions and conditions of the policy.

# 7.4.1 Advertising Injury

The **Insurer** will cover the **Insured** against loss in respect of their legal liability to pay damages (including claimants' costs, fees and expenses) arising out of accidental:

- publication (oral or written) of material that slanders or libels a person or organisation or disparages a person's or organisation's products or services; or
- (b) publication (oral or written) of material that violates a person's right of privacy; or
- wrongful use of another's advertising idea or infringement of another's trading style; or
- infringement of copyright, title or slogan;

arising out of the distribution of promotional material to the public at large.

The Insurer's liability under this extension shall be limited to GBP 1,000,000 any one Occurrence and in the aggregate which shall be a part of and not in addition to the Limit of Liability stated in the Schedule.

#### **Exclusions**

This policy does not apply to or include cover for or arising out of or relating to:

- any publication or utterance made with the **Insured's** knowledge of its falsity;
- any material that was first published prior to the Retroactive Date, if any, specified in the **Schedule**;
- wilful commission of a crime by or with the consent of the **Insured**;
- (iv) a contract, where the liability would not have arisen apart from that contract;
- (v) breach of contract, other than misappropriation of advertising ideas under an implied contract;
- (vi) failure to conform with advertised quality or performance;
- (vii) incorrect pricing;
- (viii) internet advertising.

#### 7.4.2 Consumer Protection Act

The **Insurer** will cover the **Insured** against loss in respect of legal costs and expenses incurred in the defence of any criminal proceedings for a breach of Part II of the Consumer Protection Act 1987 including such legal costs and expenses incurred in an appeal against conviction arising from such proceedings and prosecution costs awarded in connection therewith.

This extension applies where proceedings are first brought during the **Period of Insurance** in respect of a breach or alleged breach occurring on or after the Retroactive Date specified in the **Schedule** and before the expiry date of the policy.

Cover shall extend to the Insured and, at the request of the Insured, any director, partner or Employee of the Insured.

The **Insurer's** liability under this extension shall be limited to GBP 250,000 any one **Occurrence** and in the aggregate which shall be a part of and not in addition to the Limit of Liability stated in the **Schedule**.

#### **Exclusions**

This policy does not apply to or include cover for or arising out of or relating to:

- (a) proceedings consequent upon a deliberate act by or omission of any person insured under this Section if the result could have been expected having regard to the nature and circumstances of such act or omission;
- (b) proceedings which arise out of any activity or risk excluded from this Section.

#### Condition

The director, partner or **Employee** shall as though they were the **Insured** be subject to all the terms and conditions of this policy insofar as they can apply.

#### 7.4.3 Cross Liabilities

Each person or party specified as the Insured in the Schedule is separately covered under this Section in respect of **Claims** made against any of them by any other such person or party subject to the Insurer's total liability not exceeding the stated Limit of Liability.

#### 7.4.4 **Defective Premises Act**

The **Insurer** will cover the **Insured** against loss in respect of their liability arising out of any condition in the **Insured's** premises subsequent to the disposal of such premises by the **Insured**, including liability which is established by application of Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975. Such loss shall be treated as arising out of a **Product** for the purposes of this Section.

#### 7.5 Exclusions

This policy does not apply to or include cover for or arising out of or relating to:

## 7.5.1 Aircraft or Watercraft

any Product which with the Insured's knowledge is intended for incorporation into the structure, machinery or controls of any aircraft, other aerial device, hovercraft or waterborne craft.

#### 7.5.2 Care, Custody or Control

any **Damage** to property owned, leased to, hired by, under hire purchase to, on loan to, held in trust by or otherwise in the **Insured's** care, custody or control other than:

- (a) clothing and personal effects of **Employees** and visitors;
- premises (including contents therein) temporarily occupied by the **Insured** for work therein or thereon but no cover shall be granted for **Damage** to that part of the property on which the **Insured** is or has been working and which arises out of such work; or
- (c) premises tenanted by the **Insured** but always excluding liability for **Damage**:
  - arising out of any perils which the tenancy agreement requires the Insured to insure against;
  - (ii) to any property which the tenancy agreement requires the **Insured** to insure; or

(iii) to any property which the tenancy agreement requires the **Insured** to be responsible for;

except if such **Damage** is the proven consequence of the Insured's own negligence.

# 7.5.3 Contracts or Agreements

any contract or agreement other than a warranty of fitness or quality of the **Product** established or implied by virtue of the Sale of Goods Act 1979 or equivalent legislation or a warranty that work done will be performed in a workmanlike manner.

This exclusion shall not apply to any contract or agreement:

- (a) where the liability of the **Insured** would have existed to the same extent in the absence of such contract or agreement; or
- (b) where the **Insurer** has given its prior written approval to the extension of the **Insured's** liability, as defined by this Section, under the contract or agreement beyond the extent which would have existed in the absence of such contract or agreement.

# 7.5.4 Deliberate Failure to Prevent Injury or Damage

the deliberate, conscious or intentional disregard by the **Insured's** technical or administrative management or the **Insured's** directors or managerial or supervisory **Employee** of the need to take all practical steps to prevent Injury or Damage.

#### 7.5.5 Injury to Employees

any Injury to an Employee where such Injury arises out of and in the course of employment by the **Insured** or any liability arising out of any workers' compensation or any similar legislation anywhere in the world.

#### 7.5.6 Motor Vehicles

the ownership, possession or use by or on behalf of the **Insured** or any person or party insured by this policy of any motor vehicle or trailer for which compulsory insurance or security is required by legislation or for which the government or other authority has accepted responsibility.

#### 7.5.7 Pollution

#### Pollution.

#### 7.5.8 Products Supplied Before Retroactive Date

any Product which has left the custody or control of the **Insured** prior to the Retroactive Date, if any, stated in the Schedule.

# 7.5.9 Professional Liability

any breach of professional duty or wrongful or inadequate advice given separately for a fee.

# 7.5.10 Recall

- (a) the recall of any **Product** or part thereof; or
- (b) the recall of any product manufactured, distributed or handled by a customer of the **Insured** of which the **Product** becomes an ingredient or a component part.

# 7.5.11 Repair or Replacement

any costs and/or expenses incurred by or on behalf of the **Insured** in the repair, reconditioning or replacement of any Product or part thereof which is or is alleged to be defective.

# 8 Employers' Liability Section

# 8.1 Operative Clause

The **Insurer** will cover the **Insured** against loss arising from Claims made against them in the Covered Jurisdictions stated in the **Schedule** in respect of their legal liability to pay damages (including claimants' costs, fees and expenses) for and/or arising out of Injury to any Employee and arising out of and in the course of that's person's employment by the Insured, subject to all the terms and conditions of this policy.

The cover granted applies only to such liability:

#### (a) United Kingdom

as is compulsorily insurable under the Employers' Liability (Compulsory Insurance) Act 1969 as amended and any corresponding legislation applicable in Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney, except as specially extended by this Section. Where the Policy Exclusions and Policy Conditions would operate to provide less cover than is compulsory under the above Act, then this Section is extended to provide the cover compulsorily insurable subject always to the Limit of Liability stated in the **Schedule**.

# (b) Work Overseas

as would otherwise be covered under the **United Kingdom** section above but for Injury caused to an Employee whilst temporarily engaged in non-manual work anywhere else in the world.

Provided that:

- such **Employee** is ordinarily resident within the United Kingdom;
- the **Insurer** shall not provide cover in respect of any amount payable under Workmen's Compensation, Social Security or Health Insurance legislation;
- (iii) such temporary work does not exceed six (6) consecutive months in duration.

# 8.2 **Defence Costs**

The Insurer will also pay Defence Costs, provided that the Insurer shall not be liable for any fines or penalties imposed as a consequence of any Claim, suit or proceedings. Defence Costs will be payable in addition to the Limit of Liability as stated in the **Schedule**. If the amount required in settlement of the third party Claim is greater than the Limit of Liability available in respect of such Claim, then the Insurer will not pay more than its corresponding proportional share of the associated **Defence** Costs.

### 8.3 Trigger

This Section applies where **Injury** is caused during the **Period** of Insurance. In the case of an accident or exposure to harmful conditions manifesting itself as Injury after the Employee has left the employ of the Insured, this policy will apply, subject to all the terms and conditions of this policy, to such Injury regardless of whether this policy is still in force at the time of such manifestation.

#### 8.4 Extensions

These extensions are subject otherwise to the terms, exclusions and conditions of the policy.

# 8.4.1 Cover for Principals

To the extent that any contract or agreement entered into by the **Insured** with any principal so requires, the **Insurer** will, at the request of the **Insured**:

- (a) cover the **Insured** against loss in respect of liability assumed by the Insured;
- (b) cover the loss of the principal in like manner to the **Insured** in respect of the liability of the principal;

arising out of the performance by the Insured of such contract or agreement.

Provided always that:

- the conduct and control of Claims is vested in the Insurer;
- the principal shall observe fulfil and be subject to all the terms and conditions of this policy.

Cover for any principal shall only apply in respect of liability for which the **Insured** would have been entitled to cover if the Claim had been made directly against the Insured.

For purposes of this extension the term principal shall include any partner, co-venturer, subsidiary or affiliated or parent company to the principal but only to the extent that the contract between the principal and the Insured requires these additional parties to be covered in a like manner to the **Insured**.

#### 8.4.2 Terrorism

This Section will apply, subject to all its terms and conditions, to **Terrorism** to the extent that cover is required in accordance with the provisions of any law relating to compulsory insurance of liability to **Employees** in the United Kingdom and where a sub Limit of Liability is specified in the **Schedule**.

#### 8.4.3 Unsatisfied Court Judgements

Where a judgement for damages has been obtained by any **Employee** or the legal personal representatives of any **Employee:** 

- in respect of Injury sustained by the Employee arising out of and in the course of employment by the Insured in the Business; or
- (b) against any company or individual operating from or resident in premises within the United Kingdom; and
- such judgement remains unsatisfied in whole or in part six (6) months after the date of judgement;

then at the request of the **Insured** the **Insurer** will pay to the **Employee** or the said legal personal representatives the amount of any such damages and any awarded costs to the extent that they remain unsatisfied. Provided that:

- there is no appeal outstanding;
- if any payment is made by the **Insurer** the **Employee** or the said legal personal representatives shall assign the judgement to the **Insurer**;
- (iii) this Section is operative at the time that such Injury is caused; and
- (iv) the liability of the Insurer for damages costs and expenses shall not exceed the amount stated as the Limit of Liability in the **Schedule**.

#### 8.5 **Exclusions**

This policy does not apply to or include cover for or arising out of or relating to:

# 8.5.1 Offshore

any work on and/or visits to any offshore rig and/or installation and/or platform from the time of embarkation onto a conveyance at the point of final departure to such offshore rig and/or installation and/or platform until disembarkation from the conveyance from such offshore rig and/or installation and/or platform.

# 8.5.2 Road Traffic Act

legal liability in respect of which compulsory insurance or security is required to be arranged under the Road Traffic Act 1988 or the Road Traffic (Northern Ireland) Order 1981 or any subsequent legislation amending or replacing such Act or Order.

# 8.6 Condition

# 8.6.1 Employers' Liability Tracing Office Notice

Certain information relating to this Section, namely:

- (a) the Policy Number;
- employers' names including and addresses, subsidiaries and any relevant changes of name;
- coverage dates and;

(d) if relevant, the employer's reference numbers provided by Her Majesty's Revenue and Customs and Companies House Reference Numbers;

will be provided to the Employers' Liability Tracing Office, (the "ELTO") and added to the Employers' Liability Database (ELD).

It is understood by the **Insured** that the above named information provided to the **Insurer** will be processed by the **Insurer** for the purpose of providing the ELD, in compliance with the provisions of the Employers' Liability Insurance: Disclosure by Insurers Instrument 2010.

The ELTO may provide such information to third parties to assist individuals with claims arising out of their course of employment in the **United Kingdom** for employers carrying on, or who carried on, business in the United Kingdom, to identify an insurer or insurers that provided employers' liability insurance.

Arranged and Administered by



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