

Commercial Combined

Policyholder:

ICT Reverse Asset Management Limited

Address:

Old Reebok Building, Southgate
White Lund Industrial Estate
Morecambe

Postcode: LA3 3PB

Your Agent is:

Reid Hamilton & Co Ltd

Address:

3 Queen Square
LANCASTER
LA1 1RN

Telephone No: 0152 439939

Email: helen@reidhamilton.co.uk

Agent No: 907

Business: Processor of second hand mobile phones and other personal technology

Effective Date: 19/10/2017

Renewal Date: 19/10/2018

Expiry Date: 18/10/2018

Date of Issue: 05/10/2017

Renewal Premium:

Includes: IPT @ 12.00%

Notice to Policyholder.

There are some important changes to your policy that will be effective from your renewal date. These are shown below. Please ensure that you read these changes carefully in conjunction with your policy wording.

Change of Underwriters

Please be aware that with effect from renewal The Underwriters for one or more Sections of this Policy have changed.

Full details can be found in the 'The Contract of Insurance and the Underwriters' section of the Policy wording. A copy of the policy wordings is available for download at <http://www.arista-insurance.com/products.htm>

Business Legal Services -Your online legal documents wizard

Your policy now includes the following free service:

Business Legal Services; this is an online facility provided by our insurer partner ARAG plc. that provides all the necessary tools to allow you to draft legal documents online using intelligent questions to tailor make legal documents in the following business critical areas

- Human Resources and Employment
- Health and safety
- Debt Recovery
- Contracts and Business Letters

To access this service simply visit www.araglegal.co.uk, click on new to ARAG and enter the following voucher code and following the on screen instructions:

X1232KC5DFBB

For further information on this service please visit our website www.arista-insurance.com or speak to Your Insurance Agent.

**Renewal
Schedule**

Policy Reference: APL42373COM-17



Arista Insurance Limited (FRN 459593) an appointed representative of Towergate Underwriting Group Limited FCA Register Number 313250, authorised and regulated by the Financial Conduct Authority.

Underwritten by Ageas Insurance Limited and certain Underwriters at Lloyd's and other insurance companies. Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered office address: Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire SO53 3YA Registered in England and Wales No 354568.

Endorsements and Conditions

This document, along with the policy wording will contain Endorsements and additional clauses, which, along with the Policy Conditions and Conditions Precedent impose certain obligations upon You which if not complied with may invalidate Your insurance or claim.

If you are unable to comply with any Endorsement, additional clauses, Policy Condition or Conditions Precedent You should contact Us immediately, through Your insurance agent. We will then decide whether We might be prepared to agree a variation of the policy.

All Endorsement, additional clauses, along with the Policy Conditions and Conditions Precedent remain effective unless You receive written confirmation of a variation from Us through Your insurance agent

A full policy wording may be found at www.arista-insurance.com/products.htm

If after reading your schedule you have any questions, please contact your agent as noted above.

		Available Extensions	
Cover Summary	Cover Selected	Option	*Premium Indication
Property Damage	✓		
Business Interruption	✓		
Glass	✗		
Money and Assault	✗		
Goods In Transit	✗		
Employers Liability	✓		
Management Liability Portfolio	✗		
Public Liability	✓		
Products Liability	✓		
Business Legal Expenses	✗	Absolute - Indemnity Limit £250,000 Essential - Indemnity Limit £100,000	£993.84 £728.82
All Risks	✓		
Engineering Machinery Damage	✗		
Engineering Inspection	✗		
Computer Insurance	✓		
Loss of Licence	✗		
Terrorism	✗		

If you wish to include any of these covers please advise your agent in order that your specific requirements can be established and premiums confirmed.

***Premiums are subject to terms, conditions and the addition of Insurance Premium Tax or VAT where applicable.**

The following sections apply ONLY to the Premises specified below

Premises: **The Reebok Building , Southgate, White Lund Industrial Estate, Morecambe, Lancashire LA3 3PB**

Premises Endorsement

Interested Party

Company name - Siemens Financial Services Ltd
Address - Sefton Park, Bells Hill, Stoke Poges, Buckinghamshire, SL2 4JS
Agreement Number - A8041993/001
Interest of - 2 x Vending machines

Interested Party

Interested Party Details:

Investec Asset Finance plc
Integra House, Vaughan Court
Coedkernew
Newport
Gwent
NP10 8BD

Nature of Interest:

Agreement Number - 213267827 - Evashred
EV25E Computer Hard Drive Shredder

Property Damage Section

The following contingencies will apply to ALL items in this section unless otherwise stated: -

Fire, Lightning, Explosion, Earthquake, Storm, Flood, Aircraft, Impact, Escape of Water, Riot and Civil Commotion, Malicious Persons, Theft , Sprinkler Leakage and Accidental Damage

The excess for all items in this Section is £350 each and every loss, unless otherwise stated.

Cover

	Sum Insured
Tenants Improvements	£180,264
Machinery, Plant, Fixtures, Fittings	£61,805
Electronic Business Machines	£80,000
Stock in Trade	£200,000

Section Endorsement

Storage Height Condition

It is a condition precedent to liability that if in relation to any claim You have failed to fulfil the following condition You will lose Your right to indemnity or payment for that claim

You must ensure that Stock in Trade is stored to a maximum height of six metres and a clear distance of one metre is maintained from electric roof lighting

Increased Excess

For all losses arising from Standard Contingency Theft the Excess is increased to £2500 and not as otherwise stated

Portable Heater Exclusion Clause

It is a condition precedent to liability that if in relation to any claim You have failed to fulfil the following condition You will lose Your right to indemnity or payment for that claim

You must ensure that no form of portable heating appliance nor any propane gas cylinders be kept used or stored at Your Premises

Waste Condition - General

It is a condition precedent to liability that if in relation to any claim You have failed to fulfil the following condition You will lose Your right to indemnity or payment for that claim

You must ensure that all waste and refuse be swept up daily and be completely removed from the Premises at least once a week

Stillage Condition (15 centimetres)

It is a condition precedent to liability that if in relation to any Storm Flood or Escape of Water claim you have failed to fulfil the following condition you will lose your right to indemnity or payment for that claim

You must ensure that all Stock in Trade be kept on wooden pallets or metal racking so that such goods are at least 15 centimetres (6 inches) off the floor level.

Intruder Alarm System

The Intruder Alarm System Condition is deemed operative

Security Level 3

It is a condition precedent to liability in respect of Damage caused by the Standard Contingency Theft or attempted theft of the Property Damage Section and loss of Money under Money and Personal Accident Assault Section of this Policy unless otherwise agreed by Us in writing that the following protections be fitted **in addition to the Minimum Standards of Protections - Security Level 1**

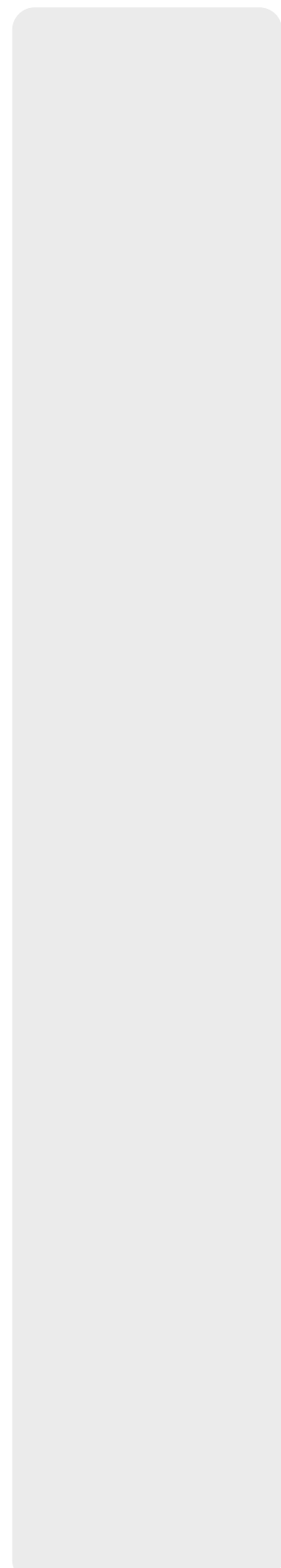
A Grade 3C alarm System installed by a company on the approved roll of NACOSS Gold or SSAIB register of installers incorporating

1. contacts on all external doors and internal movement detectors to detect movement by intruders in all principle areas of the Premises
2. confirmed activation by means of sequential activation of

detectors

3. signalling by BT RedCare GSM or DualCom GPRS

and qualifies for level 1 Police response



The following sections(s) apply to ALL Premises covered by this policy

Business Interruption Section

Damage by any of the Contingencies for which liability has been admitted under the Property Damage Section causing an interruption of the Business unless otherwise specified

Cover

Business Interruption

Cover Basis: **Estimated Gross profit**

Type: **Declaration Linked**

Indemnity Period:

12 mths

Sum Insured

£1,500,000

Extensions

Unspecified Customers

£100,000

Unspecified Suppliers

£100,000

Public Utilities - Electricity

£100,000

Public Utilities - Water

£100,000

Public Utilities -Gas

£100,000

Public Utilities - Telecoms

£100,000

Prevention of access

£100,000

Book Debts

£100,000

Property stored

£100,000

Exhibition Sites

£100,000

Computer Insurance Section

Cover

All Risks including Breakdown

Hardware

£80,000

Breakdown with Maintenance Agreement

Excess:

£250

Breakdown without Maintenance Agreement

Excess:

£1,000

All Other

Excess:

£250

Portable Computers

£1,000

Breakdown

Excess:

£250

All Other

Excess:

£250

Legal Liabilities Section

Cover

Employers Liability

£10,000,000

Public Liability

£5,000,000

Third Party Property Damage

Excess:

£500

Use of Heat

Excess:

£1,000

Products Liability

£5,000,000

Section Endorsement

Collection or Delivery Only

We will not indemnify You for any liability arising from or in connection with work away from Your Premises other than collection or delivery

Business Machines All Risks (Specified Items) Section

The excess for all items in this Section is £250 unless otherwise stated.

Specified Equipment away from the Premises

Description

Tools (power driven)

Single Article Limit

anywhere in Great Britain Northern Ireland the Channel Islands and the Isle of Man including the Premises

Sum Insured

£50000

£50000

Policy Endorsements

Minimum Standards of Protections - Security Level 1

It is a Condition Precedent to Our liability to indemnify You in relation to any claim caused by Standard Contingencies Fire Explosion Riot Civil Commotion Malicious Persons and Theft under this Section occurring more than 30 days after the inception of the Policy that the following protections shall be fitted to the under-mentioned doors windows and other openings (where these are under Your control) and put into full and effective operation whenever the Premises are closed for business or left unattended

Unless agreed otherwise by Us in writing

1. on timber final exit doors or other external timber doors and on internal doors giving access to any part of the Premises not occupied solely by You or to any adjoining premises (excluding sliding doors and fire exit doors)
 - a. if single leaf a mortice deadlock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate
 - b. if double leaf
 - i. on the first closing leaf flush or barrel bolts the latter at least 200mm (8") long or key operated locks or bolts fitted top and bottom in every case
 - ii. on the second closing leaf a mortice deadlock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate or a substantial padlocking bar and high quality close shackle padlock with minimum of five levers or high security cylinder mechanism.
 - c. if single or double leaf and also outward opening hinge bolts fitted top and bottom
2. on external aluminum or UPVC doors (excluding sliding and fire exit doors) cylinder operated mortice pivot bolt lock (similar to the Adams Rite MS1950 series locks) including anti-turn cylinder collar, and if double leaf flush bolts on the first closing leaf
3.
 - a. on steel final exit doors and all sliding final exit doors a substantial padlocking bar and high quality close shackle padlock with minimum of five levers or mortice hook bolt lock which has five or more levers and/or conforms to BS3621 specification for thief resistant locks with matching steel box striking plate
 - b. on all other steel doors and all other sliding doors (excluding sliding patio doors) substantial padlocking bar a good quality close shackle padlock with minimum of five levers or high security cylinder mechanism fitted externally or substantial padlocking bar and high quality open shackle padlock with minimum of five levers or high security cylinder mechanism fitted internally
 - c. on sliding patio doors
 - i. a manufacturer's patent key-operated locking system which engages boltwork into the doorframe either at the top and bottom of the opening section of each door or into the side frame in at least three points (in the latter case all hook or shoot bolts must be mushroom headed)
 - or
 - ii. two key-operated patio door locks fitted internally one at the top and one at the bottom of each opening section
4. any door officially designated as Fire Exit by the Fire Authority must be secured only by devices agreed by the Fire Officer this may be by means of a suitable lock for use in emergency escape situations and it must not be possible for the lock to be operated by breaking or removing glazing either in the door itself or in a window immediately adjacent to the door and with hinge bolts fitted top and bottom of outwards opening doors
5. on opening basement and ground floor windows and fanlights and on other opening windows fanlights and skylights which are accessible from roofs balconies canopies fire escapes or downpipes
 - (i) key-operated window locks with the keys removed when in operation
 - (ii) or solid steel bars not less than 16mm (5/8") diameter and not more than 125mm (5") apart securely fixed to the brickwork or masonry surrounding the window
 - (iii) or lockable steel expanded metal window gates or weld mesh grilles
 - (iv) or shutters that are used to cover the whole of the window opening
6. where installed all roller shutters where no other inner door is being protected including such roller shutters that contain wicket doors or equivalent a manufacturer's standard recommended locking device for that type of roller shutter

Quote for Business Legal Expenses Cover

Arista Insurance can provide two levels of business legal expenses cover, Absolute and Essential.

Absolute Business Legal Expenses provides wide ranging legal costs and compensation awards in respect of employment claims, irrespective of the chances of successfully defending the claim. The cover also provides an audit of the policyholder's business employment practices and procedures, as well as many other valuable legal expenses covers and legal services.

Essential Business Legal Expenses is a traditional legal expenses insurance cover, in that Employment and Awards cover are subject to reasonable prospects of successfully defending the claim. Essential cover also includes valuable additional covers and legal services.

In addition to the features above, both levels of cover include

- Employment Disputes
- Employment compensation awards
- Tax protection
- Property disputes
- Compliance and regulation
- Employee's extra protection
- Legal and tax advice
- Counselling helpline

Contract and Debt Recovery is available as an extension.

This quote is based on a declared Wageroll of £1,325,121, a declared Turnover of £4,435,271 and the assumption that there are no plans for redundancies or restructuring and that there has been no more than one claim in the past three years.

Absolute Business Legal Expenses - Indemnity Limit £250,000.

Annual premium - £993.84. Additional annual service charge for Premium Finance £59.63

Contract and Debt Recovery can be included for £620.94 + IPT. Additional annual service charge for Premium Finance £37.26.

Essential Business Legal Expenses - Indemnity Limit £100,000.

Annual premium - £728.82. Additional annual service charge for Premium Finance £43.73

Contract and Debt Recovery can be included for £487.88 + IPT. Additional annual service charge for Premium Finance £29.27.

Follow these simple steps to arrange Business Legal Expenses cover:

1. Confirm that no redundancies or restructuring are planned
2. Confirm that no more than one claim has been made in the last three years
3. When confirming cover, advise the level of Business Legal Expenses cover required; by telephone, email or post
4. A revised statement of fact will be issued, for confirmation of the cover required
5. The policy schedule will reflect the updated cover. If premium finance is selected, Premium Credit Limited will collect the revised premium.

**Renewal
Schedule**

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Additional Covers and Services

All Arista Commercial Combined Insurance policies include access to ARAG Legal Document Max via www.arag.co.uk/docs, a valuable online resource, providing essential tools and services to prepare vital legal paperwork, for example employment contracts and health and safety policies, at the touch of a button. ARAG Legal Document Max also contains an extensive law guide and the option to receive legal updates.

Anyone can preview www.arag.co.uk/docs, but full access is provided at no extra premium to Arista policyholders. Login details are included in policy documents.

In addition to ARAG Legal Document Max, Arista policyholders can upgrade their subscription to ARAG Legal Document Max "Live". Any documents created using ARAG Legal Document Max will then be reviewed by a qualified team, ensuring the documents are legally compliant. To upgrade, log on to www.arag.co.uk/docs <<http://www.arag.co.uk/docs>> using the login details, and follow the simple on-screen instructions.