

Commercial Combined

Policyholder:

ICT Reverse Asset Management Limited

Address:

Old Reebok Building, Southgate
White Lund Industrial Estate
Morecambe

Postcode: LA3 3PB

Your Agent is:

Guy Penn & Company Limited t/as Reid Hamilton Insu

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: 19/10/2018

Renewal Date: 19/10/2019

Expiry Date: 18/10/2019

Date of Issue: 18/10/2018

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 and any endorsements attached to your policy.

Business Protection Section

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.

As an Arista customer you now have Business Protection which gives you access to a range of risk management services and legal expenses insurance. As well as insurance cover Arista believe in helping customers to find practical solutions for the risks they face. That's why we are now providing Business Protection within this insurance. For customers who had previously purchased Essential or Absolute Business Legal Expenses, great news we now include Contract and Debt Recovery cover and we have increased the limit of indemnity to £500,000 in your Business Protection.

For full details please refer to the Business Protection Section of this document and your Policy Wording.

Computer Insurance Section

Please be aware that with effect from renewal any Cost or loss caused from failure or interruption of electrical or telecommunications network not owned or operated by You is no longer covered by Your Policy.

Arista offer a separate cyber insurance policy (subject to underwriting criteria), please speak to your insurance broker if you are interested in a quotation.

Fair Processing Notice

The Fair Processing Notice has been changed in line with the change to data protection legislation under General Data Protection Regulation by the European Commission to strengthen and unify data protection for individuals within the

European Union.

Terrorism Insurance Section

With effect from 1st April 2018 the Terrorism section cover has been amended. Cover has been extended to include material damage and direct business interruption caused by acts of terrorism using a cyber trigger. If the Terrorism section within your policy schedule is shown as operative please refer to your policy wording for the full details of the cover provided.

Arista is a trading name of Geo Underwriting Services Limited, Registered in England No. 4070987. Registered Address: Townergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN Authorised and regulated by the Financial Conduct Authority. FCA Register Number 308400

Geo Underwriting Services Limited is a coverholder for certain leading Insurers.

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.

Cover Summary	Cover Selected	Available Extensions	
		Option	*Premium Indication
Property Damage	✓		
Business Interruption	✓		
Glass	✗		
Money and Assault	✗		
Goods In Transit	✗		
Employers Liability	✓		
Management Liability Portfolio	✗		
Public Liability	✓		
Products Liability	✓		
Business Protection	✓		
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

[Redacted]

[Redacted]

Interested Party

Interested Party Details:

[Redacted]

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
Stock in Trade	£1,000,000

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

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.

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

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

**Renewal
Schedule**

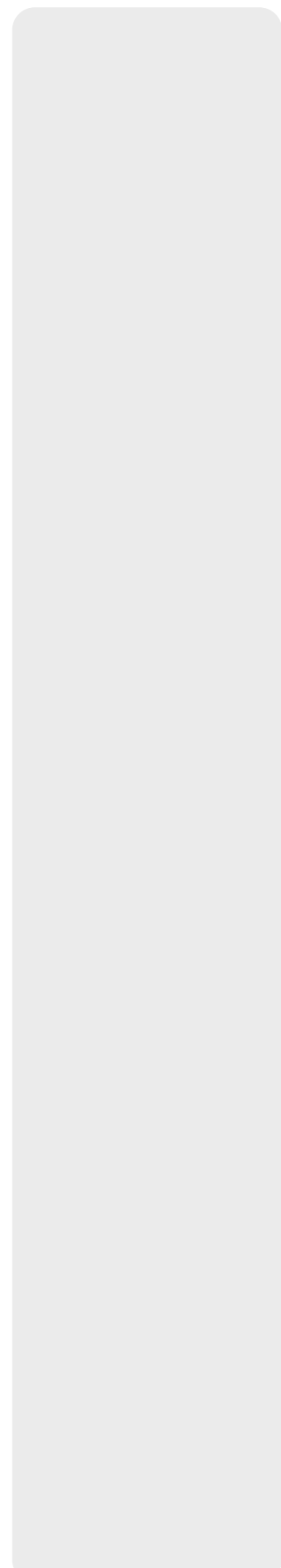
Policy Reference: APL42373COM-18



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

Limit
£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

£160,000

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

Section Endorsement

Section Exception

The following Exception is added to the Section Exceptions of the Computer Insurance Section of the Policy

We shall not be liable for

12. any cost or loss caused by or resulting from the failure or interruption of any electrical power supply network or telecommunication network not owned and operated by you. This Exception shall not apply to any cost or loss caused by or resulting from physical damage, if otherwise insured by your policy, to the electrical power supply network, telecommunication network or other property.

Telecommunication networks include, but are not limited to, the internet, internet service providers, Domain Name System service providers, cable and wireless providers, internet exchange providers, search engine providers, internet protocol networks (and similar networks that may have different designations) and other providers of telecommunications or internet infrastructure.

Legal Liabilities Section

Cover

Employers Liability		Indemnity Limit
Public Liability		£10,000,000
Third Party Property Damage	Excess:	£5,000,000
Use of Heat	Excess:	£500
Products Liability		£1,000
		£5,000,000

Section Endorsement

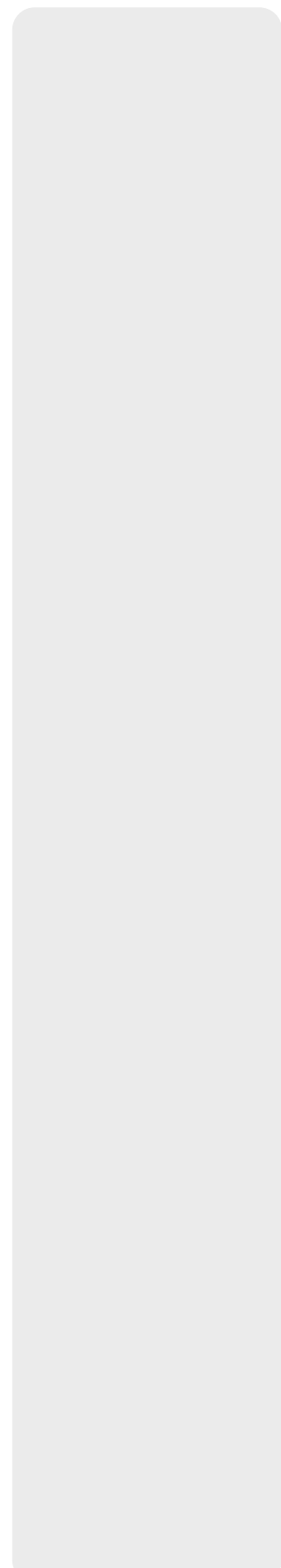
Exclusion of Heat

We will not indemnify You for any liability arising from or in connection with the use of any electric oxy-acetylene or similar welding or cutting equipment blow lamps blow torches hot air guns hot air paint strippers laser beams thermal lances portable grinding wheels angle grinders space heaters or asphalt bitumen or tar heaters or any other heat or spark producing equipment

Specific Sites Exclusion

We will not cover any liability arising from or in connection with work on or at

- a) any power station or nuclear installation
- b) any oil rig oil drilling platform or refinery
- c) or transit by sea or air or from any offshore oil/gas installation supply support or accommodation vessel or structure relating to such installation
- d) any chemical works
- e) any computer installation or computer room with the exception of removal of office furniture
- f) any tower steeple chimney shaft blast furnace dam canal viaduct bridge or tunnel
- g) any airports other than work in or on buildings but not in any air traffic control area or aircraft hangar or in any area where aircraft normally have access
- h) any ship dock pier wharf breakwater or sea wall
- i) any railway or tramway other than work on stations and platforms



Business Protection Section

As an Arista customer you have access to a range of risk management services and legal expenses insurance. As well as insurance cover Arista believe in helping customers to find practical solutions for the risks they face. That's why we are providing Business Protection with this insurance.

Risk Management Services

- Business Continuity
- Health & Safety Management
- Human Resources Support
- E-Learning

Essential Business Legal Expenses

- Defence of Employment Disputes and payment of Compensation Awards
- Representation for Tax Investigations and VAT assessments
- Pursuit of Property disputes
- Defence of prosecutions relating to Compliance & Regulation
- Employees Extra Protection defence
- Legal/Tax Advice and Counselling Helplines
- Business Legal Services website which provides access to a 'free to use' legal services website, providing assistance in drafting important legal documents such as employment contracts and health and safety policies
- Crisis Communication following an event that causes significant adverse publicity or reputational damage
- Contract disputes and debt recovery covering actions relating to the purchase, hire purchase, lease or maintenance of goods or services providing the amount in dispute exceeds £200
- Legal & Tax Advice Helpline
- Counselling Helpline
- Legal & Tax Advice Helpline
- Counselling Helpline

Register at www.araglegal.co.uk with promotional code **X1232KC5DFBB**

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

Limit of Indemnity

£500,000

0344 472 2924

0333 000 2082

Sum Insured

£80000

£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

**Renewal
Schedule**
Policy Reference: APL42373COM-18

