

Circuit and District Shield

Application

METHODIST INSURANCE CIRCUIT AND DISTRICT SHIELD

To the Methodist Insurance PLC, 11 York Street, Manchester M2 2AW.

You have a duty to present us with a fair presentation of the risks to be insured and must disclose every material circumstance which you know or ought to know about such risks. You do not need to disclose circumstances which reduce the risk or those which the Company already knows or ought to know. If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled or terms changed in accordance with the policy conditions.

Please complete in BLOCK CAPITALS throughout and tick the boxes as appropriate.

How we use your data

We take data protection seriously and your privacy is important to us. We will process your data in accordance with the applicable data protection law. Please ensure you read the 'How we will use your data' notice at the end of this form.

Contact details

1. Name of Circuit or District

2. Name

3. Position

4. Postal Address

Postcode

Website

Email

Telephone

5. Date cover is to commence

Note: (i) Cover will not commence until this application has been accepted by the Company.
(ii) Certain risks may be subject to survey.

General questions**1. In respect of the risks to be insured has any:**

a) loss, damage, injury or liability arisen during the past five years whether insured or not?

 Yes No

b) company or underwriter declined to issue or renew a policy or cancelled a policy or imposed special terms or increased the premium?

 Yes No
2. To your knowledge, have you or any official or trustee of the applicant ever been:

a) convicted of any criminal offence other than a driving offence or have any non – motoring prosecutions pending? You only need to tell us about any convictions that are unspent under the Rehabilitation of Offenders Act 1974.

 Yes No

b) declared bankrupt or held any unsatisfied County Court Judgement?

 Yes No
Section 1 - Your office premises and property

NB Only complete this section for any office premises and contents you wish to insure. For let properties please complete the separate Property owners application form.

1. Address of office premises to be insured

 Postcode
2. Sums to be insured

Buildings sum insured

Contents sum insured

Does the Buildings sum insured represent the full cost of rebuilding as new including architects', surveyors', consulting engineers' and legal fees, removal of debris and the cost of meeting local authority requirements?

 Yes No

Does the Contents sum insured represent the full replacement cost of the property insured by this section?

 Yes No

Section 1 - Your office premises and property continued

Business equipment

Automatic cover of £2,500 in total for unspecified items anywhere in the United Kingdom

If you require additional cover for specified items list them here.

Item description	Sum Insured

3. Other interested parties (e.g. mortgage lender, lessor, etc)

Name

Address

Postcode

Nature of interest

4. a) Age of property:

Pre-1920 1920-1945 1946-1979 1980-1989 1990 to date

b) Is the property listed?

Yes No

If 'Yes' please state

Grade I

Grade II*

Grade II

or equivalent

5. a) Is the property:

(i) self-contained having its own separate lockable front door under your control?

Yes No

(ii) occupied solely for your Circuit or District office business?

Yes No

(iii) built of brick, stone or concrete and roofed with slates, tiles, concrete, asbestos or metal and maintained in a good state of repair?

Yes No

(iv) flat roofed?

Yes No

If 'Yes' please state what % of the property is flat roofed?

- b) Has the property or any part of it ever been affected by movement of any kind, for example, subsidence, heave, landslip, or settlement? Yes No
- c) Is the neighbourhood in which the property is located susceptible to subsidence, heave, landslip or settlement? Yes No
- d) Has the property been underpinned or provided with other means of structural support? Yes No
- e) Has the property previously suffered from flooding or storm damage? Yes No
- f) Is the property on a site which has suffered from flooding at any time in the last 10 years? Yes No
- g) Is the property at least 200 metres away from any natural or man-made watercourse or sea? Yes No

Section 2 - Loss of income

NB This is to cover your general income, excluding rent you receive from letting properties. The income from these should be insured under a separate Property owners policy. If you would like a separate Property owners application form for them please let us know.

Standard Limit is £50,000

Cover is based on a 24 months indemnity period.

If you require a higher than standard limit, please advise the sum to be insured.

Section 3 - Money

Standard Limit is £5,000

If you require a higher than standard limit, please advise the sum to be insured.

Section 4 - Theft by officials

Standard Limit is £10,000

Section 5 - Liabilities

Please provide the Employer Reference Number (ERN) for your business (the ERN is often referred to on tax forms as the employer's PAYE reference and is provided by HMRC to every business which is registered with them as an employer). Where your business has more than one ERN, you must individually list each number together with the name of the subsidiary company using the box below.

If you do not have an ERN, please confirm that you are exempt from holding one.

 Yes No

Standard Limits

- (i) Employers' Liability £10,000,000
- (ii) Public & Products Liability £5,000,000

If you require a higher than standard limit, please advise the limit of indemnity.

(i) £	
(ii) £	

Optional cover - Professional Counselling

Do you require a quotation for Professional Counselling cover?

 Yes No

Section 6 - Legal expenses

Standard Limit is £250,000

Section 7 - Personal accident

Standard Limits as shown in table below

Age of insured person	16-80	Under 16
Death	£10,000	£5,000
Loss of one or both eyes or one or more limbs	£10,000	£10,000
Permanent total disablement	£10,000	£10,000
Temporary total disablement	£100 per week	£10 per week

If you require higher than the standard benefits, please advise.

Disclosure of additional material circumstances

Please read the paragraph about material circumstances which appears at the head of this application form. If there are any material circumstances that have not been covered by the questions set out above you must disclose them to us. Please use the box below.

Important note

Please read and sign the declaration on the last page.

Law applicable

This policy shall be governed by and construed in accordance with the law of England and Wales unless your central administration and/or place of establishment is located in Scotland in which case the law of Scotland shall apply.

Declaration

I/We confirm that as far as I am/we are aware the statements made by me/us or on my/our behalf in connection with this insurance are true and complete. I/We agree to accept a policy in the Company's usual form for this class of business.

Name and Signature on behalf of the Applicant

Name

Signed

Date

Position

How we use your data

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Methodist Insurance plc ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the United Kingdom. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.methodistinsurance.co.uk/general/security-and-privacy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on **0345 6073274** or email compliance@micmail.com.



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