



SUMMARY OF SOME DISCLOSURE REQUIREMENTS

UNOCCUPANCY

Properties which are unoccupied for 30 consecutive days or more must be referred to underwriters for acceptance on continuity of cover.

ALTERATIONS & ADDITIONS

Properties undergoing alterations or additions must be referred to Alfa Insurance Brokers with full details and costings of the proposed alterations and additions. A determination will then be made as to whether alternative insurance is required to be arranged to protect your assets.

CHANGE IN TENANTS BUSINESS ACTIVITIES

You must advise Alfa Insurance brokers of any changes to your tenant's business activities. In particular any changes which would increase the risk must be referred to underwriters for acceptance in order to preserve continuity of cover.

SUMS INSURED AND UNDERINSURANCE

Most policies contain underinsurance/average clauses. If you are not insured for the full replacement value of your property your claim may be reduced by the proportion of which you may be underinsured. It is important to update the replacement value of your assets regularly. (i.e. when policies are varied or renewed).

CONTRACTURAL LIABILITY

Your Public & Products Liability Policy contains exclusions in circumstances where you agree to indemnify third parties or agree to hold third parties harmless. Contracts containing such clauses should be referred to Alfa Insurance Brokers who will seek legal advice on your behalf in relation to your Public/Products Liability exposures for such contracts.

DRIVER DECLARATIONS

Driver declaration forms must be completed and signed by any new driver and submitted to underwriters for acceptance. Also you must advise us as soon as you become aware of any of your driver's licence being suspended or cancelled. A driver's declaration must be completed for all drivers on renewal each year.

CLAIMS NOTIFICATION

You must notify Alfa Insurance Brokers as soon as you become aware of any incident which could give rise to a claim for all policies. This is a policy condition. You must never admit liability.

DUTY OF DISCLOSURE

You must advise Alfa Insurance Brokers of any material changes to your business which increases the risk to insurers.