



How to guide

Protecting your community.
Insuring your future.

ansvar^o

Ansvar Web Platform – Charity and Community (ACY) Product User Guide

Index

- [Log In](#)
- [Passwords](#)
- [Home Page](#)
- [New Quote](#)
- [Buying a Policy](#)
- [Policy Amendment \(MTA\)](#)

[Back to Index](#)

Log In

You can Log In to Ansvar's web platform using the email address and password, specially created for each user.

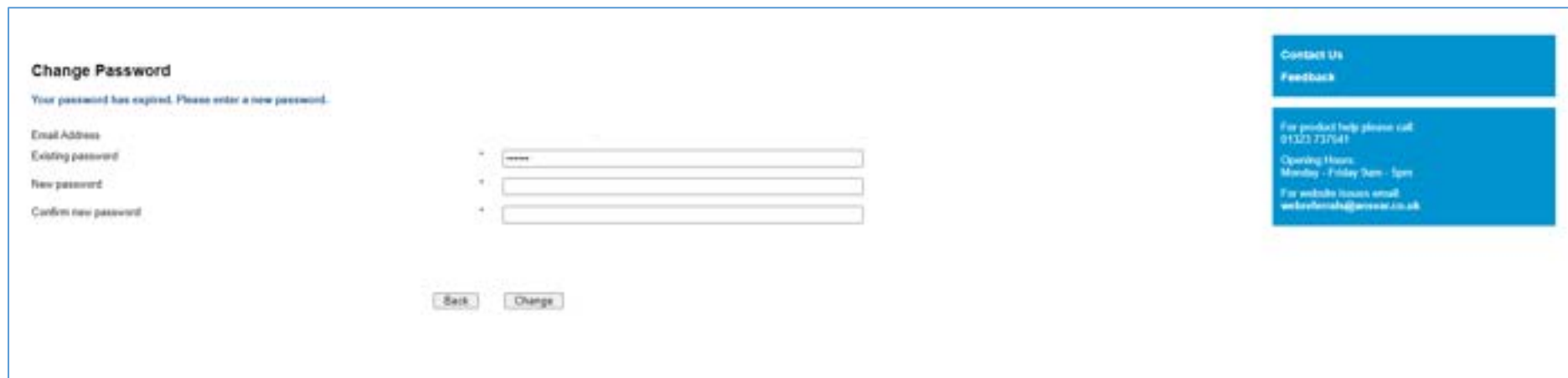
Simply type the details you have previously been provided with into the 'Email address' and 'Password' boxes click 'Login.'

The screenshot shows the Ansvar web platform login interface. At the top left is the Ansvar logo with the tagline "Sharing the load of your community". The main content area is divided into two sections. On the left is a white login form with a blue header "Log in". It contains two input fields: "Email address *" and "Password *". Below the fields are two buttons: "Close" and "Login". A link "Forgotten your password?" is located below the buttons. At the bottom of the form, it says "If you require any help, please contact our web helpdesk on 01323 744288." On the right is a dark blue sidebar titled "Contact Us Feedback". It contains the text: "For product help please call 01323 737541", "Opening Hours: Monday - Friday 9am - 5pm", and "For website issues email: webfeedback@ansvar.co.uk". At the bottom of the page is a footer with small text: "Ansvar Insurance is a business division of Ecclesiastical Insurance Office plc (EIO Reg No. 24548). EIO is registered in England at Benefact House, 2005, Pioneer Avenue, Gloucester Business Park, Brindworth, Gloucester, GL3 4AR United Kingdom. Ansvar's trading address is Ansvar House, 31 St Leonards Road, Exchords, East Sussex, BN21 3UR. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113845. To check these details visit www.fca.org.uk/register tel: 0800 111 8768. Please be aware that telephone calls may be recorded for clarification and training purposes. Copyright © Ecclesiastical Insurance Office plc 2021. [Privacy Policy](#)

Passwords

- New Password
- Password Too Short
- Password Too Weak
- Medium Password
- Strong Password
- Passwords Match
- Change

If this is the first time using your Log in details or your password needed to be reset, you will be taken to the following screen:



The screenshot shows a web form titled "Change Password". The form includes a message: "Your password has expired. Please enter a new password." Below this, there are four input fields: "Email Address", "Existing password", "New password", and "Confirm new password". Each field has a small icon to its left. At the bottom of the form, there are two buttons: "Back" and "Change". On the right side of the form, there is a blue sidebar with the following text: "Contact Us", "Feedback", "For product help please call 01303 737641", "Opening Hours: Monday - Friday 9am - 5pm", and "For website issues email webinfo@hsh@amvic.co.uk".

To continue, you will need to choose a 'New password' which must:

- be at least 6 characters long; and
- contain a number or special character.

The strength of the password you choose is rated and will not be accepted if 'Too short'

Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="**"/>	Password strength: Too short
Confirm new password	*	<input type="password"/>	

Or 'Weak' (easily guessable).

Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="*****"/>	Password strength: Weak
Confirm new password	*	<input type="password"/>	

A 'Medium' password is acceptable

Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="*****"/>	Password strength: Medium
Confirm new password	*	<input type="password"/>	

But, ideally you should aim to set a 'Strong' password, for added security.

Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="*****"/>	Password strength: Strong
Confirm new password	*	<input type="password"/>	

Once you have entered the 'New password' in the appropriate box, you will need to repeat this password in the 'Confirm new password' box, ensuring the two 'Passwords Match.'

Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="*****"/>	Password strength: Strong
Confirm new password	*	<input type="password" value="*****"/>	Passwords Match

If the passwords do not match, you will have to retype the passwords again.

When you are happy with your 'New password' click 'Change' and your password will be reset.

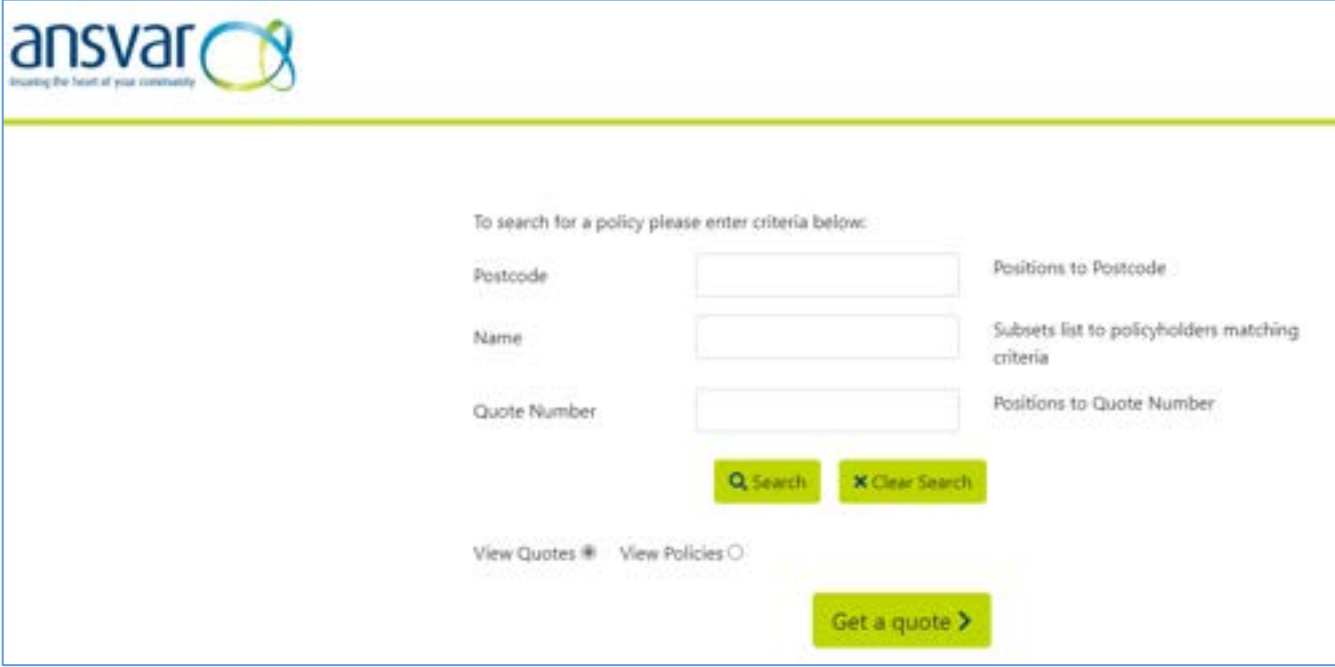
Change Password			
Your password has expired. Please enter a new password.			
Email Address			
Existing password	*	<input type="password" value="*****"/>	
New password	*	<input type="password" value="*****"/>	Password strength: Strong
Confirm new password	*	<input type="password" value="*****"/>	Passwords Match
		<input type="button" value="Back"/>	<input type="button" value="Change"/>

[Back to Index](#)

Home Page

- [Quote or Policy Search](#)
- [Amend Quote](#)
- [Live Policy Options](#)
 - [View Wording](#)
 - [View Policy Schedule](#)
 - [Amend Policy](#)
 - [Claims Notification](#)
 - [Cancel Policy](#)
 - [Renew Policy](#)
- [Buying a Policy](#)

Once you have successfully logged in, a new page will appear which displays all Quotes and Policies that have been created using Ansvar's Web platform, for your agency.



The screenshot shows the Ansvar web interface. At the top left is the Ansvar logo with the tagline "Insuring the heart of your community". Below the logo is a search section titled "To search for a policy please enter criteria below:". It contains three input fields: "Postcode", "Name", and "Quote Number". To the right of these fields are three radio buttons: "Positions to Postcode", "Subsets list to policyholders matching criteria", and "Positions to Quote Number". Below the input fields are two buttons: "Search" (with a magnifying glass icon) and "Clear Search" (with an 'X' icon). At the bottom of the search section are two radio buttons: "View Quotes" (which is selected) and "View Policies". A "Get a quote" button with a right-pointing arrow is located at the bottom right of the search area.

Quote or Policy Search

From here, you can search for a Quote or Policy. You can toggle between the two types by clicking on the radio button shown below.

View Quotes View Policies

You can search for the required Quote or Policy by typing in the 'Postcode,' 'Name' or 'Quote Number' or 'Policy Number' of the Organisation in the boxes provided.

[Back to Index](#)

Postcode	<input type="text"/>	Positions to Postcode
Name	<input type="text"/>	Subsets list to policyholders matching criteria
Quote Number	<input type="text"/>	Positions to Quote Number

In the example below, I have chosen to search by 'Quote Number.'

To search for a policy please enter criteria below:

Postcode	<input type="text"/>	Positions to Postcode
Name	<input type="text"/>	Subsets list to policyholders matching criteria
Quote Number	<input type="text" value="0015425"/>	Positions to Quote/190 Policy Number

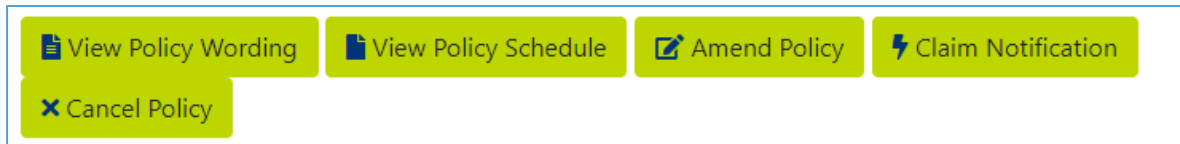
View Quotes
 View Policies
All

Select	Quote No.	190 Policy No.	Agent	Premium	Start Date	Quote Valid Until	Policyholder Name	Address Line 1
<input checked="" type="radio"/>	0015425	33912	12	£196.00	11/06/21	11/07/21	Agent Walk-Through Example	Arrow Insurance

You will see that you can select the required Quote or Policy by clicking on the radio button in the 'Select' column. This will open some options for you.

For Quotes, you will only have the option to 'Amend Quote.'

For Live Policies, you will have more options:



'View Policy Wording' will open a PDF version of the Policy Wording applicable to this risk.

'View Policy Schedule' will take you to a list of all documents applicable to this risk, both current and prior.

Your policy documents

Production Date	Effective Date	Description	Document Type	
26/05/21	26/05/21	New Business	Schedule	View
			Direct Debit Mandate	View
			Employers Liability Certificate	View
			Statement of Fact	View
			Public Liability Certificate	View

[Close Window](#)

'Amend policy' will take you to the '[Data Privacy Notice](#)' for this policy. From here, you can continue through, by clicking 'Next' and will be taken to a 'Policy Amendment' Page.

Policy amendment for ACY 33189

Type of change

Effective date of change

[← Back](#) [Next →](#)

'Claim Notification' will take you to a 'Claim Form' which you can complete and submit to our Claims Department

Making a Claim

Please use one of the following ways to notify us of a claim, either:
 Telephone us on 0845 60 20 999 between the hours of 9am - 5pm and ask for the Claims Department
 Alternatively please use this form to notify us of your loss.

Claim Details

Please enter your name

Please enter a contact telephone number
 Daytime Evening

Please provide the date of the occurrence

Please enter details of the claim
 256 left

Please enter your estimated cost of claim

Finally please enter any other information that you feel is relevant
 256 left

'Cancel Policy' will take you through to a page to request a cancellation. You will need to provide a 'Reason for cancellation' before you can 'Send Details'. Your request will be sent to our Underwriting Team for processing.

Lapsing From Renewal or Cancellation Mid Term of Your Policy

We are sorry that you have decided to lapse/cancel your Ansvar policy. Please indicate the reason for terminating your policy cover with us, including the date you wish your policy to be cancelled.

Reason for cancellation

'Renew Policy' - If a policy has been on cover for 12 months, there will also be an option to 'Renew Policy.' Once you click this, you will be taken through the quote where you can make any adjustments necessary and confirm renewal at the end of the process.

[Back to Index](#)

New Quote

• Charity and Community (ACY)	• Floating Covers	▪ Tenants Improvements
• Data Privacy Notice	▪ Public and Products Liability	▪ Contents and Stock
• Eligibility Criteria	▪ Employers Liability	▪ Equipment Breakdown
• Charity or Organisation Information	▪ Trustees and Directors Indemnity	▪ Business Interruption
• Registered or Recognised Charity	▪ Professional Indemnity	▪ Loss of Licence
• Address of the Charity or Organisation	▪ All Risks	▪ Terrorism
• Postcode Search	▪ Unspecified Items	• NDBI
• Part Address Search	❖ Specified Item	• Risk Management Self-Assessment Form
• Edit Address Manually	❖ Money	• Referral Page
▪ Annual Income	▪ Personal Accident	• Premium Page
• Total Wage Roll	• Goods in Transit	• Policy discounts
▪ Total Number of Volunteers	▪ Fidelity Guarantee	▪ LTU
• Activities Selection	▪ Reputational Risks	❖ Agent discount
• Trade	▪ Motor Policy Compensation	❖ Voluntary excess
• Assumed Activities	▪ Legal Expenses	❖ Endorsements
• Year Established	▪ Cyber	▪ Cover Subject to
• Safeguarding Question	▪ Add Location	▪
• Claims	• Use of building	
• Previous Insurance	▪ Year built	
• Previous Policy Number	• Accidental damage	
• Expiry Date	▪ Construction	
• Start Date of Cover	▪ Security	
• Client Details	• Listed status	
• Title	▪ Buildings	
• Correspondence Address	▪	

To start a new quote, click 'Get a quote'. This will take you to the Get a Quote page.

To search for a policy please enter criteria below:

Postcode Positions to Postcode

Name Subsets list to policyholders matching criteria





Quote Number Positions to Quote Number

View Quotes View Policies

Products will not immediately be available:

Select a category

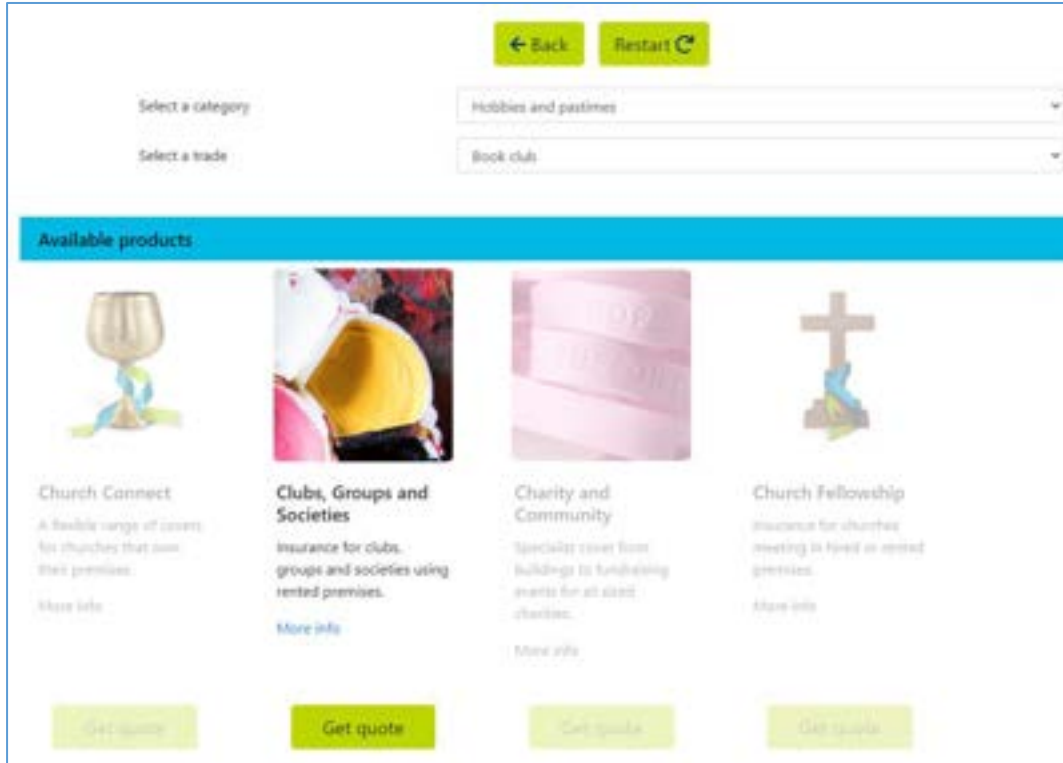
Available products

			
Church Connect A flexible range of covers for churches that love their premises. View info	Clubs, Groups and Societies Insuring for clubs, groups and societies using rented premises. View info	Charity and Community Specialised cover from buildings to following events for all sized charities. View info	Church Fellowship Insurance for churches meeting in hired or rented premises. View info
<input type="button" value="Get a quote"/>	<input type="button" value="Get a quote"/>	<input type="button" value="Get a quote"/>	<input type="button" value="Get a quote"/>

[Back to Index](#)

Once you select a category and a trade, a product will be recommended.

The list of trades will vary depending on the category you choose.



The screenshot displays a web interface for selecting a category and trade. At the top, there are two buttons: "Back" and "Restart". Below these are two dropdown menus: "Select a category" (set to "Hobbies and pastimes") and "Select a trade" (set to "Book club"). A blue header bar labeled "Available products" is followed by four product cards. Each card features an image, a title, a brief description, a "More info" link, and a "Get quote" button.

Product Name	Description	Action
Church Connect	A flexible range of covers for churches that own their premises.	Get quote
Clubs, Groups and Societies	Insurance for clubs, groups and societies using rented premises.	Get quote
Charity and Community	Specialist cover from buildings to fundraising events for all sized charities.	Get quote
Church Fellowship	Insurance for churches meeting in hired or rented premises.	Get quote

Click 'Get quote' to proceed. If the Clubs Groups and Societies product has been selected, the quote process is as follows.

Data Privacy Notice

After you have clicked 'Get quote' you will be taken to the 'Data Privacy Notice' screen. It is extremely important that you read the information on this page and make the Organisation aware of these details. Once you have done so, click 'Next' to continue or click 'Back' to exit the Quote.

Data Privacy Notice

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

Ecclesiastical Insurance Office PLC 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 European Economic Area. 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.

Please let us know if you would like Anvar or your broker to contact you by selecting the option below. (If you leave this unticked, you will not be contacted).

Yes please, I'd like to hear about offers and services:

(If you change your mind and do not want us to contact you about offers and services, or wish to amend your method of communication then please contact 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](#) or contact our Data Protection Officer at Benefit House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW or on 0145 6071274 or compliance@anvar.co.uk.

← Back
Next →

Clubs, Groups and Societies

How to guide
 FAQs
 Risk Management
 PI Presentation Form
 Subsidence Proposal Form
 Paying by instalments
 Feedback
 Privacy Policy
 Cookie Policy

For product help please call:
 01323 744289

Opening Hours:
 Monday - Friday 9am - 5pm

For website issues email:
anvar.online@anvar.co.uk

Eligibility Criteria

You will first be taken to the Eligibility Criteria page. Please read through the information to ensure the customer meets the requirements for this product. You will need to tick the box next to 'Please confirm that the above statements are true' as well as click 'Agree' to continue with the quote.

If the customer does not meet this criteria, you can click 'I Do Not Agree' which will take you back to the [home page](#). You can then contact one of our underwriters, if you wish to discuss this case in further detail as we may be able to offer a manual solution.

Eligibility Criteria

The risk is not currently insured by Ecclesiastical Insurance Office plc, Methodist Insurance plc, Baptist Insurance Company or Answar.

Your charity or organisation is based in England, Wales, Scotland, Northern Ireland, the Channel Islands or the Isle of Man.

The organisation has no more than:

- £1,000,000 annual income or turnover
- £500,000 annual wage roll
- 500 volunteers
- 500 membership

The organisation has not:

- been refused insurance cover
- had cover cancelled
- had special terms applied by an insurer

None of the organisation's trustees, directors, partners, management committee etc. have:

- ever been convicted of a criminal offence other than motoring offences
- ever been declared bankrupt
- any unsatisfied County Court judgement against them
- been the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission, Revenue & Customs or any other regulatory body
- been the subject of any adverse publicity in the last 3 years, or anticipate being the subject of any adverse publicity in the next 12 months.

Please confirm that the above statements are true

Please be aware that cover is not available online if there is any provision, management or operation of any of the following activities:

- DIY schemes or Time Banks
- domiciliary personal care, medical or nursing care
- lobbying, political or activist groups

[← Back](#) [I Agree ✓](#) [I Do Not Agree ✕](#)

Organisation Information

If you clicked 'I Agree' on the [Eligibility Criteria](#) page, you will be taken to the Organisation Information page.

On this page, you'll need to enter some basic details about the Organisation.

Any question with a * next to it means the question is mandatory and must be completed before you can continue.

Organisation Information

Name of organisation *

Is the organisation a registered or recognised charity or other not-for-profit company or organisation? * No Yes

Address of premises that you use for your organisation

Type part of an address or postcode to begin

Address 1 *

Address 2

Town *

Postcode *

[Edit address manually](#)

Total number of members *

Annual income *

Total wage roll *

Total number of volunteers *

Clubs, Groups and Societies

Quote no. 0018193

How to guide
[FAQs](#)
[Risk Management](#)
[PI Presentation Form](#)
[Subsidence Proposal Form](#)
[Paying by Instalments](#)
[Feedback](#)
[Privacy Policy](#)
[Cookie Policy](#)

For product help please call
 01323 744289

Opening Hours
 Monday - Friday 9am - 5pm

For website issues email:
anovar.online@anovar.co.uk


Begin by typing the name of the Organisation into the box provided.

The next question asks if the organisation is a registered or recognised charity or other not-for-profit organisation.

Note – this could also include:

- any Charitable Incorporated Organisation (CIO)
- any Community Interest Companies (CIC)
- social enterprises; and
- Organisations holding charitable status (not included in the above)

For-profit companies or organisations are also acceptable on the Clubs, Groups and Societies product, but Trustees Indemnity is not available for these organisations.

Is the organisation a registered or recognised charity or other not-for-profit company or organisation? *	<input type="button" value="No"/>	<input type="button" value="Yes"/>	
---	-----------------------------------	------------------------------------	---

To enter the Address of the Organisation, enter their Postcode or part of their address in the box provided.

Address of premises that you use for your charity or organisation

Type part of an address or postcode to begin

Address 1 *

Address 2

Town *

Postcode *

[Edit address manually](#)

A selection of addresses will begin to appear. If the correct address is displayed, you can click on this to select. If the address is not yet displayed, continue entering the first line of the address or postcode.

Address of premises that you use for your charity or organisation

Bn21 Designs, 9 Terminus Road Eastbourne, BN21 3QJ

BN2 1SD St. Johns Mews, Brighton - 9 Addresses >

Red Zebra, Po Box 3112 Brighton, BN2 1UB

Royal Mail, Eastbourne Delivery Office, 3 Upperton Road Eastbourne, BN21 1AA

Christian Copyright Licencing International, Po Box 1339 Eastbourne, BN21 1AD

BN21 5AE Walls Lane, Eastbourne - 2 Addresses >

BN21 1AF Southfields Road, Eastbourne - 50 Addresses >

[Edit address manually](#)

If you type the Organisation's Postcode you will be told how many addresses there are within this postcode.
In the example below, there are 4.



Address of premises that you use for your charity or organisation

BN21 3UR

BN21 3UR: St Leonards Road, Eastbourne - 4 Addresses

Address 1 *

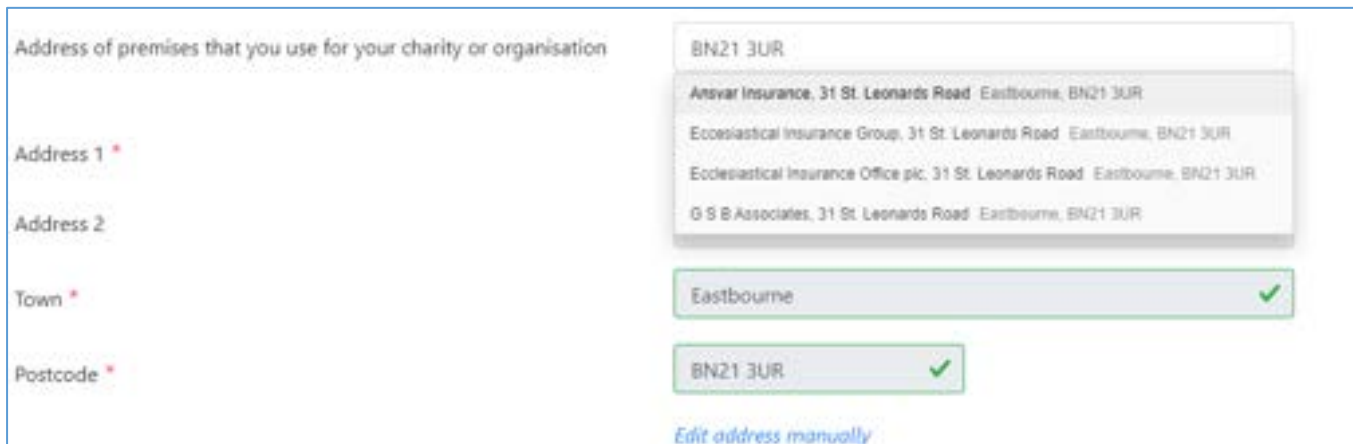
Address 2

Town *

Postcode *

[Edit address manually](#)

Click on this box and the 4 addresses will appear. If the address of the Organisation is within this list, click on it and the remaining fields will auto-populate.



Address of premises that you use for your charity or organisation

BN21 3UR

Avoyr Insurance, 31 St Leonards Road Eastbourne, BN21 3UR

Ecclesiastical Insurance Group, 31 St Leonards Road Eastbourne, BN21 3UR

Ecclesiastical Insurance Office plc, 31 St Leonards Road Eastbourne, BN21 3UR

G S B Associates, 31 St Leonards Road Eastbourne, BN21 3UR

Address 1 *

Address 2

Town * Eastbourne ✓

Postcode * BN21 3UR ✓

[Edit address manually](#)

If you type part of the Organisation's address you'll be provided with a list of possible options. If one of these is the correct address, click on it and the remaining fields will auto-populate.

In the example below, you will see the option we require has matched a postcode but has a possible 4 further options. See [Postcode Search](#) for the correct procedure.

Address of premises that you use for your charity or organisation

Address 1 *

Address 2

Town *

Postcode *

31 St Leonards Road

31 St Leonards Road Bradford, BD9 5QE

31 St Leonards Road Bournemouth, BH2 8QH

31 St Leonards Road Hove, BN2 8QP

31 St Leonards Road Eastbourne, BN21 3UR - 4 Addresses

31 St Leonards Road Horfield, Bristol, BS7 8SH

31 St Leonards Road Hythe, CT21 9EN

31 St Leonards Road London, E14 0GB

BN21 3UR ✓

[Edit address manually](#)

When completed, the address will appear like this:

Address of premises that you use for your charity or organisation

31 St Leonards Road

Type part of an address or postcode to begin

Address 1 *

Ansvar Insurance ✓

Address 2

31 St Leonards Road

Town *

Eastbourne ✓

Postcode *

BN21 3UR ✓

[Edit address manually](#)

If this is incorrect, you can click on '[Edit address manually](#)' and type over the incorrect segments of the address, as required.

Please edit the address below ensuring you include the building name/number in the first line

Address 1 *	<input type="text" value="Ansvar Ind"/>	✓
Address 2	<input type="text" value="31 St. Leonards Road"/>	
Town *	<input type="text" value="Eastbourne"/>	✓
Postcode *	<input type="text" value="BN21 3UR"/>	✓

The membership of the organisation should include any person, other than any employee, who has joined the club or group and participates in its activities.

Use the 'slider' to increase the number of members, which goes up in bands (25, 50, 100, 250, 500, 750, 1,000 or 2,000).

Total number of members *	50	<input type="range"/>
---------------------------	-----------	-----------------------

Annual Income is the total amount of income the organisation expects to receive in a year. This should include:

- Donations and legacies
- Income earned through the organisation's activities (eg. fundraising, retail sales, membership fees, rental income)
- Grants and other funding they are expected to be awarded
- Any income they earn from investments

If the organisation doesn't know what their income will be, an estimate is acceptable.

Annual income * 


Total wage roll is the total amount the organisation pays out to any employees.

Total wage roll *

Total number of volunteers should include all volunteers who help the organisation with their charitable activities.

Total number of volunteers * 

The Trade and Assumed activities will be pre-populated based on your selection on the 'Get a quote' page.

Trade	Book club
Assumed activities	Talks, presentations and seminars 
	Debating
	Add another activity

If the Organisation is involved with more activities than listed, you can add more activities by clicking on 'Add another activity'

[Note: You can see the full list of activities by clicking on the '[Full list of activities](#)' link, which will open in a separate window. This list also includes activities we are unable to quote for in *red italic*.]

After clicking on 'Add another activity' a new box will appear. If you begin typing the name of the activity you need to add, a list will appear. Simply choose the relevant activity from this list.

Additional activities

A

- Abseiling
- Activism and political lobbying
- Advice or counselling services

Delete activity

You have the option to add up to 8 additional activities. You can also delete these activities should you no longer require them.

Additional activities

Abseiling

Type the first few letters to start searching

8

- Abseiling
- Activism and political lobbying
- Aerobics

Delete activity

Delete activity

The next question is a free-type box, asking for the year in which the Organisation was first established. Add the appropriate year, as requested.

Year charity or organisation established *

1981

✓

Confirm whether the organisation works with children or vulnerable adults. If this is answered 'yes', further questions will appear regarding safeguarding and DBS checks which you will need to answer.

Do you work unsupervised with children or vulnerable adults? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you have a written safeguarding policy? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
You confirm that all persons working with children or vulnerable adults have undergone Disclosure and Barring Service (DBS) or equivalent checks at the level appropriate to their role prior to engagement in those duties *	<input checked="" type="radio"/> Yes	<input type="radio"/> No

If the Charity or Organisation has not had any Claims or incidents which may give rise to a claim (whether insured or not) within the last five years, then you can click 'No' to the following question.

Have there been any claims or incidents that may give rise to a claim, whether insured or not, within the last five years? *	<input type="radio"/> No	<input type="radio"/> Yes
--	--------------------------	---------------------------

However, if the answer to this question is 'Yes' the page will expand to reveal some more questions, specific to the claim.

Date of loss (mm yy)	Claim type	Brief description	Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="button" value="Remove Claim"/>
<input type="button" value="Add Claim"/>				

Complete these questions by clicking on each box. The first 3 boxes have drop down lists for you to pick an appropriate answer. The remaining two boxes ('Brief description' and 'Cost' are free-format).

You can add up to 5 claims using the 'Add Claim' button or can remove a claim, using the 'Remove Claim' button.

Note – 'Date of Loss (mm yy)' comprises of two boxes, Month and Year.

As per below example:

Date of loss (mm yy)

03 ✓	2020 ✓
------	--------

If you answer 'Yes' to our Previous Insurance question, the page expands to obtain a few more details.

Are you now or have you previously been insured against any of the risks proposed? *

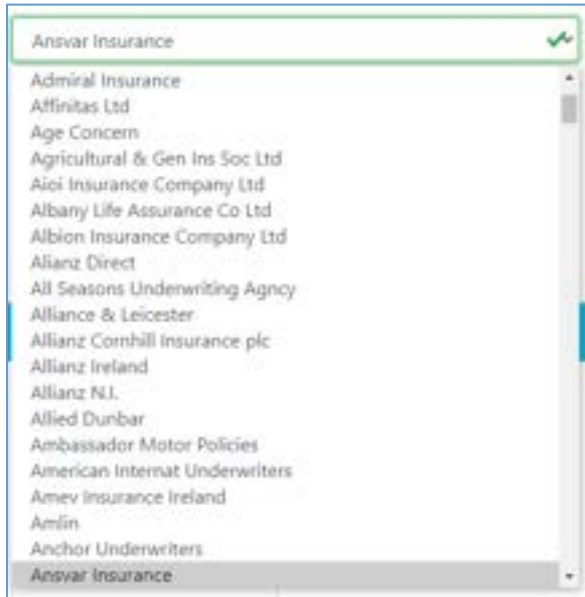
No Yes

Previous insurer

Previous policy number

Expiry date

The 'previous insurer' question has a drop down box with a list of insurers to choose from. Once clicked, you can also begin typing the name of the Insurer you are looking for, to aid your search.



If you have the valid 'Previous policy number' you should add this.

Previous policy number	<input type="text" value="123456789"/>	✓
------------------------	--	---

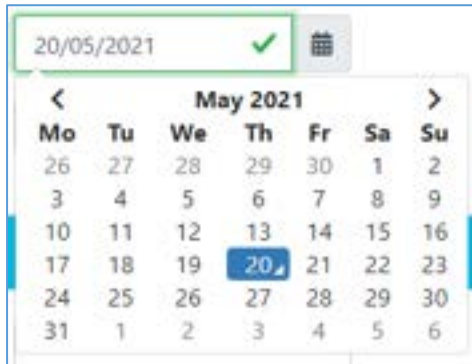
If you know the 'Expiry date' of the previous insurance, you should enter this too.

Expiry date	<input type="text"/>	📅
-------------	----------------------	---

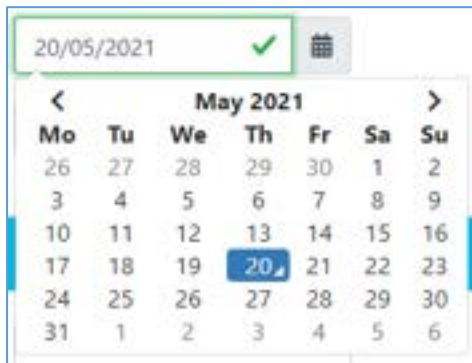
You can either enter the date manually, or search for the date using the Calendar function.



The default date which appears will be today's date.



'Start date of cover' uses a similar Calendar function to 'Expiry date,' so you can complete this in the same way to confirm the date the Organisation requires insurance from.



Note – You can obtain a quotation up to 30 days in advance of the required 'Start date of cover.'

[Back to Index](#)

Once you have completed the information above, there are a few questions regarding 'Client details.'

If you only require a quick quotation, you do not have to complete these immediately. However, if the Organisation decides to take up the quotation you later retrieve, you will be asked for this information again at that point.

Client details

Title

First name

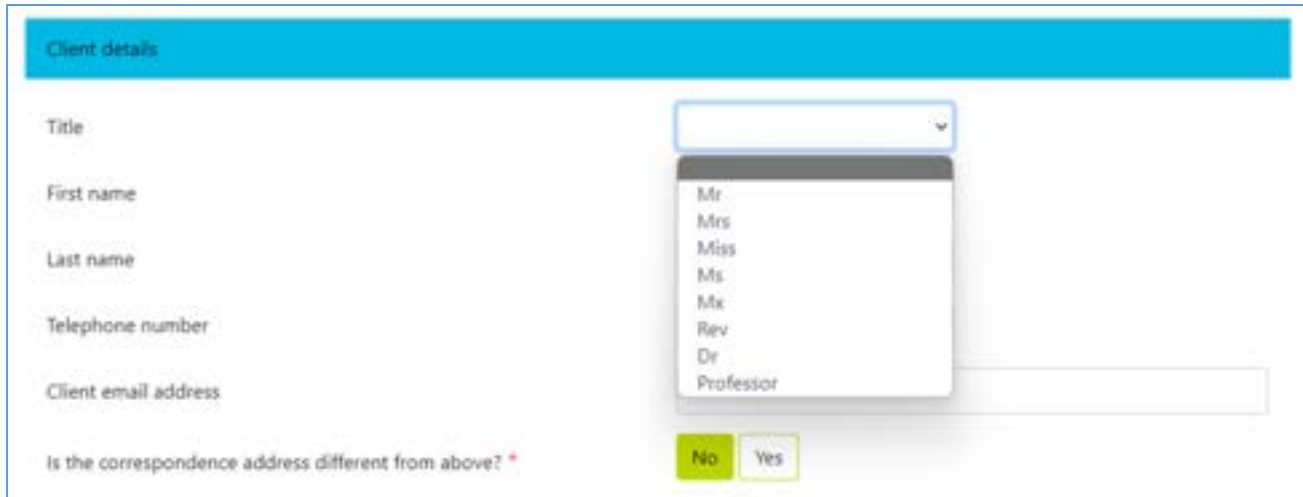
Last name

Telephone number

Client email address

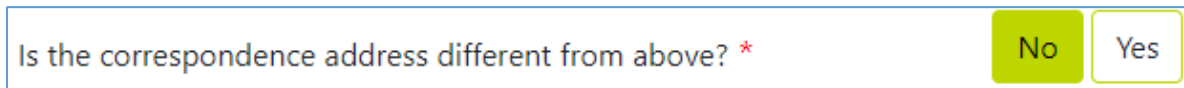
Is the correspondence address different from above? *

Most of the information in the 'Client details' section is free-format and can be completed accordingly. However, there is a drop down box, with a list of options, for client's 'Title.' Click on the most suitable option.



The screenshot shows a form titled 'Client details' with a blue header. The form contains several input fields: 'Title' (with a dropdown menu), 'First name', 'Last name', 'Telephone number', and 'Client email address'. The dropdown menu for 'Title' is open, showing a list of options: Mr, Mrs, Miss, Ms, Mx, Rev, Dr, and Professor. Below the 'Client email address' field, there is a question: 'Is the correspondence address different from above? *' with two buttons: 'No' (highlighted in green) and 'Yes'.

If the 'Correspondence address' is different from the address given at the start of the quotation click 'Yes' to the question below



This is a close-up of the question 'Is the correspondence address different from above? *' with two buttons: 'No' (highlighted in green) and 'Yes'.

The page will expand and you can enter the 'Correspondence address' details in the same way as you entered the Charity or Organisation '[Address](#)' earlier.

Is the correspondence address different from above? *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Correspondence address	<input type="text" value="e.g. 'BN21 3UR' or '31 St Leonards Road'"/> <i>Type part of an address or postcode to begin</i>
Address 1 *	<input type="text" value="Ansvar Insurance"/>
Address 2	<input type="text" value="31 St. Leonards Road"/>
Town *	<input type="text" value="Eastbourne"/>
Postcode *	<input type="text" value="BN21 3UR"/>
	Edit address manually

Once you are happy with the answers on this page, you can click 'Next.'

Alternatively, you can click 'Back' which will take you to '[Data Privacy Notice](#)' and the details you have entered will not be saved.

<input type="button" value="← Back"/>	<input type="button" value="Next →"/>
---------------------------------------	---------------------------------------

Floating Covers

If you click 'Next' you will be taken to the Floating Covers page.

Public and Products Liability	<input checked="" type="checkbox"/> Not required	<input type="checkbox"/> Required
Employers Liability	<input checked="" type="checkbox"/> Not required	<input type="checkbox"/> Required
Trustees and Directors Indemnity	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Professional Indemnity	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
All Risks	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Money	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Personal Accident	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Goods in Transit	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Fidelity Guarantee	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Reputational Risk	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Motor Policy Compensation	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Legal Expenses	<input type="checkbox"/> Not required	<input type="checkbox"/> Required
Cyber	<input type="checkbox"/> Not required	<input type="checkbox"/> Required

Clubs, Groups and Societies

Quote no. 0018193

How to guide
 FAQs
 Risk Management
 PI Presentation Form
 Subsidence Proposal Form
 Paying by Instalments
 Feedback
 Privacy Policy
 Cookie Policy

For product help please call:
 01323 744289

Opening Hours:
 Monday - Friday 9am - 5pm

For website issues email:
 arnvar.online@arnvar.co.uk

Click 'Required' on the cover options the customer needs and further questions will appear.

Note – As a minimum, either Public and Products Liability or Employers Liability must be selected to obtain a quote.

Trustees and Directors Indemnity will only be available when it has been confirmed that the organisation is not-for-profit.

[Back to Index](#)

Public and Products Liability

Public and Products Liability

Not required
 Required

Indemnity limit
 £2,000,000
 £5,000,000
 £10,000,000

Is hirer's indemnity required? *
 No
 Yes

Do you sell or supply any goods to the United States of America or Canada? *
 No
 Yes

Do you undertake any work abroad, other than clerical work? *
 No
 Yes

- Select the Indemnity Limit most appropriate to the Organisation.
- Confirm if Hirer's Indemnity is required, 'Yes' or 'No'
- Confirm if the Charity or Organisation sell or supply any goods to the USA or Canada. If 'Yes' a few more questions will appear.

Estimated annual turnover for sales and services * £

Description of goods *

- Confirm the annual turnover for sales and services.
 - 'Description of goods' is a free-type box, there is not a drop down list to choose from. Please enter a clear description, as appropriate, e.g.
- Confirm if, other than of a clerical nature, the client undertakes any work abroad.

Employers Liability

Employers Liability



Indemnity limit £10,000,000

Employee Description	Wages	
<input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text" value="£"/>	<input type="button" value="Delete"/> <input type="button" value="Add"/>
Total wages	£5,000	

If 'Employers Liability' is selected, an indemnity of £10,000,000 is automatically given. However, you must now provide an 'Employee Description' and appropriate 'Wages.' There is a drop down box available for 'Employee Description,' simply select the option which is most appropriate and then add the total 'Wages' paid for that 'Employee Description.'

- Actors or performers
- Adventure centre or sports instructors/trainers
- Animal welfare
- Building maintenance (construction wrk not height)
- Building maintenance (not construction/height wrk)
- Carers (high dependency disability or incapacity)
- Carers (mental health work/drug or alcohol rehab)
- Carers or nurses (not rehab or high dependancy)
- Caretaker/cleaner (not building maintenance)
- Catering or hospitality staff
- Clerical or administration
- Drivers (collection/delivery/community transport)
- Estate management (not construction/height work)
- Fundraisers (street collection, stalls, fetes)
- Gardener (market gardener)
- Gardener/groundsperson (including tree surgery)
- Gardener/groundsperson (not tree surgery)
- Height workers/restoration staff
- Manual workers (not otherwise specified)

Note – the ‘Total wages’ must match the ‘[Total Wage Roll](#)’ you entered on the previous page.

Employee Description	Wages		
Caretakers 	£ 500 	Delete	Add
<i>Individual wages must equal total wages</i>			
Total wages	£5,000		

You can add up to 4 different ‘Employee Descriptions’ by clicking on the ‘Add’ button or remove an ‘Employee Description’ by clicking the ‘Delete’ button.

Delete	Add
--------	-----

Trustees and Directors Indemnity*

Click on the Indemnity Limit which best suit the Organisation’s needs.

Trustees and Directors Indemnity	Not required	Required
Indemnity limit	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input type="radio"/> £100,000 <input type="radio"/> £250,000 <input type="radio"/> £500,000 <input type="radio"/> £1,000,000 <input type="radio"/> £2,000,000 <input type="radio"/> £5,000,000

*This cover is available for not-for-profit organisations only.

Professional Indemnity

Click on the Indemnity Limit which best suit the Organisation's needs.

Professional Indemnity

Indemnity limit

Confirm whether the organisation currently holds Professional Indemnity cover. If they do, enter the date from which uninterrupted cover has been held.

Professional Indemnity

Indemnity limit

Do you currently hold professional indemnity cover? ⓘ

Professional indemnity retroactive date ⓘ

Once you have done this, you can add the professional services. Select a category of services on the left:

Professional Indemnity

Indemnity limit

Do you currently hold professional indemnity cover? ⓘ

Professional indemnity retroactive date ⓘ

Please select all the activities you undertake from the list below. Should you have any activities which are not listed please contact your insurance advisor. [Full activity list](#)

- Arts and culture
- Other
- Provision of advice
- Support services
- Training or education services
- Work with young people

[Back to Index](#)

And then choose a service within that category on the right:

The screenshot shows a form for 'Professional indemnity' with a 'Required' status. The indemnity limit is set to £100,000. The user has selected 'No' for 'Do you currently hold professional indemnity cover?'. The retroactive date is empty. A dropdown menu is open, showing a list of activities: 'Care/s support group', 'Environmental advice (recycling, etc. - not water management)', 'Information agency', 'Information on specific illness or medical conditions', and 'Signposting (i.e. referring to other organisations)'. A 'Delete activity' button is visible next to the dropdown.

Additional activities can be added using the 'Add another activity' button, and activities can be deleted using the 'Delete activity' buttons. The full list of available professional services, including the categories they are in, can be viewed by clicking the 'Full activity list' button.

The screenshot shows the same form as above, but now with several activities selected. The retroactive date is set to 01/01/2020. The selected activities are: 'Provision of advice', 'Support services', 'Arts and culture', 'Training or education services', 'Care/s support group', 'Befriending', 'Arts or music therapy', and 'Adult sports or leisure activities/training'. Each activity has a 'Delete activity' button next to it. An 'Add another activity' button is at the bottom.

All Risks

There are two parts to the All Risks section:

- 'Unspecified items'
- 'Specified items'

Unspecified items

If a 'Unspecified items sum insured' is required, type in the amount in the appropriate box.

The amount you enter will affect what will appear in the 'Single item limit' drop down box below. The 'Single item limit' cannot be more than half of the 'Unspecified items sum insured.' For example, if you choose an 'Unspecified items sum insured' of £1,000 (the minimum amount acceptable), the only option available to you under 'Single item limit' will be £500.

[Back to Index](#)

However, if you choose an 'Unspecified items sum insured' of £5,000 you will be given options up to £2,500.

£	5000	✓
▼		
£500		
£1,000		
£1,500		
£2,000		
£2,500		

Choose the most suitable 'Unspecified items sum insured' and 'Single item limit' for the Organisation.

Once you have done this, you will need to select the Geographical limit the 'Unspecified items sum insured' applies to.

Geographical limits	United Kingdom	Europe	Worldwide
---------------------	----------------	--------	-----------

Specified items

If 'Specified items' are required, click 'Add Specified item.'

Specified items	Add Specified Item
-----------------	--------------------

Once you have done this, some more options will appear (similar to how 'Claims' were entered on the previous page).

Item type	Description of item (e.g. make/model/serial number)	Sum insured	Geographical limits	
▼		£	United Kingdom	Delete Item

Start by selecting the 'Item type' from the drop down options available.

Item type

Camera/photographic/TV/video
Camping equipmt/tents/marquees
Computer/laptops/tablets
Groundsman eq/forklift/trailer
Medical equipment
Mobile phone/handheld devices
Musical instruments
Office machinery
Painting/sculpture/monument
Personal possessions
Regalia/trophy/cups/medals
Sports equipment
Wheelchair/mobility equipment
Other

Then enter an appropriate description in the free-type box provided. Try to give as many details about the item as possible.

Description of item (e.g. make/model/serial number)

Apple iMac 5k 27" Serial Number 123456789 ✓

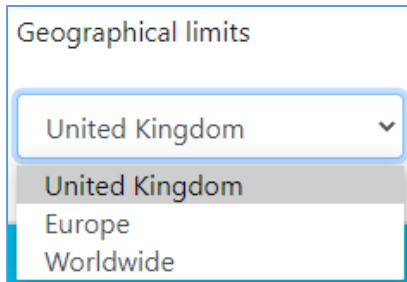
You'll then need to enter the appropriate sum insured for the item.

Sum insured

£ 1605 ✓

[Back to Index](#)

As well as the Geographical limits from the appropriate drop down box.



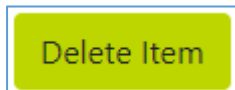
A screenshot of a web form titled "Geographical limits". It features a dropdown menu with a light blue border. The selected option is "United Kingdom", which is highlighted with a grey background. Below the selected option, the other two options, "Europe" and "Worldwide", are visible. A small downward-pointing arrow is located to the right of the selected text.

You have the option of adding more 'Specified items' by clicking on the 'Add Specified Item' box.



A rectangular button with a yellow-green background and a thin blue border. The text "Add Specified Item" is centered on the button in a dark grey font.

Or, you can delete 'Specified items' by clicking on the 'Delete item' button.



A rectangular button with a yellow-green background and a thin blue border. The text "Delete Item" is centered on the button in a dark grey font.

Money

If you select 'Money' cover, some of the answers will have already defaulted in for you.

Money	Not required	Required
Sum insured (during business hours/in transit)	£ 5000	
Safe limit	£ 5000	
Personal accident assault benefit		£10,000/£100 per week

The 'Sum insured' and 'Safe Limit' of £5,000 is the minimum amounts applicable. You can however increase these limits should the Organisation require.

The 'Personal accident assault benefit' cannot be amended.

Personal Accident

If you select 'Personal Accident' cover, the answers will have already defaulted in for you.

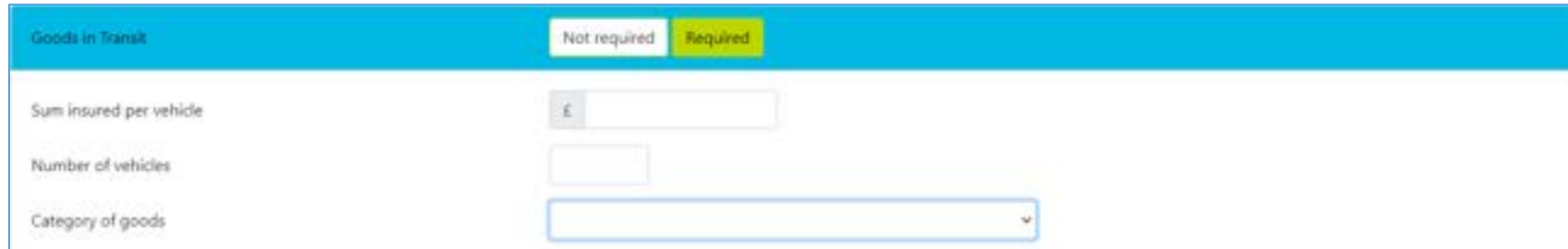
Personal Accident	Not required	Required
Sum insured (16 to 65 years)		<input checked="" type="radio"/> £10,000/£100 per week <input type="radio"/> £15,000/£150 per week <input type="radio"/> £20,000/£200 per week <input type="radio"/> £25,000/£250 per week
Reduced benefits apply to the following categories:		Employees/volunteers aged 66-75 years - £10,000/£50 per week Employees/volunteers aged 76-80 years - £5,000/£25 per week

You can of course change the 'Sum insured' accordingly, as required by the Organisation, by clicking on any of the 4 options.

<input checked="" type="radio"/> £10,000/£100 per week	<input type="radio"/> £15,000/£150 per week	<input type="radio"/> £20,000/£200 per week	<input type="radio"/> £25,000/£250 per week
--	---	---	---

Goods in Transit

If the Organisation requires Goods in Transit cover, type in the 'Sum insured per vehicle' and the 'Number of vehicles' in the appropriate boxes.



Goods in Transit

Not required Required

Sum insured per vehicle £

Number of vehicles

Category of goods

You must then select the most suitable 'Category of goods' the Organisation move in transit, from the drop down box.



Audio/Visual and Photographic Equipment

Books or Documents

Building or Horticultural Materials

China or Glass

Clothing (excluding Laundry)

Computers and Electrical Equipment

Electrical Appliances

Food and Drink (excluding Wines and Spirits)

Footwear

Furniture

Metal Goods (excluding Non-Ferrous Metals)

Musical Instruments

Fidelity Guarantee

Click on the Indemnity Limit which best suit the Organisation's needs.

Fidelity Guarantee	Not required	Required			
Indemnity limit	£5,000	£25,000	£50,000	£100,000	£250,000

Confirm whether the organisation currently holds Fidelity Guarantee cover. If they do, enter the date from which uninterrupted cover has been held.

Fidelity Guarantee	Not required	Required			
Indemnity limit	£5,000	£25,000	£50,000	£100,000	£250,000
Do you currently hold fidelity guarantee cover?	No	Yes	<i>i</i>		
Fidelity guarantee retroactive date	01/01/2020	✓	📅		

Reputational Risks

There are two parts to this cover:

- 'Libel and Slander'
- 'PR Crisis - any incident cover'

Click on the options which best suit the Organisation's needs.

Reputational Risks	Not required	Required		
Libel and Slander	£100,000	£250,000	£500,000	
PR Crisis - any incident cover	£5,000	£10,000	£25,000	£50,000

Motor Policy Compensation

Click on the 'Sum insured' which best suit the Organisation's needs.

Motor Policy Compensation	<input type="button" value="Not required"/> <input checked="" type="button" value="Required"/>
Sum insured	<input checked="" type="button" value="£250"/> <input type="button" value="£500"/> <input type="button" value="£750"/> <input type="button" value="£1,000"/>
Number of volunteer drivers	<input type="text"/>

Then, in the free-type box, enter the total 'Number of volunteer drivers' working for the Charity or Organisation.

Legal Expenses

If 'Legal Expenses' cover is selected, the 'Sum Insured' of £250,000 is automatically defaulted. This cannot be increased or decreased.

Legal Expenses	<input type="button" value="Not required"/> <input checked="" type="button" value="Required"/>
Sum insured	<input checked="" type="button" value="£250,000"/>

Cyber

To request 'Cyber' cover, after clicking 'Required,' there is a series of 8 mandatory questions which you must answer either 'Yes' or 'No' to.

These questions are very important, so please take the time to read through them carefully with the customer.

There is an email and internet usage policy to manage email use and prevent access to inappropriate or potentially damaging websites that employees are expected to follow *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
When recruiting new employees you undertake background checks including credit checks and DBS checks where required before employment is offered *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If making payments online or transferring money you have documented procedures in place to ensure that payment requests are genuine and verified before making payments *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Data backups are performed at least every 7 days. If a service provider processes or stores data for you make sure that the terms of the contract between you and the service provider allow data to be backed-up in line with this condition *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Use data storage and service providers that are based in the United Kingdom, Channel Islands or Isle of Man *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
There is a firewall in place which controls access to your computer system *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Your computer system is protected with up-to-date anti-virus software which is paid for and not freely available and is updated at least every 7 days *	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does your organisation handle or process any special categories of personal data, as defined under the General Data Protection Regulation or Data Protection Act 2018? *	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Once all 8 of these questions have been answered you will need to select a 'Sum insured' and confirm whether cyber crime is to be included within the cover or not.

Sum insured	<input type="button" value="£25,000"/>	<input type="button" value="£50,000"/>	<input type="button" value="£100,000"/>
Include cyber crime	<input type="button" value="No"/>	<input type="button" value="Yes"/>	

Once you have added the required floating covers of the Organisation and answered the necessary questions, you can click 'Next' to move forward or click 'Back' which will take you back to the '[Organisation Information](#)' page.



Note – if you click 'Back' the answers you have given on the '[Floating covers](#)' page will not yet have been saved. They are only saved once you click 'Next'.

After clicking 'Next' on the '[Floating covers](#)' page, you will be taken to the Property Damage page:



From here, you have the option to '[Add Location](#)', if the Organisation has any Property Damage requirements.

If the Organisation does not require Property Damage cover, continue through the quote to the '[Risk Management Self-Assessment Form](#)' page without adding any Property Damage cover, by clicking 'Next'.

Add Location

If you click on 'Add Location' you will be taken to a Location page where you need to enter information about the property which the Organisation wishes to insure.

You can add more than one location and the following details must be entered for each.

The first question is regarding the 'Address.' You can complete this in the same way you completed the 'Address' on the 'Organisation Information' page.

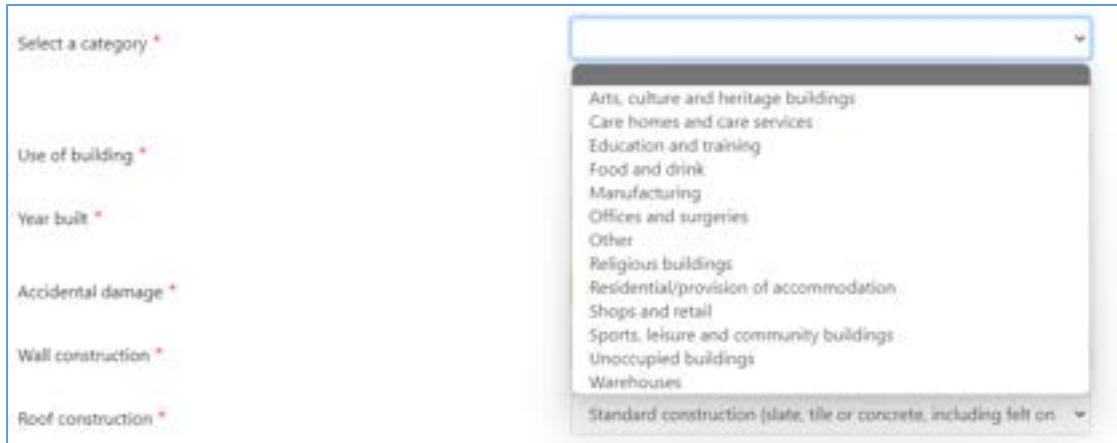
The screenshot shows a form titled "Location 1" with a search bar and several input fields. The search bar contains the text "e.g. 'BN21 3UR' or '31 St Leonards Road'". Below the search bar, there are four input fields with dropdown menus:

- Address 1 * : Ansva Insurance
- Address 2 : 31 St. Leonards Road
- Town * : Eastbourne
- Postcode * : BN21 3UR

At the bottom of the form, there is a link that says "Edit address manually".

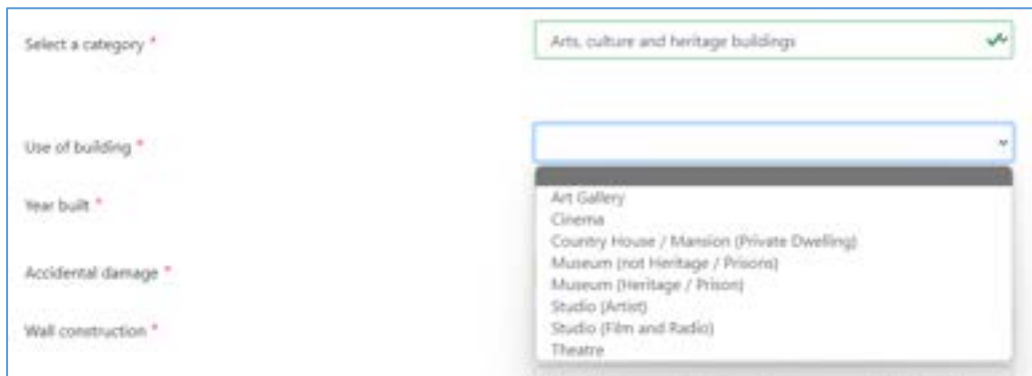
Use of building

To confirm the use of the building, first select a category:



The screenshot shows a form with several fields on the left: 'Select a category *', 'Use of building *', 'Year built *', 'Accidental damage *', 'Wall construction *', and 'Roof construction *'. On the right, a dropdown menu is open, displaying a list of building categories: 'Arts, culture and heritage buildings', 'Care homes and care services', 'Education and training', 'Food and drink', 'Manufacturing', 'Offices and surgeries', 'Other', 'Religious buildings', 'Residential/provision of accommodation', 'Shops and retail', 'Sports, leisure and community buildings', 'Unoccupied buildings', and 'Warehouses'. At the bottom of the dropdown, there is a greyed-out option: 'Standard construction (slate, tile or concrete, including felt on'.

Then select the use of building. The list available under this section will depend on the category you have chosen above.



The screenshot shows the same form as above, but now the 'Select a category' field is filled with 'Arts, culture and heritage buildings' and has a green checkmark. The 'Use of building' dropdown menu is open, showing a list of specific building uses: 'Art Gallery', 'Cinema', 'Country House / Mansion (Private Dwelling)', 'Museum (not Heritage / Prisons)', 'Museum (Heritage / Prison)', 'Studio (Artist)', 'Studio (Film and Radio)', and 'Theatre'.

If you are having trouble finding the use of building description required, use the 'Full use of building list' button to view the full list.

Select a category *

If you are having trouble finding the **Use of Building** description you need, please click the button below to display the full list.

Use of building *

[Full use of building list](#)

Year built

Enter the year in which the premises to be insured was built. If the exact year is unknown, a rough estimation is acceptable.

Year built *

!

Please enter a value or select Not known

Not known

A year must be provided if Buildings are to be insured. However, if no Buildings cover is required and the year of build is unknown, you can tick 'not known'.

Accidental Damage

Select either 'Yes' or 'No' depending on whether the Organisation requires 'Accidental damage' cover.

Accidental damage *

Construction

Construction is split into 3 parts:

- 'Wall construction'
- 'Roof construction'
- 'Floor construction'

Wall construction *	Standard construction (brick, stone or concrete) ▼
Roof construction *	Standard construction (slate, tile or concrete) ▼
Floor construction *	Timber ▼

Each of these options already have 'Standard construction' defaulted in for you.

If the construction is anything other than Standard, you should click on the appropriate drop down box and select from the list provided.

'Wall Construction'

Standard construction (brick, stone or concrete) ▼

- Standard construction (brick, stone or concrete)
- Asbestos
- Cob/clunch/rammed earth
- Modern light timber frame - brick/tile cladding
- Volumetric/modular/pod
- Other
- Prefabricated building - non-combustible materials
- Prefabricated building - combustible materials
- Plastic
- Steel frame - blockwork, brick or tile cladding
- Steel frame - iron/metal cladding
- Steel frame - timber cladding
- Steel frame - glass cladding (curtain wall)
- Structurally Insulated Panels (SIPS) LPS approved
- Structurally Insulated Panels (SIPS) non-approved
- External timber frame - brick/stone infill
- External timber frame - plaster/timber infill
- Timber
- Timber frame - iron/metal cladding
- Wattle & daub

'Roof Construction'

Standard construction (slate, tile or concrete) ▼

- Standard construction (slate, tile or concrete)
- Asphalt on metal deck
- Asphalt on timber
- Asbestos
- Ethylene Propylene Diene Monomer (EPDM)
- Fibreglass on timber
- Felt on timber (>20%)
- Glass
- Green roof on non-combustible deck
- Green roof on combustible deck
- Corrugated iron
- Profiled metal (not lead/copper/aluminium)
- Lead/copper/aluminium
- Volumetric/modular/pod
- Other
- Plastic/polycarbonate
- Shingle
- Structurally Insulated Panels (SIPS) LPS approved
- Structurally Insulated Panels (SIPS) non-approved
- Thatch

'Floor Construction'

Timber ▼

- Concrete
- Concrete ground with timber above
- Other
- Timber

Security

Security is split into 3 parts:

- 'Fire protection or suppression'
- 'Sprinkler system'
- 'Intruder alarm'

Fire protection or suppression *	No fire protection or suppression
Sprinkler system *	No sprinkler system
Intruder alarm *	No intruder protection

A default option has been completed.

However, if the security details are anything other than the default options, you should click on the appropriate drop down box and select from the list provided.

'Fire protection or suppression'

No fire protection or suppression
No fire protection or suppression
Full protection (L1/P1) - audible only
Full protection (L1/P1) with remote signalling
Kitchen fire suppression plus full protection (L1/P1) - audible only
Kitchen fire suppression plus full protection (L1/P1) with remote signalling
Kitchen fire suppression
Kitchen fire suppression plus partial protection (L1/P1) - audible only
Kitchen fire suppression plus partial protection (L1/P1) with remote signalling
Partial protection (L1/P1) - audible only
Partial protection (L1/P1) with remote signalling

'Sprinkler system'

No sprinkler system
No sprinkler system
28th Edition
29th Edition (BS5306 EN 12845)
Partial sprinkler system
Residential system (BS9251)
Water mist system (BS8458 or BS8489)

'Intruder alarm'

No intruder protection
No intruder protection
Audible only
Remote signalling - dual path
Remote signalling - single path
Roof alarm system only
Roof alarm system plus audible alarm only
Roof alarm system plus remote signalling - dual path
Roof alarm system plus remote signalling - single path

Listed status

'Not Listed' will default here.

Listed status *

If the property is listed, you should select the type of listing in the drop-down.

Not listed

- Not listed
- Grade 1 - England & Wales
- Grade 2 - England & Wales
- Grade 2* - England & Wales
- Grade A - Northern Ireland
- Grade B+ - Northern Ireland
- Grade B1 - Northern Ireland
- Grade B2 - Northern Ireland
- Category A - Scotland
- Category B - Scotland
- Category C - Scotland

Buildings

Start by typing in the appropriate 'Sum insured' for the property the Organisation wishes to insure.

Buildings

Sum insured * £

Day one cover * 15%

Do you require subsidence cover? *

Day one cover is defaulted as 15%. This cannot be amended. However, if the Organisation requires more than a 15% uplift, please contact an Underwriter for assistance.

Day one cover *

If the Organisation requires Subsidence cover, click 'Yes' and a further question will appear. Answer either 'Yes' or 'No' to this follow up question to continue.

Do you require subsidence cover? *

Please confirm that the premises are located in an area free from a history of subsidence, heave, landslip or settlement and all buildings and outbuildings at the premises have never been: *

- a. damaged or affected by subsidence, heave, landslip or settlement
- b. underpinned or provided with other means of structural support
- c. built on made-up or in-filled ground

Tenants Improvements

If Buildings cover is not required, the option for Tenants Improvement will be available. If required, enter the applicable 'Sum insured.'

Tenants Improvements

Sum insured

Contents & Stock

An option for 'Contents' will appear first, after you have clicked 'Required.'

If 'Contents' is required, type in the appropriate 'Sum insured.' Note – the minimum amount for 'Contents' is £10,000.

If 'Stock' is required in addition to 'Contents,' click 'Add' and more options will appear.

Select from the drop down box which 'Stock' type the Organisation requires and enter an appropriate 'Sum insured.' - Note – the minimum amount for 'Stock' is £1,000.

You can also add one more selection, if required or remove them by clicking 'Delete.'

Contents ✓✓	£ 10000 ✓	
Stock - all other stock ✓✓	£ 1000 ✓	Delete
	£	Delete Add

Equipment Breakdown

'Equipment Breakdown' is a default cover with Property Damage, depending on what the 'Use of building' is.

If 'Use of building' is 'Caves and Gorges' for example, no 'Equipment Breakdown' cover is given and you will not be able to select it.

Equipment Breakdown	Not required	Required
---------------------	--------------	----------

If 'Use of building' is acceptable, 'Equipment Breakdown' cover will be given automatically.

Equipment Breakdown	Not required	Required
---------------------	--------------	----------

Business Interruption

If 'Business Interruption' cover is required, you will need to choose an appropriate cover from the drop down box provided.

The screenshot shows the 'Business Interruption' section of a form. At the top, there is a blue header bar with the text 'Business Interruption' and two buttons: 'Not required' (grey) and 'Required' (yellow). Below the header, there is a white input area. On the left, there is a dropdown menu. To its right is a currency symbol '£' followed by a text input field. Further right are two yellow buttons: 'Delete' and 'Add'. Below these elements, there is a label 'Indemnity period' followed by four buttons: '12 months', '24 months', '36 months', and '48 months'.

The screenshot shows a dropdown menu with a white background and a blue border. The menu is open, showing four options: 'Alternative accommodation expenses', 'Increased cost of working', 'Loss of income', and 'Rent'. The 'Loss of income' option is highlighted with a blue background.

Once selected, you should then type an appropriate 'Sum insured.'

The screenshot shows the Business Interruption form with the 'Loss of income' option selected in the dropdown menu, indicated by a green checkmark. To the right, the currency symbol '£' is followed by the value '10000' in the text input field, also with a green checkmark. Further right are two yellow buttons: 'Delete' and 'Add'.

Note – the minimum 'Sum insured' allowable is £10,000.

Finally, select an 'Indemnity period' from the options given

The screenshot shows the 'Indemnity period' section of the form. It features a label 'Indemnity period' followed by four buttons: '12 months', '24 months', '36 months', and '48 months'.

You can add a second 'Business Interruption' cover by clicking on the 'Add' button or remove covers by clicking on the 'Delete' button.

If you click on 'Add' and then click on the 2nd drop-down list you will notice the option you selected first is greyed out. This is because you cannot select the same cover twice. Select another cover from the list, if required.

Note – by selecting 'Increased cost of working' with any of the remaining covers 'Additional increased cost of working' will be applied.

Loss of Licence

If 'Loss of Licence' cover is selected, the 'Sum Insured' of £100,000 is automatically defaulted. This cannot be increased or decreased.

Loss of Licence	<input type="button" value="Not required"/> <input checked="" type="button" value="Required"/>
Sum insured	<input type="button" value="£100,000"/>

Once you have added the Property Damage covers and answered the necessary questions, you can click 'Next' to move forward or click 'Back'.



Both 'Next' and 'Back' will take you back to the Property Damage page.

If you click 'Next', the location you have added will be saved and appear at the top.

If you click 'Back' the location you have added will not be saved.

You will now have the option to delete the location/s you have added by clicking 'Delete Location'.

You will also have the option to add Terrorism cover.

If you requested 'Business Interruption' cover on any of the locations you have added and you answer 'Yes' to the 'Terrorism' question (above), you will have the option to include 'Non-Damage Business Interruption' cover.

Is Non Damage Business Interruption (NDBI) required	<input checked="" type="radio"/> No	<input type="radio"/> Yes
---	-------------------------------------	---------------------------

You still have the option to add more Locations if you need to. The process for doing this, once you have selected this option, is exactly the same as ['Add Location.'](#)

<input type="button" value="+ Add Location"/>

Once you're happy that you have added all Locations required and you have answered the ['Terrorism'](#) and ['NBDI'](#) questions, you can click 'Next' to take you to the ['Risk Management Self-Assessment Form'](#) page. If you click 'Back' you will be taken to the ['Floating Covers'](#) page.

<input type="button" value="← Back"/>	<input type="button" value="Next →"/>
---------------------------------------	---------------------------------------

Risk Management Self-Assessment Form

The questions on this page enable us to reward good insurance risk features. Answering them is optional, but if the Organisation chooses to do so they may qualify for technical discount.

Note – If the organisation answers these questions, their responses will appear in the policy documentation.

Within this page there is a series of 6 questions which you can answer either 'Yes' or 'No' to. They cover the following subjects:

- Fire prevention
- Housekeeping and maintenance
- Electrical, gas and heating installations
- Employee and volunteer training
- Health and Safety policy
- Risk assessment(s)



The screenshot shows a question titled "Fire prevention" in a blue header. Below the header, the text "You:" is followed by two bullet points: "• have documented Fire Risk Assessments which will be reviewed and updated at least once a year, and" and "• will complete a fire inspection tour of the premises at least once a year and additional inspections as needed to ensure safety standards are maintained". To the right of the text are two buttons labeled "Yes" and "No".

Once you're happy that with the information on this page, you can click 'Next' to take you to the '[Premium Page](#)' or 'Back' which will take you to the '[Add Location](#)' page.



The screenshot shows two green buttons: "← Back" and "Next →".

Referral Page

Once you have clicked 'Next' on the '[Risk Management Self-Assessment Form](#)' page you should be taken to the '[Premium Page](#).' However, on occasion, and depending on what details you have entered on the previous pages, you may be taken to the Referral Page.

Referral Required. Please click on the refer button below for this quotation to be referred to an underwriter

← Back Refer

Referral notes for underwriter attention

Annual Insurance: 31 St. Leonards Road, Eastbourne, BN21 3UR

Loss of Licence	£100,000
-----------------	----------

The top of the page will confirm you are on the Referral Page, in red.

Referral Required. Please click on the refer button below for this quotation to be referred to an underwriter

You will then be given the option to go 'Back,' which will take you to the '[Risk Management Self-Assessment Form](#)' page or 'Refer,' which will send an email to our underwriting team.

Before you click 'Refer' and send an email to our underwriting team, you have the option to type a message regarding the risk in the free-type box provided. This is to help the underwriters understand the risk a little more and to speed up the referral process.

Referral notes for underwriter attention

At the bottom of the page, you will be told what the referral relates to and which risk location the referral applies to.

Ansvar Insurance, 31 St. Leonards Road, Eastbourne, BN21 3UR	
Loss of Licence	£100,000

If you click 'Refer' you will be taken back to the 'Home Page' where you will be able to look-up your quote. The Status will show as 'Referred'.

To search for a policy please enter criteria below:

Postcode: Positions to Postcode

Name: Subjects list to policyholders matching criteria

Quote Number: Positions to Quote Number

[View Quotes](#) [View Policies](#)

Select	Quote No.	Premium	Start Date	Quote Valid Until	Policyholder Name	Address Line 1	Quote Type	Status
<input type="checkbox"/>	0018193	£00	12/01/23		Club Walkthrough	Ansvar Insurance	Clubs/Groups/Soc	Referred

[Back to Index](#)

Premium Page

If the details you have completed are acceptable to us, you will be directed to the 'Premium Page' after the 'Risk Management Self-Assessment Form' Page.

The screenshot displays a 'Quote' summary page with the following details:

- Quote number: 0019193
- Cover start date: Thursday 12th January 2023
- Quote valid until: Saturday 4th February 2023
- Charity or organisation name: Club Walkthrough
- Postcode: BN21 3UR
- Annual income: £30,000
- Total wage roll: £10,000
- Total volunteers: 10
- Total membership: 50

Navigation buttons include: Back, Amend Quote, Save Quote, and Email Quote.

	Select Cover	Essentials Package	Advantage Package	Advantage+ Package	Excess Applicable
Total Premium	£1045.62	£1025.58	£1019.60	£1157.69	
By installments	£1045.62	£1025.58	£1019.60	£1157.69	
Including IPT of	£112.00	£109.00	£109.25	£134.00	
and service charge of	0% (APR .00%)	0% (APR .00%)	0% (APR .00%)	0% (APR .00%)	
	Buy Select	Buy Essentials	Buy Advantage	Buy Advantage+	

If the risk is eligible for our packages, 4 premiums will be available:

- Select Cover (only the covers you have selected)
- Essentials Package
- Advantage Package
- Advantage+ Package

[Back to Index](#)

Details of the covers within each package are shown below the premiums on the page.

	Buy Select	Buy Essentials	Buy Advantage	Buy Advantage+	
General Cover					
Public and Products Liability	£2,000,000	£2,000,000	£2,000,000	£5,000,000	£100
Employers Liability		£10,000,000	£10,000,000	£10,000,000	
Trustees and Directors Indemnity		£100,000	£100,000	£250,000	£250
All Risks	£6,605	£6,605	£6,605	£6,605	£75
Money			£5,000/£5,000	£5,000/£5,000	£75
Personal Accident			£10,000/£100pw	£10,000/£100pw	
Goods In Transit				£5,000	£75
Fidelity Guarantee				£5,000	£250
Reputational Risks					£250
PR Crisis			£10,000	£10,000	
Libel and Slander			£100,000	£100,000	
Legal Expenses			£250,000	£250,000	
Location 1 - Ansovar Insurance, EN21 3UR					
Property Damage	£250,000	£250,000	£262,500	£277,500	£100
Buildings	£250,000	£250,000	£250,000	£250,000	
Contents			£10,000	£25,000	
Stock - All other stock			£2,500	£2,500	
Business Interruption - Loss of income	£10,000	£10,000	£25,000	£50,000	
Equipment Breakdown	Included	Included	Included	Included	£250
Terrorism	Included	Included	Included	Included	
Long Term Undertaking	No	No	No	No	
	Buy Select	Buy Essentials	Buy Advantage	Buy Advantage+	

You now have several options available to you.



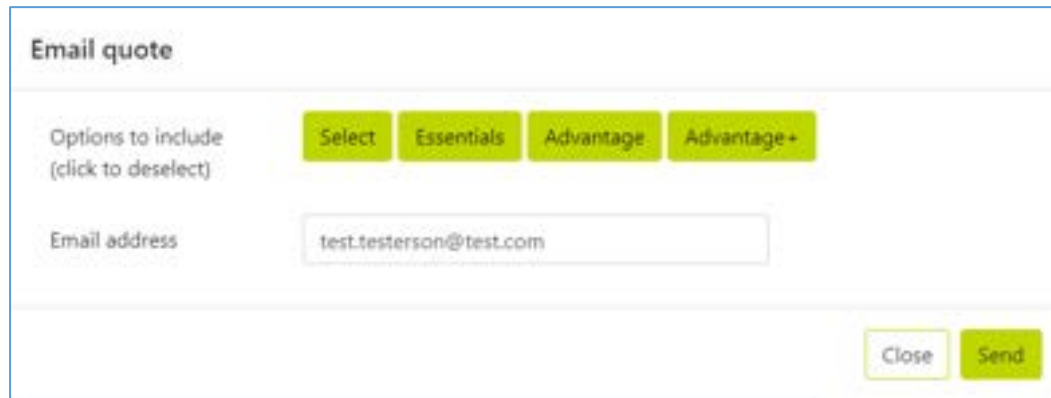
'Back' will return you to the 'Risk Management Self-Assessment Form' Page.

[Back to Index](#)

'Amend Quote' will take you to the '[Floating Covers](#)' Page so that you can go through the questions again and increase or decrease covers as you see fit.

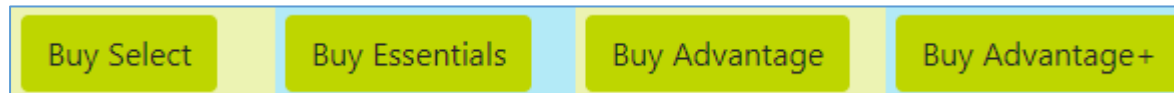
'Save Quote' will save the quote and take you back to the '[Home Page](#).' You can return to the quote at any time.

'Email quote' will allow you to email the details to yourself. When you click 'Email Quote' you'll be given a box to ask which Package option you'd like emailed to you (you can select all or just one, if you wish). You must then make sure the 'Email address' is correct and click 'Send.'



The screenshot shows a form titled "Email quote". It has two main sections. The first section is "Options to include (click to deselect)", which contains four green buttons: "Select", "Essentials", "Advantage", and "Advantage+". The second section is "Email address", which contains a text input field with the value "test.testerson@test.com". At the bottom right of the form, there are two buttons: "Close" and "Send".

You also have the option of '[Buying a Policy](#)' by clicking on the Charity or Organisation's preferred quote.



The screenshot shows a horizontal row of four green buttons with white text: "Buy Select", "Buy Essentials", "Buy Advantage", and "Buy Advantage+". The buttons are set against a light blue background.

If you scroll to the bottom of the 'Premium Page' you'll see there are a few more options available to you.



Policy discounts

Long Term Undertaking

Agent discount

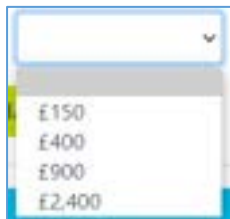
Voluntary excess

Policy discounts

If required, you can add a 'Long Term Undertaking' of 3 years for a reduced premium.

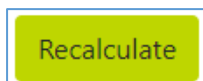
Under 'Agent Discount' you have the ability to Load or Discount the premium within the authority given. Click on the drop down box to see what options are available to you.

A 'Voluntary excess' can also be added for a reduction in premium. Click on the drop down box and select the appropriate amount.



- £150
- £400
- £900
- £2,400

Once you have made your selections, click 'Recalculate' and the premium at the top of the page will be adjusted accordingly.



Endorsements

Below the 'Policy discounts' section is a list of Endorsements which have been applied to the policy.

Endorsements
049 - Day One Non-Adjustable (Buildings)
215 - Activities

You can click on each of these endorsements and a PDF document will open, so that you can read the details.

Cover is Subject To

Finally, there is some text at the bottom of the page to confirm that cover is subject to certain requirements. Please ensure the Organisation is aware of these requirements.

COVER IS SUBJECT TO:
<ul style="list-style-type: none">* Our terms accepted within 30 days of the 'date of issue' specified on this quotation* The information on the Statement of Facts form being correct (if it is incorrect or has changed, then advise your agent/us and we will issue a revised quotation and Statement of Facts)* We may want to survey your premises and any risk improvements needed by us must be completed within the timescales we say. Please see General Condition 19 of the policy wording

Buying a Policy

- [Amend Quote](#)
- [Charity or Organisation Information](#)
- [Statement of Facts](#)
- [Pay for Policy](#)
 - [Policy Summary](#)
 - [Direct Debit Instalments](#)
 - [Agents Account](#)

If the client is happy with the quote you have provided and would like to proceed with cover, you must first [Search for the Quote](#) in the 'Home Page.'

Amend Quote

If you click 'Amend Quote' as detailed in '[Quote Search](#),' you will be taken into the '[Organisation Information](#)' page and can go back through the Quote details.

You can move through the quote by clicking 'Next' or 'Back.'



You can also make adjustments to your original Quote by reviewing the covers you entered (See '[New Quote](#)').

When the Charity or Organisation are ready to 'Buy a Policy', click 'Next' until you reach the '[Premium Page](#).' You must then choose which Package option to take up. The process for each of these options is the same.

	Select Cover	Essentials Package	Advantage Package	Advantage+ Package	Excess Applicable
Total Premium	£975.06	£1007.51	£1125.44	£1213.69	
by instalments	£975.06	£1007.51	£1125.44	£1213.69	
including IPT of	£104.46	£107.93	£120.60	£130.05	
and service charge of	0% (APR .00%)	0% (APR .00%)	0% (APR .00%)	0% (APR .00%)	
	Buy Select	Buy Essentials	Buy Advantage	Buy Advantage+	

[Back to Index](#)

Organisation Information

Organisation information

Name of organisation

Status of organisation *

Employer Reference Number (ERN) ⓘ

If you have no ERN, please confirm that you are exempt from holding one *

If you do not know your ERN, please confirm you will contact us within 28 days with the information *

Client details

Title *

First name *

Last name *

Telephone number

Client email address *

Is the correspondence address different from above? *

On this page, you will be asked to complete the information you may have missed earlier in the Quote stage that may not have been strictly necessary for the purpose of providing a premium but is required for Policy Take-up.

Complete any blank boxes by typing in the Free-text fields or selecting the Drop-Down boxes.

[Back to Index](#)

Note that the options available for 'Status of organisation' will vary depending on whether you have confirmed it's a for-profit or not-for-profit organisation.

Once complete, click 'Next' to proceed.

Statement of Facts

Please read through the information on this page to ensure it matches the details you previously entered for the Organisation.

Note – the items in ***bold italic*** are specific to the Organisation.

Clubs, Groups and Societies Statement of Facts

THE CONTRACT OF INSURANCE

- This Statement of Facts must be read in conjunction with the schedule and forms part of your contract of insurance with Anvar Insurance (we/us/our).
- If the premium is to be paid by instalments, our application form must be fully completed and received by us within 7 days of cover being accepted/renewed, otherwise payment by instalments will not be accepted by us.
- You must make sure that the information provided to us for this policy is, and will continue to be, accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and return the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing your policy.
- You must carefully check all policy documentation and certificates, if there are any inaccuracies then you must tell your insurance advisor or us immediately.
- Any policy issued will be governed by the law of England unless your legally registered address is located in Scotland in which case the law of Scotland will apply. If there is any dispute as to which law applies it shall be English law.
- We will communicate with you in English at all times.
- Your insurance advisor will be regarded as your agent acting on your behalf, and not on behalf of us, in respect of any information that has been provided by them.
- Our policy cover is underwritten by Ecclesiastical Insurance Office plc. The Legal Expenses cover is dealt with by DAS Legal Expenses Insurance Company Limited.

ORGANISATION DETAILS

1. Your
 - a. organisation is a ***Not-for-profit company/organisation***
 - b. Charity registration number is ***not applicable***
2. Year your organisation was established: **1987**
3. You have declared to us your organisation's
 - a. membership as up to **50**
 - b. income as **£30,000**
 - c. wage roll as **£70,000**
 - d. volunteers as **70**

At the bottom of the Statement of Facts page you will be presented with 3 options.

To confirm your agreement of these statements, please click the 'I Agree' button below.

← Back
✓ I Agree
✗ I Do Not Agree

You can click 'Back' and can '[Amend Quote](#)' as necessary.

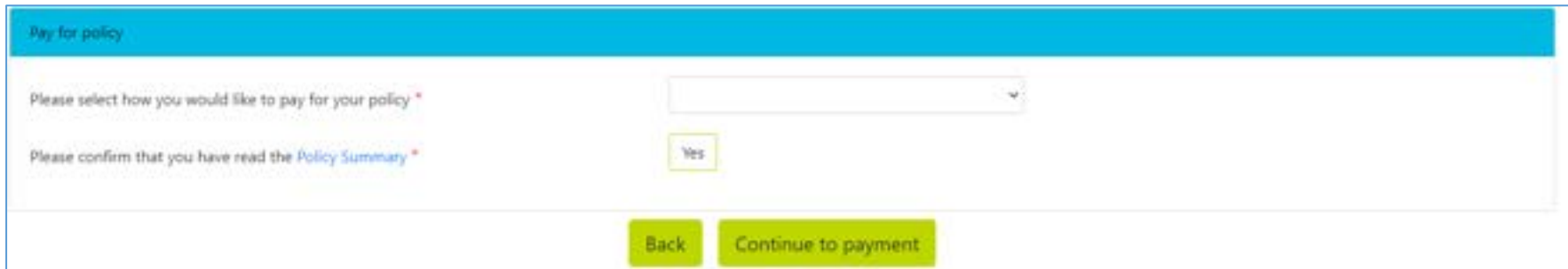
You can 'Agree' with the details within the Statement of Facts and progress with the Take-up of the policy

[Back to Index](#)

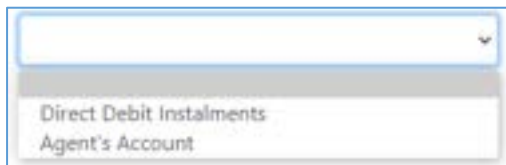
Or, you can click 'I Do Not Agree' which will take you out of the Quote and back to the [Home Page](#)

Pay for Policy

If you clicked 'Agree' you will be taken to the 'Pay for policy' page.

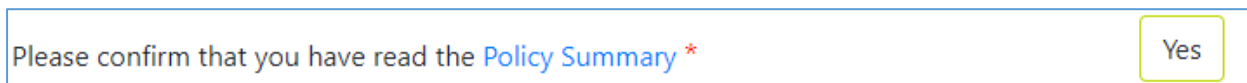


You will have two options to pay for the policy. Please select which one is more appropriate to the customer.



You must also confirm that the Organisation has read the Policy Summary for this product, by clicking 'Yes'.

The appropriate link has been provided for you, just click on 'Policy Summary' and a PDF will open.



When you are ready, please click on 'Continue to payment' (or 'Back' if you do not wish to proceed)



[Back to Index](#)

Direct Debit Instalments

If you clicking on 'Direct Debit Instalments' you must complete the appropriate form using the appropriate Drop-Down and Tick boxes. Once complete, you can click 'Confirm and Buy' (or 'Back' if you do not wish to proceed).

Payment by Instalments

Thank you for selecting our Direct Debit Instalment payment option which is a simple and effective way of helping to spread the cost of your premium across 10 months. The service charge is 0% (APR .00%).

Quote 0015491	
Total Instalment Payment is	£317.82
including Insurance Premium Tax of	£34.04
and service charge of	0% (APR .00%)
Policy Start Date	Tuesday 15th June 2021

The premium will be payable in ten monthly instalments.

We have calculated the APR on the basis that the first instalment is a month after the policy start date.

Our contact information
 Freepost E3CC-CLLI-YJBY
 Anvar Insurance
 31 St. Leonards Road
 Eastbourne, BN21 3UR
 0845 60 20 999 or 01323 737541

Your insurance cover is effective from the specified date as long as you follow these instructions:

Please download and print the [Direct Debit Instruction](#) and complete and return to Anvar at the above address within 7 working days. Failure to do so will result in your insurance policy being cancelled.

Which day of the month do you wish the direct debit to be taken from your bank account? *

Please select the following to confirm your acceptance of our conditions

I confirm I have budgeted for this expense *

I confirm I have read the [Adequate Explanation](#) *

I confirm I have printed the [Direct Debit Instruction](#) *

I understand the Direct Debit Instruction needs to be completed and returned to Anvar within 7 working days or else my insurance cover will be cancelled *

Agents Account

If you selected 'Agents Account,' by clicking on 'Continue to Payment' the system will Take-Up the policy for you and the premium will be automatically debited to your Agents Account.

You will be taken to the 'Home Page' and the policy number will be displayed at the top of the page for you.

You now have a 'Live Policy' and can 'Search Policy' for further options.

Thank you for purchasing your policy.
Your new policy number is 38565.

Please take time to view your policy documents which have been automatically created for you. You can do this by selecting your policy below and clicking the 'View Policy Schedule' option.

To search for a policy please enter criteria below:

Postcode	<input type="text"/>	Positions to Postcode
Name	<input type="text"/>	Subsets list to policyholders matching criteria
Policy Number	<input type="text"/>	Positions to Policy Number

View Quotes
 View Policies
 All ▾

Select	Policy Number	Start Date	Expiry Date	Policyholder Name	Address Line 1	Policy type	Status
--------	---------------	------------	-------------	-------------------	----------------	-------------	--------

Policy Amendment

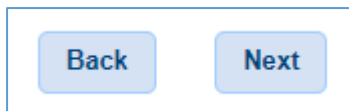
- Type of Change
 - Cancellation of cover
 - Other Changes
- Effective Date of Change
- Page Differences between New business and MTA
- Buy Amendment

As mentioned in the ['Home Page'](#) under ['Amend Policy'](#) you have the ability to make Policy Amendments to a Live Policy.

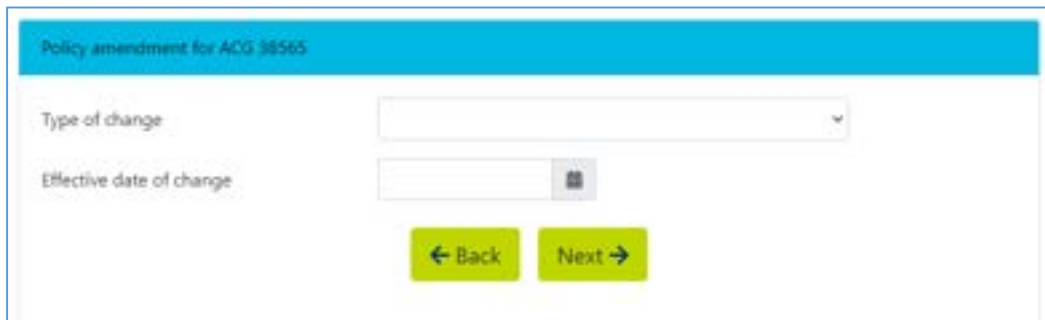
To start, [Search for the Policy](#) and select it to reveal the additional options available to you.

Click 'Amend policy' and you will be taken to the ['Data Privacy Notice'](#) for this policy.

Please familiarise yourself with the text and, when you're happy to continue, click 'Next' at the bottom (or 'Back' if you do not wish to proceed).

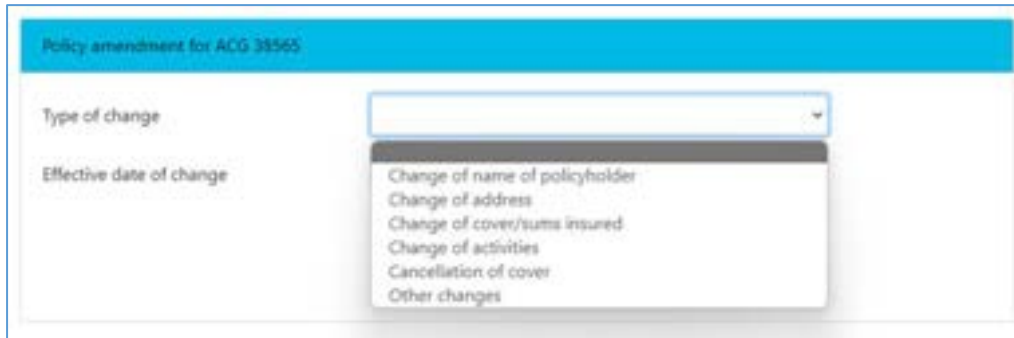


You will be taken to the Policy Amendment Page.

A screenshot of a web form titled 'Policy amendment for ACG 38565'. The form has a light blue header bar with the title. Below the header, there are two input fields: 'Type of change' with a dropdown arrow, and 'Effective date of change' with a calendar icon. At the bottom of the form, there are two green buttons: '← Back' and 'Next →'.

[Back to Index](#)

Under 'Type of change,' pick the option that is most suited to the Policy Amendment you wish to make.



Policy amendment for ACG 38565

Type of change

Effective date of change

- Change of name of policyholder
- Change of address
- Change of cover/sums insured
- Change of activities
- Cancellation of cover
- Other changes

If you select:

- 'Change of name of policyholder'
- 'Change of address'
- 'Change of cover/sums insured'
- 'Change of activities'

you will be taken to the '[Organisation Information](#)' page.

Please follow the procedures as detailed from the '[Organisation Information](#)' onwards, making the necessary amendments – although, you should also refer to '[Page Differences between New business and MTA](#)' for further clarity.

If you select 'Cancellation of cover' you will be presented with the following page.

Cancellation of cover

Please use this form to tell us about your new details. Please include all relevant information, such as the date the change will take place.
Alternatively, please send an email to

[New Details](#)

You will need to provide a reason for cancellation before you can 'Send Details'.

Your request will be sent to our Underwriting Team for processing.

If you select 'Other changes' a page, similar to the 'Cancellation of cover' page will appear.

Other changes

Please use this form to tell us about your new details. Please include all relevant information, such as the date the change will take place.
Alternatively, please send an email to

New Details

You will need to provide some information about the required change before you can click 'Send Details'.

Your request will be sent to our Underwriting Team for processing.

Before continuing with one of your selections, you must enter an 'Effective date of change'

You can either enter the date manually, or search for the date using the Calendar function.



The default date which appears will be today's date.



[Back to Index](#)

There are a few differences you will notice as you go through the 'Organisation Information' page for a Policy Adjustment.

Some fields are now protected, and unable to be amended ('Year built' for example)

Year built	1981
------------	------

The Premium Page will only display the Total Premium for the change to the Package that was chosen at the point of Take-Up, not all Package options. This is because you will be unable to change Package type during the course of the year.

	Select Cover	Excess Applicable
Total Premium	£382.62	
including IPT of	£40.99	
General Cover		
Public and Products Liability	£2,000,000	£100
All Risks	£6,605	£75
Location 1 - Ansva Insurance, BN21 3UR		
Property Damage	£425,000	£100
Buildings	£400,000	
Contents	£25,000	
Business Interruption - Loss of income	£10,000	
Equipment Breakdown	Included	£250
Terrorism	Included	
Long Term Undertaking	No	

You will also have a few different choices, such as:

- 'Save Amendment,'
- 'Cancel Amendment' or
- 'Buy Amendment'



'Save Amendment' will save the new information you have entered and will take you to the '[Home Page](#)'

'Cancel Amendment' will not save any of your progress and will take you to the '[Home Page](#)'

'Buy Amendment' will take you to the '[Organisation Information](#)' page which will, in turn take you to the '[Statement of Facts](#)' page.

Before completing the 'Policy Amendment' you will be given some more options (below) to either change what you have entered, clear the amendment completely or complete the amendment and take you back to the '[Home Page](#)' where you can '[View Policy Schedule](#)' including the recent change.

