

IMPORTANT SUPPLEMENTARY INFORMATION

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Section One

IMPORTANT

DUTY OF DISCLOSURE

Every Insurance Contract has an implied condition that the Insured has a duty to disclose to the Insurer all facts that the Insurer might regard as material in deciding whether to accept an Insurance or whether to impose any special terms or conditions on the Insurance.

An implied condition need not be stated in the policy but exists at Common law.

This duty exists at the time of proposing a new Insurance and at every renewal of a policy.

Material facts are almost indefinable because each case must be treated on its merits.

We can only therefore give you guidance as to the more common types of situations where you should make disclosure to your Insurer.

GENERAL

Criminal Convictions, bankruptcy, change of Insured Interest, Insurance refused, declined or cancelled or special conditions imposed, uninsured losses.

MOTOR VEHICLE INSURANCE

Convictions for careless and dangerous use of vehicles or driving under the influence of alcohol or drugs, loss of licence, young drivers as principal user of vehicles, modifications to vehicles. Accidents whether insured or not.

OTHER INSURANCES

Changes in the ownership of the insured property, in the situation of the risk, in the nature of the occupancy of premises, in the nature of business operations or processes.

Section Two

YOUR SERVICE PERSONNEL

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Accounts

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SARAH CARR

Ron's Personal Assistant

Email

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Section Three

POLICY CHECKLIST

Have you considered all your possible risks? There are many types of insurance to cover different risks. We recommend that you carefully consider the covers below, some of which are not included in your schedule. Please contact our office if you require further information or cover.

Material Damage:

Insurance of Static Assets.

- Buildings – Replacement – Valuation Recommended
- Plant, Fixtures & Fittings – RV
- Stock
- Seasonal Stock Increase
- Customers Goods/Leasehold Improvements
- Money
- Earthquake Extension

General Property

Insuring mobile equipment such as plant, stock, tools & samples, at various situations and in transit

Business Interruption:

- Insurance of Gross Profit
- Additional Costs Of Working
- Claims Preparation Costs
- Loss of Rent
- Reinstatement of Records
- Book Debts
- Earthquake Extension

Public Liability Insurance:

Broadform Public Liability:

- Care, Custody and Control
- Punitive & Exemplary Damages
- Bailees Liability
- Motor Service & Repair Extension
- Underground Services Extension
- Vibration & Removal of Support Extension
- Mechanical Plant & Mobile Cranes Extension
- Product Recall
- Goods On Hook

Carriers Liability:

Insured's Legal Liability for damage to the property of others, as defined by the Carriage of Goods Act (1979) and amendments thereto. Subject to Insurers policy terms conditions & exceptions.

Internet Liability

Provides Indemnity for claims including transmission of a virus/breach of Intellectual property/defamation/breach of copyright/breach of Confidentiality.

Medical Malpractice

Directors & Officers Liability:

Provides Indemnity to the company and Directors & Officers against claims by shareholders and/or Creditors/Clients.

Trustees Liability:

Associations Liability:

Professional Indemnity: (Errors
Omissions)

Cover against third party claims due to negligent acts, & errors or omissions which do not necessarily involve loss or damage to third party property.

Employer's Liability Insurance:

Liability for actions by injured employees, including Exemplary or Punitive Damages, including Legal Defense Costs.

Employment Practices Liability:	Protection for Directors, Management and the Company arising from employment disputes brought about by employees. Covers the cost of defence and any damages awarded.
Statutory Fines & Penalties:	Insurance of Fines & Penalties and Legal Defense Costs for Statutory Fines.
Legal Prosecution Defence Insurance:	Protection for Directors, Executive, Managers and Employers arising from criminal prosecution whilst going about their daily work. Covers legal expenses incurred in defending a legal action alleging an offence under statute arising in the course of employment with the Insured.
Computer Breakdown:	<input type="checkbox"/> Breakdown Only <input type="checkbox"/> Loss of Information <input type="checkbox"/> Loss of Gross Revenue <input type="checkbox"/> Increased Costs of Working <input type="checkbox"/> Claims Preparation Costs
Contract Works Insurance:	Insurance of Contract Works <input type="checkbox"/> Annual Declaration <input type="checkbox"/> Individual Policy Required <input type="checkbox"/> Cover for Sub Contractors
Machinery Breakdown Insurance:	Repair/replacement costs following break-down of machinery and/or Consequential loss. <input type="checkbox"/> Breakdown Only <input type="checkbox"/> Boiler Explosion <input type="checkbox"/> Loss of Gross Profit <input type="checkbox"/> Increased Costs of Workings <input type="checkbox"/> Claim Preparation Costs
Refrigerated/Frozen Stock:	Provides insurance for spoilage of refrigerated stock due to Unforeseen circumstances, i.e. power failure, breakdown.
Personal Accident & Sickness/Income:	Protects your income for Accident and Illness. <input type="checkbox"/> Long Term (to Age 65) <input type="checkbox"/> Weekly Benefit (104 Weeks) <input type="checkbox"/> Medical Expenses
Trade Credit Employee Fraud/Fidelity Guarantee Bonds	
Travel	<input type="checkbox"/> Corporate Travel Insurance: To cover Directors, Employees and their families whilst traveling overseas on business or agreed leisure travel. <input type="checkbox"/> Individual Declaration
Marine Insurance:	<input type="checkbox"/> Imports/Exports <input type="checkbox"/> Internal NZ Transits <input type="checkbox"/> Commercial Hull
Commercial Motor Vehicle Insurance:	<input type="checkbox"/> Comprehensive <input type="checkbox"/> Loss of Use – Cost of Rental Vehicle <input type="checkbox"/> Third Party, Fire and Theft <input type="checkbox"/> Third Party
Domestic Insurances:	<input type="checkbox"/> Home <input type="checkbox"/> Contents <input type="checkbox"/> Boat <input type="checkbox"/> Holiday Home/Contents <input type="checkbox"/> Rental Home/Landlords Fixtures
Private Motor	<input type="checkbox"/> Car/Motorcycle
Personal Legal Protection:	Provides Indemnity for personal legal defence costs.
Life Assurance	<input type="checkbox"/> Term <input type="checkbox"/> Medical <input type="checkbox"/> Total Permanent Disability <input type="checkbox"/> Other

Section Four

CLAIMS PROCEDURES

MATERIAL DAMAGE PROPERTY CLAIMS

- 1) Immediately advise **Bridges Insurance** – or after hours personnel for **major losses**.
- 2) Complete a claim form or write a full statement of what occurred and send it to **Bridges Insurance, P O Box 467, Hamilton** at least within 14 days of the loss.
- 3) Burglary claims or loss of valuable items of stock, plant or money, please notify the Police accordingly.
- 4) Should a break-in occur, please secure the premises accordingly.

MOTOR VEHICLE CLAIMS

- 1) Immediately notify **Bridges Insurance**.
- 2) Complete a Motor Vehicle Claim Form fully as soon as possible thereafter including Name, Address and Registration Number of the Other Party
- 3) If the repair costs are under the Policy Excess and the accident involves another party, a claim form should still be completed.
- 4) Retain details of any witness in case they are needed to provide statements.
- 5) Send Claim Form and any other relevant information to **Bridges Insurance, P O Box 467, Hamilton**.
- 6) No admission, offer or promise of payment can be made without the written consent of Insurers.
- 7) All letters, claims, writs, etc. must be passed immediately to **Bridges Insurance**.

LIABILITY CLAIMS

- 1) Notify **Bridges Insurance** immediately giving details of:
 - (a) The Accident
 - (b) Any Claim
 - (c) Impending Prosecution
 - (d) ProceedingsThat may give rise to action against you.
- 2) Do not admit or deny liability verbally or in writing, obtain names of witnesses and, if possible, photograph areas of damage. Discuss such actions with **Bridges Insurance** or the Assessor appointed when in doubt.

- 3) Complete a Claim Form and send it with supporting documents to **Bridges Insurance**.
- 4) Please use your discretion in regard to minor claims.

MARINE CARGO CLAIMS

- 1) When the consignment is received an immediate examination should be made for visible signs of damage.
- 2) If there are visible signs of damage the receipt should be claused to that effect and “full details to follow”. If the ship/carrier will not take a claused receipt, delivery should be refused.
- 3) If it is impossible to examine the consignment immediately (it is essential that an examination should be made as soon as possible) the receipt should be claused “UNEXAMINED”.
- 4) If there is damage the Shipping Company/Carriers/Container Operators/Port Authorities/ or Third Parties should be held liable in writing with an estimate of claim (if full details are not available) and invited to survey.
- 5) At the same time the company’s agent or **Bridges Insurance** should be advised (a copy of the letter claiming against those responsible) with a claim estimate.
- 6) If necessary the Insurers will appoint an Assessor and if possible a joint survey should be held.
- 7) When the claim amount has been established a letter should be written to the Shipping Company/Carriers/Container Operator/Port Authorities and/or Third Parties with an account and holding them liable.
- 8) Copies of this correspondence and replies obtained should be forwarded to the Insurer with the customary documents, which are as follows:
 - (a) Original Bill of Lading, Consignment Note or other evidence of the Contract of Carriage.
 - (b) The Original Invoice.
 - (c) Insurance Certificate or other evidence of Insurance (if issued).
 - (d) Details of the claim with supporting evidence e.g. claused receipts, claused delivery order, Short-landing Certificate, Exception Without Prejudiced Form.

If an Assessor has been appointed he/she will assist you, and the customary documents may be sent via the Assessor.