

Summary of Insurance Arrangements

| INSURANCE | Insurer & Contact Details | DETAILS OF INSURANCE COVER | Renewal Date | Signature & Date |
|--|---------------------------|----------------------------|--------------|------------------|
| PUBLIC LIABILITY INSURANCE <i>(office premises)</i> | | | | |
| EMPLOYEE LIABILITY INSURANCE | | | | |
| BUILDINGS / PREMISES INSURANCE <i>(office premises)</i> | | | | |
| BUILDINGS CONTENTS INSURANCE <i>(office premises)</i> | | | | |
| PROFESSIONAL INDEMNITY INSURANCE | | | | |
| COMPANY VEHICLES <i>(specify named drivers)</i> | | | | |