

Funeral Directors Business Insurance

APPLICATION FORM

**To SEIB Insurance Brokers Ltd,
South Essex House, North Road, South Ockendon, Essex, RM15 5BE.**

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

Please complete in BLOCK CAPITALS and tick where indicated.

How we use your data

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

Applicant details

1 Name of applicant(s)

(Please clearly define all parties to be insured identifying any holding/subsidiary company relationships)

2 Trading name of establishment to be insured

3 Do you undertake any activities other than Funeral Director?

Yes

No

If 'Yes' please give details

INSURANCE PROVIDED BY



INSURANCE ARRANGED BY



4 Postal address

Postcode	Telephone
Email	Website

5 Date upon which the insurance is to commence

Note: this insurance will not be, or continue to be, in force until this application form has been accepted.

6 Are you an NAFD member?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes' please include your membership number

Premises to be insured**1 Full address(es) of premise(s) to be insured if different from above**

Postcode	Telephone

2 General description of the premises to be insured

(eg office, chapel of rest, garage etc)

Property damage**1 Is terrorism cover required?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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2 Please answer the following questions relating to subsidence cover

(It may be necessary to complete a separate subsidence questionnaire)

(a) Is the property currently insured against subsidence, heave, landslip or settlement?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(b) Has any part of the property ever been affected by movement of any kind, for example subsidence, heave, landslip or settlement?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(c) Has the property been underpinned or provided with other means of structural support?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes' to (a), (b), or (c) please give details

3 Declared value of property

Please provide us with an estimate of the actual value at risk. We will use this figure to calculate your premium. If the "declared value" is found to be inadequate, we will adjust the declared values and collect an additional premium backdated to the inception date of the policy. If your declared value is inadequate due to deliberate misrepresentation of the value, we will reduce any claim in proportion to the under insurance.

(a) Buildings£

The buildings of the premises include landlords fixtures and fittings, outbuildings, walls, gates and fences, piping, ducting, cables, wires, and associated control gear and accessories on the premises and extending to the public mains but only to the extent of your responsibility, yards, car parks, roads and pavements, storage tanks, swimming pools and associated apparatus. Also allow for any fees which may be incurred ie architects and surveyors fees, legal charges, the cost of removing debris and of meeting EU legislation and public authority requirements.

(b) (i) Contents (excluding stock)£ **(ii) Computers and electronic office equipment**£ **(c) Stock**£ **(d) Tenant's improvements and decorations**

(for which you are responsible)

£ **(e) Shop Fronts**£

Note: If you choose to insure these sections, cover is provided up to the sums insured shown below (unless you declare a value above those listed).

Item	Sums Insured
<i>Buildings and Tenant's Improvements</i>	<i>£1,000,000</i>
<i>Contents</i>	<i>£500,000</i>
<i>Stock</i>	<i>£50,000</i>
<i>Shop Fronts</i>	<i>£10,000 per site</i>

4 Are the external walls and roof coverings of each premises to be insured constructed solely of brick, stone, concrete, slates or tiles?Yes No

If 'No' please give details

5 Is the property on a site which has suffered from flooding at any time in the past ten years?Yes No

If 'Yes' please give details

6 Does the building incorporate any basement area used for storage?Yes No

If 'Yes' please give details

7 Please give details of the occupation of any adjoining premises

8 Are the premises protected by an intruder alarm or fire alarm?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes' please give details of the alarm system(s) and attach a copy of the specification(s)

Property damage plus

This section provides 'all risks' cover for unspecified items up to £5,000 (£3,000 for each item) as standard. Additional cover for specified items and/or top-up cover for deterioration of stock is also available.

1 Is cover required?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'Yes' complete questions 2 and 3 below. If 'No' please proceed to Business Interruption section

2 Extended cover for specified items

Note: you only need to complete this if your requirements for property 'away from the premises' are not met by the cover provided by the Property damage section or the standard cover provided by this section – see the Summary of cover for details.

The extended cover will only apply to Contents insured under the Property damage section.

Description of property	Location (UK, Europe, Worldwide?)	Sum insured
		£
		£
		£

3 Deterioration of stock

Note: you only need to complete this if your requirements are not met by the cover provided by the Property damage section – up to £2,500 any one unit and £10,000 in total in any one period of insurance.

Description of unit (including make and reference number)	Year of make	Maintenance contract in force? (for units that are over seven years old or not hermetically sealed)	Limit per unit
		Yes/No/NA*	£
		Yes/No/NA*	£

**delete as applicable*

Business Interruption

This section provides Loss of Revenue cover for a Maximum Indemnity Period of 24 months and a maximum amount of £2,000,000

Please state annual turnover

£

Liabilities

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

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

Yes

- 2** Please indicate the cover required by ticking the box

Cover	Limit of Indemnity	
Employers' liability	£10,000,000	<input type="checkbox"/>
Public and products liability	£5,000,000	<input type="checkbox"/>
	£10,000,000	<input type="checkbox"/>

(In respect of products liability this will be the maximum amount payable any one period of insurance)

- 3** Wageroll information

Note: the following allows us to provisionally assess the premium we require. When the policy is renewed, you should tell us the actual figure so that we can make the necessary additional premium charge or refund and create a new estimate for the year ahead.

The estimate for wages, should include total remuneration by way of overtime, value of board and lodgings, housing accommodation, bonuses or other payments in kind or money. No deduction from such total remuneration should be made in respect of National Insurance, Income Tax, and Holidays with Pay or Contributory pensions

Please give details of the estimated salaries, wages and other payments for the next 12 months for each of the following

Category	Numbers	Annual wages etc
Directors, clerical and management employees (no manual work)		£
Woodworking		£
All other employees	1	£
(please list occupations and split numbers and wages between each category)	2	£
	3	£
	4	£
	5	£

4 Do you engage Bona Fide sub contractors?

If 'Yes' please specify annual payments and specific duties

Yes No

5 Health & Safety**(a) Do you have a written Health & Safety Policy?**Yes No **(b) Is responsibility for Health & Safety issues designated to a Senior Manager?**Yes No

If 'No' please give details of arrangements

Money (with assault extension)**1 Cash****(a) Please state the maximum cash on the premises during business hours if more than £7,000**£ **(b) Please state the maximum cash in transit if more than £5,000**£ **(c) Please state the maximum cash in the following locked safe(s) out of business hours if more than £5,000 in any one safe.**

Make of safe	Model	Age	Location and how fixed	Maximum contained
				£ <input type="text"/>
				£ <input type="text"/>

Goods in transit

This section covers your general business stock whilst in transit by road vehicles operated by you. Please state the maximum amount carried in any one vehicle if more than £10,000

£

Personal accident

1 Is cover required?

Yes No

If 'Yes' complete questions 2 and 3 below. If 'No' please proceed to General Questions

2 If you require cover, please fill in the table below

Note: one unit of cover provides £2,500 in permanent disablement benefits and £25 per week for temporary total disablement. The maximum number of units you can choose is ten.

24 hour cover applies as standard

Name or positions of persons to be insured	Occupation	No. of Units (see note above)

3 To the best of your knowledge or belief are all the persons to be insured

(a) in good physical and mental health?

Yes No

(b) free from any physical disability or infirmity?

Yes No

If 'No' please give details

General questions

1 Have you ever traded under another name?

Yes No

If 'Yes' please give details

2 Are all the premises to be insured in a good state of repair and will they be so maintained?

Yes No

If 'No' please give details

3 Have you appointed a competent person, carried out a fire risk assessment and drawn up a fire emergency plan?

Yes No

If 'No' please give reasons

4 Are you now or have you previously been insured in respect of any of the risks to which this application relates?

Yes No

If 'Yes' please advise name of insurer(s) and policy number(s)

5 In respect of the risks to be insured whether at these premises or elsewhere has any

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

Yes No

(b) company or underwriter declined to issue or renew a policy or imposed special terms?

Yes No

If 'Yes' to either (a) or (b) please give details

6 Have you or any director, partner or representative ever been

(a) prosecuted under the Factories Act or the Health and Safety at Work etc. Act or any similar legislation?

Yes No

(b) served with a Prohibition Notice under the Health and Safety at Work etc. Act?

Yes No

If 'Yes' to either (a) or (b) please give details

7 Have you or any director, partner or representative ever

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

Yes No

(b) been declared bankrupt or the subject of bankruptcy proceedings, liquidation, appointment of administrative receiver or administrators or made any arrangement with creditors either in a personal capacity or in connection with any company, business or firm with which any of you have been involved?

Yes No

(c) had any County Court Judgments made

(i) against you in a personal capacity?

Yes No

(ii) against any organisation, company, business or firm in which you have been involved as a trustee, director or partner or in a similar capacity?

Yes No

If 'Yes' to any of the above please give details

8 Disclosure of additional material circumstances

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

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Law applicable

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

Declaration

This declaration must be signed and dated on behalf of all the parties to be insured under this policy. In the event of joint insureds we have allowed for more than one signature.

I/We confirm that as far as I am/we are aware the statements made by me/us or on my/our behalf in connection with this insurance are true and complete.

I/We agree to accept a policy in the Company's usual form for this class of business.

Name

Signature

Position

Date

Name

Signature

Position

Date

FOR OFFICE USE ONLY

Initials

Date

How we use your data

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

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

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

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

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

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

In some circumstances we may transfer your personal data to countries outside of the 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. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

Fraud Prevention

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

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

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

Further Information

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

If you would like more information about Ecclesiastical visit us at:

www.ecclesiastical.com

We can provide this booklet, upon request, in large print, Braille, audio tape and e-text.

If you would like more information about SEIB Insurance Brokers Ltd, contact us at:

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