

# Excess Directors' and Officers' Liability for Housing Associations

## Proposal form

 Please provide a full answer to every question. Where there is insufficient space to answer a question please enclose additional sheets. Please note that the completion and submission of this form does not bind you or us to enter into a contract of insurance.

You understand that you must make a fair presentation of the risk to us when completing this form and at inception, renewal and whenever you request changes to your policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and must not misrepresent any material facts. A material fact is one which would influence our acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them.

If you do not make a fair presentation of the risk the policy may be avoided, written on different terms and/or a higher premium may be charged, depending on the circumstances of the failure to present the risk fairly.

### Step 1: Complete the details below regarding the Association and its subsidiaries

Name of Association

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Full address of Association (including postcode)

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Number of Housing Units

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### Step 2: Select the required excess limit

£1m    £2m    £2.5m    £5m

### Step 3: Confirm that the Association and its subsidiaries:

- Is a UK registered housing association with no assets, income, or employees based or derived from outside the UK.
- Is a member of the National Housing Federation, the Scottish Federation of Housing Associations or the Welsh Federation of Housing Associations.
- Is not involved in activities outside the provision of social housing.
- Has continually carried on municipal activities for at least 18 months and filed report and accounts.
- Latest audited report and accounts show a retained profit, positive net worth and does not have an audit qualification and are not the subject of an administration order.
- Does not currently hold this type of insurance with Zurich Insurance Company Ltd.
- Has no claims or circumstances which may give rise to a claim under this policy.
- Has not had an insurance company cancel or decline one of your policies, applied special terms when renewing your policy or refused to renew your policy.
- Are not the subject of any proposal relating to its acquisition or merger by or with another entity and have no plans to dissolve the association.

Yes    No

(If No, please provide details below and refer to your Zurich Risk and Insurance Consultant):

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## Data Protection Statement

Zurich takes the privacy and security of your personal information seriously. We collect, use and share your personal information so that we can provide policies and services that meet your insurance needs, in accordance with applicable data protection laws.

The type of personal information we will collect includes: basic personal information (i.e. name, address and date of birth), occupation and financial details, health and family information, claims and convictions information and where you have requested other individuals be included in the arrangement, personal information about those individuals.

We and our selected third parties will only collect and use personal information (i) where the processing is necessary in connection with providing a quotation and/or contract of insurance; (ii) to meet our legal or regulatory obligations; (iii) where you have provided the appropriate consent; (iv) for our 'legitimate interests'.

It is in our legitimate interests to collect personal information as it provides us with the information that we need to provide our services more effectively including providing information about our products and services. We will always ensure that we keep the amount of information collected and the extent of any processing to the absolute minimum to meet this legitimate interest.

A full copy of our data protection statement can be viewed via [www.zurich.co.uk/dataprotection](http://www.zurich.co.uk/dataprotection)

### How you can contact us

If you have any questions or queries about how we use your data, or require a paper copy of the statement, you can contact us via [gbz.general.data.protection@uk.zurich.com](mailto:gbz.general.data.protection@uk.zurich.com) or alternatively contact our Data Protection Officer at Zurich Insurance, Unity Place, 1 Carfax Close, Swindon, SN1 1AP.

## Step 4: Declaration

I/we declare that the statement and particulars in this proposal are true and complete. I/we have made a fair presentation of the risk and have not misrepresented or suppressed any material facts after full enquiry of relevant parties inside and outside my/our organisation. I/we agree to the contract of insurance being prepared using the information I/we have supplied in this form, along with any associated information I/we have supplied. I/we shall inform you of any material alteration to those facts and/or the information supplied before completion of the contract of insurance.

Signed
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Date 

D	D	M	M	Y	Y	Y	Y
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Name \_\_\_\_\_

Role \_\_\_\_\_

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