

Dear

**Re: Liability Insurance Arrangements**

In connection with work you carry out on our behalf, it is necessary for us to obtain and retain details of your insurance arrangements.

We would therefore be grateful if you could provide us with the following information:

- Do you hold Public / Products Liability Insurance?
- Do you hold Employers Liability Insurance?
- Please provide the Name / Address of your Public / Products and Employers Liability Insurers
- Please provide your Public / Products Liability and Employers Liability Insurance Policy Number(s)
- When is your Public / Products and Employers Liability Insurance policy next due for renewal?
- What is the Limit of Indemnity provided by your Public Liability / Products Liability Insurance policy? We would ask you to note that our insurers require any sub-contractors working on our behalf to have a limit of indemnity of at least £2,000,000.
- Does your Public / Products Liability Insurance policy include "Indemnity to Principal" cover?
- Does your Public / Products and Employers Liability policy cover the use of heat?
- If your policy does cover the use of heat, do you undertake to comply with any warranties or heat precaution conditions that your insurers might apply in relation to the use of heat?
- Does your policy contain any unusual or non-standard warranties or clauses?
- Do you undertake to maintain the above insurance in force during the period of any contracts you carry out on our behalf?
- What excess's apply to your policy?

We trust this is in order and look forward to hearing from you.

Yours sincerely,