

# LARK

Mr S McGinn  
Larch Computer Services Ltd  
Unit 3 Compton Place Business Centre  
Surrey Avenue  
Camberley  
Surrey  
GU15 3DX

INSURANCE MADE  
TO MEASURE



8th April 2013

Our Ref: 114495 /FVC

Dear Mr McGinn,

**Re: Commercial Combined Insurance with Royal & Sun Alliance**  
**Policy No: RSAP4683181200**  
**Renewed: 31<sup>st</sup> March 2013 effective for 12 months**

Following renewal of your Insurances, I now enclose your Certificate of Employers' Liability Insurance for the forthcoming year, which should be displayed at your premises for employees to read.

You are required to display your Employers Liability Certificate at each place of business where you employ any relevant employees, but with changes to legislation this obligation can be satisfied by making it available in electronic form, as long as each employee to whom it relates has reasonable access to it.

It is no longer necessary to retain the certificate for a minimum of 40 years, however because claims can arise after a considerable number of years, particularly in the case of industrial diseases, it would be prudent to retain it for a reasonable period, as if in the event of a claim no insurance records can be found, then the employer would be responsible for payment of the claim.

I would like to remind you of your duty to disclose any changes to material information or amendments which may affect the decision of the insurer in offering cover or the terms they may apply. If you do not disclose such information, this may lead to a claim not being upheld by the insurer, or the policy being cancelled in its entirety. This duty of disclosure applies both prior to cover being in force, and for the duration of the policy. If you wish to disclose any information, amend your sums insured or discuss your insurance cover, please contact me. Please keep a copy of any information supplied for your records.

If you have any queries, or need further assistance, please do not hesitate to contact me.

Yours sincerely,



James Caton  
**Corporate Clients Division**

Tel: 01252 359075

Email: [James.caton@larkinsurance.co.uk](mailto:James.caton@larkinsurance.co.uk)

YOUR LARK OFFICE 

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Waking Road  
Barking, Essex  
IG11 8PJ

Century House  
North Station Road  
Colchester, Essex  
CO1 1RE

Westmead House  
Farnborough  
Hampshire  
GU14 7LP

Ibex House  
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London  
EC3N 1DY

Colman House  
King Street  
Maidstone, Kent  
ME14 1DN

28 Dingwall Road  
Croydon  
Surrey  
CR0 2NH



## “CERTIFICATE OF EMPLOYERS’ LIABILITY INSURANCE (a)

*(Where required by regulation 5 of the Employers’ Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)*

Policy No: RSAP4683181200

1. Name of policy holder: Larch Computer Services Limited
2. Date of commencement of insurance policy: 31/03/13
3. Date of expiry of insurance policy: 30/03/14

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**; and
  2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million **(c)**.
- Signed on behalf of Royal & Sun Alliance Insurance plc (Authorised Insurer)

A handwritten signature in black ink, appearing to read 'A.P. Brown'.

A P Brown  
UK Chief Executive,  
Royal & Sun Alliance Insurance plc

### Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c)** See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.” paragraph 2(b) does not apply and is deleted.

**THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.**

**A copy of the certificate must be displayed at all places where you employ persons covered by the policy.**

**THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) (AMENDMENT) REGULATIONS 2008 permits**

**the display of this certificate in an electronic form, provided persons covered by this policy have reasonable access to it.**

**The employer is strongly encouraged to retain all records related to this insurance.**