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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

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 or alternatively contact our Data Protection Officer at Zurich Insurance, Unity Place, 1 Carfax Close, Swindon, SN1 1AP.

Important notes

Fraud prevention and detection

In order to prevent and detect fraud we may at any time:

- check your personal data against counter fraud systems
- use your information to search against various publicly available and third party resources
- use industry fraud tools including undertaking credit searches and to review your claims history
- share information about you with other organisations including but not limited to the police, the Insurance Fraud Bureau (IFB), other insurers and other interested parties.

If you provide false or inaccurate information and fraud is identified, the matter will be investigated and appropriate action taken. This may result in your case being referred to the Insurance Fraud Enforcement Department (IFED) or other police forces and fraud prevention agencies. You may face fines or criminal prosecution. In addition, Zurich may register your name on the Insurance Fraud Register, an industry-wide fraud database.

Claims history

We may pass information relating to claims or potential claims to any relevant database.

We and other insurers may search these databases when you apply for insurance, when claims or potential claims are notified to us or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

This helps to check information provided and prevent fraudulent claims.

Our complaints procedure

Our commitment to customer service

We are committed to providing a high level of customer service. If you feel we have not delivered this, we would welcome the opportunity to put things right for you.

Who to contact in the first instance

Many concerns can be resolved straight away. Therefore in the first instance, please get in touch with your usual contact at Zurich or your broker or insurance intermediary, as they will generally be able to provide you with a prompt response to your satisfaction.

Contact details will be provided on correspondence that we or our representatives have sent you.

Alternatively, you can contact us for any policy related issues as below:

Telephone: 01273 863400

By post: Navigators & General, PO Box 3707, Swindon, SN4 4AX

Many complaints can be resolved within a few days of receipt

If we can resolve your complaint to your satisfaction within the first few days of receipt, we will do so. Otherwise, we will keep you updated with progress and will provide you with our decision as quickly as possible.

Next steps if you are still unhappy

If you are not happy with the outcome of your complaint, you may be able to ask the Financial Ombudsman Service to review your case.

We will let you know if we believe the ombudsman service can consider your complaint when we provide you with our decision. The service they provide is free and impartial, but you would need to contact them within 6 months of the date of our decision.

More information about the ombudsman and the type of complaints they can review is available via their website www.financial-ombudsman.org.uk.

You can also contact them as follows:

Post: Financial Ombudsman Service, Exchange Tower, London, E14 9SR

Telephone: 08000 234567 (free on mobile phones and landlines)

Email: complaint.info@financial-ombudsman.org.uk

If the Financial Ombudsman Service is unable to consider your complaint, you may wish to obtain advice from the Citizens Advice Bureau or seek legal advice.

Thank you for choosing Navigators & General for your small craft insurance

We have been at the forefront of pleasure craft insurance for over 90 years. As such, **we** understand that offering the right insurance to **our** customers is about more than comparing premiums and cover it's also about choosing a company that appreciates the differing needs of boat owners. With **our** wealth of experience, **you** can be assured of a personal and professional service.

Governing Law

Your policy is governed by the law that applies to where **you** reside within the **United Kingdom**, Channel Islands or Isle of Man. If there is any disagreement about which law applies, English law will apply, in which case **you** agree to submit to the exclusive jurisdiction of the courts in England and Wales. Unless agreed otherwise, **we** will communicate to **you** in English.

If **you** would like to request a policy document, please call **us** or write and **we** will arrange for this to be sent out to **you**, alternatively a copy can be downloaded from **our** website: www.zurich.co.uk/navigators-and-general

Relevant to the entire policy

This policy is an agreement between **you** and **us** but is only valid if **you** pay the premiums. It is based on the information **you** gave **us** and confirmed to **us** during the application process or subsequently.

Your policy provides the cover for the period of insurance shown in **your** schedule. **You** must read these terms and conditions together with **your** schedule and any specifications or endorsements as one contract.

Information you should provide

It is important **you** check the information shown in **your policy documentation**, as **your** policy and cover is based on the information **you** have given **us** (either direct or via **your** insurance adviser) during the application process or subsequently, as confirmed in **your** most recent documents. Although **we** may undertake checks to verify **your** details, **you** must take reasonable care to ensure all information provided by **you** or on **your** behalf is, to the best of **your** knowledge and belief, accurate and complete.

You must tell **us** immediately if at any time any of the information is incorrect or changes. If **we** have wrong information this may result in an increased premium and/or claims not being paid in full, or **your** insurance may not be valid and claims will not be paid. If in doubt about any information please contact **us** soon as possible.

Changes in information **we** need to be informed of include, but are not limited to, the following examples and apply equally to all persons covered under the policy:

- accidents (fault or non-fault) whether or not resulting in a claim
- thefts (of or from the Craft)
- convictions or pending prosecutions for any criminal offence
- change of **your** address or where **your Craft** is moored
- make and/or model of Craft
- use of Craft
- modifications to your Craft
- any health matters affecting ability to operate the Craft.

Your insurance may not be valid until **we** have agreed to accept **your** changes and **we** will be entitled to vary the premium and terms for the rest of the period of insurance.

You should keep a record of all information supplied to **us** in connection with this insurance.

The Schedule, Certificate of Insurance, Operative Endorsements and Policy are to be read together as one contract and are based on the information **you** have provided.

If **you** fail to pay **your** premium **we** will refuse **your** claim or take the balance of any outstanding premium due to **us** from any claim payment **we** make to **you**.

This may mean that **we** fulfil **our** obligations to any claim against **your** policy by a third party but seek full recovery of any sum made under **your** policy directly from **you**. This may include the instruction of solicitors or other recovery agents.

Cancellation rights

If **you** decide that **your** policy does not meet **your** requirements, please inform **us** or **your** insurance broker within 14 days of receiving it and **we** will return the entire premium **you** have paid for the period of insurance. After 14 days any return premium will be calculated on a pro-rata basis subject to a minimum premium of £25 (plus insurance premium tax).

We will not return any premium if an incident has occurred.

For renewals, if **you** decide that **your** policy does not meet **your** requirements, please inform **us** or **your** insurance broker within 14 days of **your** policy renewal date and **we** will return the entire premium **you** have paid for the period of insurance. After 14 days any return premium will be calculated on a pro-rata basis.

We will not return any premium if an incident has occurred.

Our Right of Renewal

Our right to renew this policy does not affect **your** cancellation rights detailed on **your** copy of the policy. If **you** pay the premium to **us** using **our** Direct Debit instalment scheme **we** will have the right (which **we** may choose not to exercise) to renew the policy each year and continue to collect premiums using this method.

We may vary the terms of the policy (including the premium) at renewal. If **you** decide **you** do not want **us** to renew the policy, provided **you** tell **us** before the next renewal date, **we** will not renew it.

Please note that no cancellation refund will be allowed if a **Total Loss** claim settlement has been paid or is in negotiation.

Sanctions

Notwithstanding any other terms under this agreement, **we** shall not be deemed to provide coverage and will not make any payments or provide any service or benefit to **you** or any other party to the extent that such cover, payment, service, benefit and/or any business or activity of **you** would violate any applicable trade or economic sanctions law or regulation.

Definitions

Agreed value: this is the amount shown in the schedule, which represents the value of **your Craft** as declared by **you** and agreed by **us**.

Commencement and End: cover will commence at 0001 hours and end at 0000, unless otherwise agreed, on the dates shown in the schedule or renewal notice.

Craft: the **Craft** described in the schedule including trolleys and trailers; outboard motors; gear and equipment that would normally be sold with the **Craft**. If the **Craft** is 18' (5.5m) or longer, **we** automatically provide cover for tenders up to £500 in value.

Europe: European Union member states as well as Norway and Switzerland.

Excess: an amount to be deducted or collected in respect of any claim.

Incident: any accident or occurrence, or series of accidents or occurrences arising from the same originating cause.

Kill Cord: an engine cut out device specifically designed to stop the engine(s) automatically when the helmsperson moves away from the controls. The **kill cord** must be attached securely to the helmsperson before the engine is put into gear.

Loss or damage: accidental damage caused by forcible, violent or external means.

Marina: a secure and sheltered mooring complex, providing controlled access to berths, racking, compounds or pontoons. Excluding facilities with floating or temporary breakwaters.

Personal effects: items of a personal nature belonging to **you**. Unless otherwise noted in the **policy documentation**, we will cover up to 2% of the sum insured of the **Craft** subject to a minimum of £500 and a maximum of £2,500.

Policy Documentation: policy, schedule, endorsements, renewal notice and certificate of insurance (where issued).

Seaworthy: the **Craft** is **seaworthy** if it is maintained and crewed in such a way as to be able to operate safely in the conditions which can reasonably be expected.

Terrorism: the use or threat of violence or force, designed to influence the government or to intimidate the public, for the purpose of advancing a political, religious or ideological cause.

Total Loss: the **Craft** is irretrievably lost or destroyed. A constructive **total loss** is where the cost of replacement or repair exceeds the sum insured.

Unattended: the **Craft** is **unattended** if **you**, or someone appointed on **your** behalf, is not in a position to monitor the **Craft** and able to go to its immediate aid in the event of an **incident** or external interference.

Uninsured boater: an owner or operator of a vessel other than **your Craft**, who is legally responsible for an accident, and:

- to whom no liability policy applies; or
- who cannot be identified.

United Kingdom: England, Wales, Northern Ireland, Scotland, Isle of Man and Channel Islands.

Unseaworthy: the **Craft** is **unseaworthy** if it is not designed, built, maintained and crewed in such a way as to be able to operate safely in the conditions which can reasonably be expected. If **you** are unable to maintain the **Craft** due to the lack of knowledge, time or skill **you** must engage the services of somebody to do so on **your** behalf.

Us, We, Our: Navigators & General, a trading name of Zurich Insurance Company Ltd.

You, Your: the person, firm or company named in the policy documentation.

Section A – Accidental damage cover

What is covered:

We will pay you for loss or damage to your Craft whilst it is:

- ashore
- in transit by road
- afloat on inland and coastal waters, up to 12 nautical miles offshore, of the United Kingdom and Europe.

In accordance with the limits and requirements shown within the **policy** documentation

What you are not covered for:

- the excess shown within the schedule, except in the event of a Total Loss
- loss of use of the Craft
- loss or damage caused by wear, tear, depreciation or gradual deterioration if the Craft is over 3 years old, unless you are able to provide evidence that the Craft has been maintained appropriately
- **loss or damage** to consumable stores or moorings
- the cost of making good any defect in repair or maintenance, resulting from work carried out by any person employed by you
- the cost of making good any fault or damage arising from any fault or error in design or construction
- replacing, repairing or renewing a faulty part, faulty design, faulty construction or defective materials
- theft of outboard motors attached to the Craft or her tenders unless it is securely locked by an anti-theft device which prevents retaining bolts/clamps being undone, in addition to its normal method of attachment
- theft of sailboard unless the theft involves forcible and violent entry or removal
- theft of sailboard from an unattended vehicle unless it is attached to a locked car roof rack and is fitted with and secured by an anti-theft device, in addition to its normal method of attachment

- theft of fixed gear and equipment from the exterior of Craft unless violence or force are used
- a reduction in the **Craft's** market value following repair, or loss of value, warranty coverage or rating
- mechanical, electrical or electronic breakdowns, failures, faults or breakages
- **loss or damage** resulting from electrolysis, osmosis, or like conditions
- loss or damage to the Craft caused by loss of control where a kill cord is fitted but has not been used
- scratching, denting, bruising and chafing whilst in transit by road, rail, air or ferry.

Additional Exclusions to apply to Craft with a Maximum Design Speed in excess of 20 m.p.h. or 17 knots

No claim will be allowed in respect of:

- loss, damage or liability whilst the Craft is participating in racing, speed tests or connected trials
- loss, damage or liability in respect of fire and explosion, where the Craft is fitted
 with inboard machinery unless it is equipped with automatic or remote controlled
 fire extinguishing apparatus in the engine compartment
- theft of Craft whilst stored unless the theft involves forcible and violent entry or removal
- theft of the trailer, and any insured items attached to it, whilst unattended unless the trailer has been securely fastened by a wheel clamp or hitchlock.

Preventing or Minimising a Loss

We will pay reasonable costs incurred, including salvage, in preventing or minimising a loss covered by this insurance.

Grounding

We will pay the reasonable costs of inspecting the **Craft** following grounding, even if no damage is found.

Loss or Damage to Personal Effects/Equipment

What is covered:

loss or damage to personal items that do not form part of the Craft's inventory, while used in connection with the Craft and whilst in transit between your home and the Craft. Up to an amount of 2% of the sum insured of the Craft, minimum £500, maximum £2,500 unless otherwise stated in the schedule.

We will provide this cover for:

 you, your husband, wife or partner and children who permanently live in your normal home.

What you are not covered for:

- the Excess shown within the schedule
- theft or vandalism of personal effects unless the craft has lockable cabin accommodation
- theft from an unattended motor vehicle unless the vehicle was securely locked and the personal items hidden from view
- damp, mould, mildew, vermin and moth
- mechanical or electrical failure or breakdown
- loss or damage to computer equipment or computer software, mobile phones, jewellery, furs, works of art and spectacles
- breakage of items of a fragile nature
- loss of money, travellers cheques, credit or debit cards
- loss or damage to water skis, water toys, fishing, diving and sports equipment
 whilst in use
- any one item in excess of £250 unless agreed in writing by us
- wear, tear, depreciation or gradual deterioration.

Marina benefits

If a claim occurs whilst the **Craft** is moored or is ashore in a **marina**, **we** will not apply the **excess**.

Key Cover

We will pay for costs for stolen or damaged keys up to £500 per event, up to a maximum of £1,000 per policy period.

Rescue and Evacuation

If an **insured person** or **your** guest is lost overboard from the **Craft** or requires emergency evacuation, **we** will pay up to £25,000 for costs incurred by **you** for the search, rescue and/or evacuation.

If a rescue or evacuation occurs by a registered charity or other registered non-profit organisation **we** shall make a donation of £100 in **your** name.

Medical expenses

We will pay necessary medical expenses incurred by **you** or **your** guests as a result of bodily injury following an accident on board, whilst boarding or disembarking the **Craft** or tender. The maximum amount payable for any one **incident** is £1,000. The policy **excess** will not apply to this cover. **We** will not cover bodily injury caused by:

- HIV (Human Immunodeficiency Virus)and/or HIV related illness including AIDS (Acquired Immune Deficiency Syndrome) however caused and/or any mutant derivatives or variations thereof
- suicide, self-injury or any wilful act or self-exposure to peril (other than in an attempt to save human life)
- the influence of drugs (other than those prescribed by a registered doctor but not when prescribed for the treatment of drug addiction)
- abuse of solvents or alcohol

Excess Collision Waiver

In the event of a collision with another vessel where **we** agree **you** were not primarily at fault, no **excess** will apply to any resulting claim provided **you** can supply **us** with contact details of the responsible party.

Race Fees

We will reimburse **you** up to £150 (in any one period of insurance) for non refundable race entry fees to an event **you** have entered the **Craft** and paid the fee for which **you** are subsequently unable to attend due to damage to **your Craft** caused by an **incident** covered by this policy.

Mast and Sails damaged at an event

You are authorised to arrange the immediate replacement of the mast, spars and/or sails following damage whilst **you** are competing at a National, European or Worldwide class event. **We** will cover this cost, less the policy **excess** shown in **your** schedule, providing **you** retain the damaged equipment and are able to provide the invoice/receipt for the replaced equipment.

Personal accident

Definitions

Loss of limb means physical, permanent and total loss of use at or above the wrist or ankle

Loss of sight means a complete, irrecoverable and irremediable loss of sight of one or both eyes.

Permanent total disablement means disablement that prevents attending to business or occupation of any and every kind which, lasting for 12 consecutive calendar months, is at the expiry of that period beyond all hope of improvement.

What is covered

Personal accidents that occur onboard **your Craft** within 12 months of the event, are the sole and independent cause of subsequent disability. The **excess** will not apply to this cover.

Benefits	
Loss of limb	£25,000
Loss of sight	£25,000
Permanent total disablement	£25,000
Death	£25,000

The overall limit is £100,000 for any one accident or event. If any one accident or event involves four or more persons, the individual sums insured will be proportionally reduced, until the overall total does not exceed £100,000.

For persons aged under 16 or over 70 years at the time of the accident, the **permanent total disablement** benefit and the death benefit are both limited to £2.500.

We will provide this cover for:

• **you** and persons aboard **your Craft** (including whilst embarking or disembarking) with **your** permission.

What you are not covered for:

- a disease, physical defect, illness or injury which existed prior to the accident
- being under the influence of drink, drugs or solvent abuse

- **you** are not covered for any other costs that are indirectly caused by the event which led to **your** claim, unless specifically stated in this Policy
- disablement to any person employed by you in any capacity whatsoever
- disablement to any person whilst your Craft is being used for purposes other than private pleasure
- pregnancy
- suicide, deliberate self-injury or wilful exposure to needless risk.

Conditions

In the event of a claim, no payment will be made without appropriate medical certification which **you** must submit together with any information, evidence or receipts that **we** ask for. These must be obtained at **your** expense.

Where necessary, the claimant must agree to a medical examination. **We** will pay the cost.

No claim will be payable under more than one benefit in respect of any one accident.

In the event of an accident causing **permanent total disablement** followed by death from any one cause within 12 calendar months of the accident, **we** will only pay the death compensation.

Pet medical expenses

We will pay necessary medical/vet expenses incurred by **you** for **your** pets or those of **your** guests as a result of bodily injury following an accident on board, whilst boarding or disembarking the **Craft**. The maximum amount payable for any one **incident** is £500.A policy **excess** of £50 will apply to this cover.

We will not cover bodily injury caused by:

- pregnancy, birthing or delivering a litter/clutch
- a pre-existing physical defect, condition or infirmity
- medical expenses incurred more than 14 days after the event
- where the Craft is used as a houseboat.

Section B – Liability to others

What is covered:

We will cover **your** legal liability, up to the limit stated within the policy schedule, to compensate other people if someone dies or is injured, or property is lost or damaged, as result of **your** interest in the **Craft**.

The excess will not apply to this cover.

We will provide this cover for:

• you and those in control of the **Craft** with your permission.

What you are not insured for:

- liabilities whilst the **Craft** is in transit by road
- liabilities assumed under contract, incurred solely by an agreement entered into by you
- accidents or illness to persons contracted by you, in any capacity whatsoever, in connection with the Craft
- liabilities resulting from any accident whilst the **Craft** is in the care, custody or control of any business, trade, profession or organisation
- liability to passengers or crew engaged in any underwater sport or activity, from the time of leaving the **Craft** until safely within the **Craft**
- any activity, other than water skiing or wakeboarding, involving persons being
 pulled by the Craft and/or tender(s) unless you have written agreement from us.

Innocent Boater

What you are covered for:

 we will pay for bodily injury aboard your Craft that you are legally entitled to recover from an uninsured or unidentified third party, but have been unable to do so due to circumstances beyond your control.

What you are not covered for:

- loss or damage caused by a Craft that you have a financial interest in
- loss or damage caused by a Craft owned by a governmental agency or unit.

The maximum **we** will pay for any one **incident** is £15,000.

Removal of Wreck

We will pay the reasonable costs of attempted or actual raising, removal or destruction of the wreck of the **Craft** or any failure to do so, resulting from **loss or damage** covered by this insurance.

Rescue Boat Liability

Where a separate policy is not otherwise in place; liability is extended to include cover for bodily injury or death caused by **your** negligence whilst **you** are acting as official rescue/support boat crew (including skipper) for an organised on the water **United Kingdom** event.

Conditions which apply to the whole of this policy

- **1** Everyone covered by this policy must follow the policy terms and conditions.
- **2** This policy is non-transferable.
- **3** Should the **Craft** be sold or transferred to new ownership or there is a change in interest, this policy will be cancelled from the relevant date.
- **4 Your** policy is governed by the law that applies to where **you** reside within the **United Kingdom**. If there is any disagreement about which law applies, English law will apply. **You** agree to submit to the exclusive jurisdiction of the courts in England and Wales. Unless agreed otherwise, **we** will communicate to **you** in English.
- **5** You must tell **us** if any of the information on which this insurance is based changes. Failure to do so may result in **your** insurance no longer being valid and claims not met. If in doubt about any change **you** should disclose it. If **your** policy is amended as a result of any change **we** will be entitled to vary the premium and terms for the rest of the period of insurance. **You** should keep a record (including copies of letters) of all information supplied to **us** in connection with this insurance.
- **6** You must at all times exercise due care and diligence and do all you reasonably can to prevent loss or damage to your Craft.
- 7 We will pay the reasonable cost of repair for loss or damage. In the event of a Total Loss or a constructive Total Loss, we will either pay the Agreed Value of the Craft or provide a replacement Craft of a similar age, size and type. Reasonable replacement or repair to be considered sufficient, even if the appearance and condition of the Craft is not the same as prior to the claim.
- **8** If any claim is covered by another insurance, **we** will not pay the claim.
- **9** In no case will **we**, under any section, pay more than the sum insured shown against that item in the schedule.
- **10** In no case will **we** pay for unrepaired damage in the event of a subsequent **Total Loss**.
- **11** If **your** claim is fraudulent or false in any way, **we** will not make any payment and the policy will be void. There will no refund of premium.
- **12** In the event of **loss or damage** to the outboard motors, **we** will pay the current replacement price less 10% per annum, up to a maximum deduction of 50%.

- In the event of **loss or damage** to unspecified trailers or trolleys **we** will pay the current replacement price less 10% per annum, up to a maximum deduction of 50%.
- In the event of a claim under more than one section of the policy, the highest **Excess** will apply.
- No person who is not party to this policy, or to whom cover is not expressly extended, may enforce any term of this policy.
- If **you** pay the premium to **us** using **our** Direct Debit instalment scheme, **we** will have the right (which **we** may not use) to renew the policy each year and continue to collect premiums using this method.
 - **We** may vary the terms of the policy (including the premium) at renewal. If **you** decide that **you** do not want **us** to renew the policy, as long as **you** tell **us** before the next renewal date, **we** will not renew it.
- 17 This insurance may be cancelled by **us** at any time subject to 30 days notice to **you** or by mutual agreement, when a pro rata return of premium shall be made calculated on the annual premium charged, subject to a minimum premium of £25 (plus insurance premium tax).
 - **Our** right to renew this policy does not affect **your** cancellation rights detailed on page 7 and condition 17 on page 21 of the policy.
- In the event of a **total loss**, **you** will still be liable to pay any outstanding instalments and **your** policy will be cancelled.

Exclusions which apply to all sections of this policy

We will not pay for any claims arising from:

- 1 war, invasion, civil war, conflict or commotion
- 2 terrorism
- **3** any chemical, biological, bio-chemical or electromagnetic weapon
- 4 ionising radiation, radioactivity, nuclear fuel, nuclear waste or nuclear equipment
- wilful misconduct or acts of recklessness by you or other persons in control of the Craft including, not limited to, conduct when under the influence of alcohol or drugs
- 6 any accident or **incident** that occurs outside the period of insurance
- 7 hire, charter, reward or any other commercial activity
- **8 your** failure to maintain the **Craft** in a **seaworthy** condition or in the case of a trailer, roadworthy condition
- 9 the **Craft** being left **unattended** afloat on moorings, unless otherwise agreed. However, **Craft** are permitted to be moored on a recognised **marina** berth at any time and on a mooring recognised within a nautical chart or almanac during the period 1st April to 30th September for a period not exceeding 28 days
- **10** loss, damage or liability whilst participating in racing if the **Craft** is over 23ft in length, unless otherwise agreed by **us**
- 11 the Craft crossing the English Channel, Irish or North Seas
- **12** the **Craft** being more than 12 miles offshore.

Conditions relating to accidents and claims

- 1 When you contact us about a claim on 01273 863450, you will need to tell us:
 - vour name and address
 - the place where the loss or damage occurred
 - what caused the loss or damage
 - telephone numbers and/or address including witnesses and third parties, where known
- **2 You** must tell **us** immediately about any accidents, claims or legal proceedings in connection with this policy, and give **us** all the information and help **we** may need, including contact details of all witnesses, likely claimants and persons against whom any recovery might be made. **You** must send any writ or summons or comparable foreign documentation to **us** immediately it is received. **We** will decide how to settle or defend a claim, and may bring or defend proceedings in the name of any person covered by the policy, including proceedings for recovering any claim.
- **You** must report any loss, theft, attempted theft or malicious damage to the police immediately.
- **4 We** will pay reasonable costs incurred by **you** in respect of Official Inquiries and/or Coroners' Inquests. **We** will also pay reasonable costs incurred by **you**, subject to **our** prior approval, for settling or defending any claim.
- **We** retain the option to decide where the repairs are carried out and may require a number of quotations.

Navigators & General - Brighton PO Box 3707, Swindon, SN4 4AX. Tel 01273 863400 Fax 01273 863401 Email enquiries@navandgen.co.uk.
Website www.zurich.co.uk/navigators-and-general

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