



## Renewal Questionnaire 2011

At this time of year we request updated information from Members in respect of the forthcoming Indemnity Year 2011-2012. This relates to material damage and business interruption values .

Accompanying this letter are the following documents:

- Renewal Questionnaire; and
- Hard copy of an Excel workbook to assist you , if necessary, in completing the renewal questionnaire (Note that this has two separate tabs – one for material damage and one for business interruption)

Both are available electronically on the UM web site [www.umal.co.uk](http://www.umal.co.uk) by accessing the UMSR page

Points to assist you in completion:

- 1) You are asked to split your sums insured between Zones A – D for material damage exposures. The zone allocation is enclosed and is unchanged from previous years.
- 2) If you do not already have a format please use the sample excel workbook to complete your declared values section by postcode and return the completed workbook by e-mail to [ian.hawkins@umal.co.uk](mailto:ian.hawkins@umal.co.uk)
- 3) Declared values submitted must match those notified to your underlying material damage/business interruption insurers/mutual and must include Value Added Tax.
- 4) Please note that the questionnaire must be signed before return.

Reminder: If during the year you notify changes to your underlying material damage/business interruption insurers/mutual these must also be advised to UMSR.

If you require any assistance or further information, please do not hesitate to contact us – a contact list is given overleaf.