



XL CATLIN

Policy Schedule



Prepared for: MSR Umbrella Services Ltd



1 Schedule

Professional Indemnity

The **Insured** has submitted to the **Insurer** the **Proposal** and declarations which it is agreed shall be the basis of, and be incorporated into, this policy and in consideration of the **Premium** paid or to be paid by the **Insured**, the **Insurer** will indemnify the **Insured**, subject to the terms, conditions, exclusions, exceptions and limitations of this policy.

1.1 Policy Number	DQ0207677
1.2 Insured	MSR Umbrella Services Ltd
1.3 Address	329 Ley Street Ilford IG1 4AA United Kingdom
1.4 Insured's Business	Recruitment Consultancy
Turnover	£10,000,000
1.5 Period of Insurance	From: 08 March 2017 To: 08 March 2018 both days at 00:01 a.m.
Insurer	Catlin Insurance Company (UK) Ltd.
Wording	Miscellaneous Professions Professional Indemnity Insurance MEO CIVIL AOC 12/10

SECTIONS OF COVER

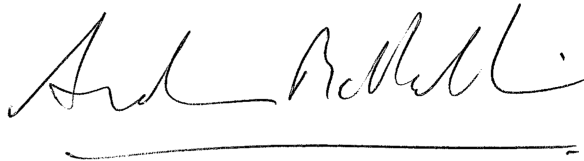
Professional Indemnity	1.6 Limit of Indemnity	£5,000,000 any one Claim (with defence costs and expenses in addition) under insuring clauses 2.1, 2.2(b), 2.5 and 2.6
	Sub Limits	
	(a) Loss of Documents or Data (Clause 2.2(a))	£250,000 aggregate
	(b) Data Protection (Clause 2.3)	£250,000 aggregate
	(c) Criminal Prosecution (Clause 2.4)	£250,000 aggregate
	1.7 Deductible	£2,500
	Deductible Exceptions	
	(a) Loss of Documents or Data (Clause 2.2(a))	£1,000
	(b) Data Protection (Clause 2.3)	£1,000
	(c) Criminal Prosecution (Clause 2.4)	£1,000
	all each and every Claim Applicable to defence costs and expenses	

1.8 Premium (including IPT)	£4,042.50		
1.9 (a) Covered Jurisdiction	United Kingdom		
(b) Territorial Limits	Worldwide excluding USA and Canada		
1.10 Retroactive Date	28 September 2016		
1.11 Date of Proposal	Date of Proposal or Statements of Fact attached		
1.12 Endorsements	Refer to Endorsement Schedule		
Subjectivities	N/A		
Underwriting Basis	Statements of Fact	<input type="checkbox"/>	Proposal Form <input checked="" type="checkbox"/>

Endorsement Schedule

Sanctions Exclusion Clause CAU539 GL SEC/PI
 Miscellaneous Professions Professional Indemnity Insurance MEO CIVIL AOC 12/10 - Vicarious
 Liability Exclusion MEOAOC 051 0310/PI
 Miscellaneous Professions Professional Indemnity Insurance MEO CIVIL AOC 12/10 - Recruitment
 Services Additional Statements of Fact CAU522 PI RSAS/PI

Signed:



On behalf of Catlin Insurance Company (UK) Ltd.

Date: 08 March 2017

Legal Helpline

Available Monday to Friday from 9 a.m. to 5 p.m. for general English legal advice on corporate or commercial problems potentially giving rise to a liability under this policy.

Telephone DAC Beachcroft LLP on 0117 918 2755

Advice on the Helpline is at no charge for the first 30 minutes only and is not otherwise recoverable from **Insurers**. Advice given will not include whether or not there might be a notifiable circumstance or claim under the policy, any issues concerning the validity of the policy, or any policy coverage issues. Calls to the Helpline do not and cannot compromise any form of notification to **Insurers** such as may be required under this policy.

Complaints

Catlin Insurance Company (UK) Ltd. is dedicated to providing a high quality service and wants to ensure that it maintains this at all times. If you feel that Catlin has not offered a first class service or if you have any questions or concerns about the policy or the handling of a Claim you should, in the first instance, contact your broker through whom this insurance was placed.

If you are unable to resolve the situation and wish to make a complaint, you can do so at any time by referring the matter to:

Compliance Officer
Catlin Insurance Company (UK) Ltd.
20 Gracechurch Street
London
EC3V 0BG

Tel No: 020 7743 8487
E-mail: xlcatlinukcomplaints@xlcatlin.com

Complaints that cannot be resolved by the Compliance Officer may in certain circumstances be referred to the Financial Ombudsman Service at:

South Quay Plaza
183 Marsh Wall
London
E14 9SR

Tel No: 0845 080 1800
E-mail: complaint.info@financial-ombudsman.org.uk

Further details will be provided on request and at the appropriate stage of the complaints process.

About XL Catlin

XL Catlin is the global brand used by XL Group plc's (NYSE:XL) insurance and reinsurance companies which provide property, casualty, professional and specialty products to industrial, commercial and professional firms, insurance companies and other enterprises throughout the world.

We're strong. So we can respond when clients need us the most. Consistent equity capitalization, steady growth in gross premium written (GPW) and disciplined underwriting contribute to a solid financial foundation. We have a robust balance sheet and conservative financial profile.

With a significant presence in all of the world's major re/insurance markets, we understand global demands and local needs. We bring an incredible blend of people, products, services and technology to help businesses move forward.

Clients look to XL Catlin for answers to their most complex risks and to help move their world forward. To learn more, visit xlcatalin.com

Sanctions Exclusion Clause

Endorsement

This endorsement, effective 00:01 a.m. 08 March 2017 attaches to and forms part of Policy Number: DQ0207677

In the name of: MSR Umbrella Services Ltd

Sanctions Exclusion Clause

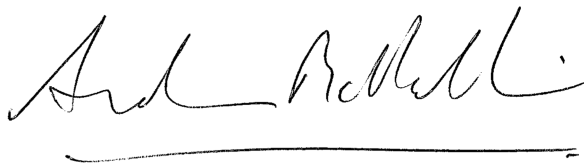
CAU539 GL SEC

It is hereby understood and agreed that the following exclusion is applicable to all sections of the policy.

The **Insurer** shall not provide any benefit under this policy to the extent of providing cover, payment of any **Claim** or the provision of any benefit where doing so would breach any sanction, prohibition or restriction imposed by law or regulation.

Subject otherwise to all other terms, conditions, exclusions and limitations of this insurance.

Signed:



On behalf of Catlin Insurance Company (UK) Ltd.

Date: 08 March 2017

Miscellaneous Professions Professional Indemnity Insurance

Endorsement

This endorsement, applicable to Miscellaneous Professions Professional Indemnity Insurance MEO CIVIL AOC 12/10, effective 00:01 a.m. 08 March 2017 attaches to and forms part of Policy Number: DQ0207677

In the name of: MSR Umbrella Services Ltd

Vicarious Liability Exclusion

MEO AOC 051 03/10

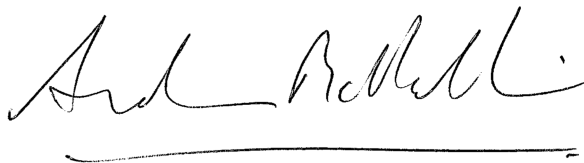
The **Insurer** shall not have any liability under this policy for, directly or indirectly arising out of, or in any way connected with any **Claim** arising from the **Insured's** vicarious liability for acts, errors or omissions of persons introduced, recommended, recruited or supplied by the **Insured**, unless such **Claim** arises from the **Insured's** failure to use reasonable skill and care in the introduction, recommendation, recruitment or supply of that person to perform the services specified.

For the purpose of this Exclusion the definition of "**Employee**" is restated as follows:-

- 3.3 "**Employee**" means any person, other than a partner, principal, director or member of the **Insured**, who has been, is or shall be under a contract of service or apprenticeship, supplied to, hired, or borrowed by the **Insured**, or under any work experience or similar scheme, whilst employed or engaged by and under the control of the **Insured** in connection with the **Insured's Business**. This shall exclude such persons who are introduced, recommended, recruited or supplied to persons or organisations other than the **Insured** as part of such persons' or organisations' workforce.

All other terms and conditions remain unaltered.

Signed:



On behalf of Catlin Insurance Company (UK) Ltd.

Date: 08 March 2017

Miscellaneous Professions Professional Indemnity Insurance

Endorsement

This endorsement, applicable to Miscellaneous Professions Professional Indemnity Insurance MEO CIVIL AOC 12/10, effective 00:01 a.m. 08 March 2017 attaches to and forms part of Policy Number: DQ0207677

In the name of: MSR Umbrella Services Ltd

Recruitment Services – Additional Statements of Fact CAU522 PI RSAS

It is responsible for any Recruitment Services.

If TRUE

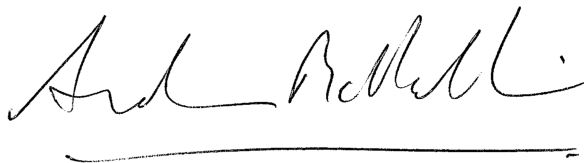
It always checks and verifies references and qualifications independently and if there are any gaps in references these are always checked.

It always gets the Employer's signoff or agreement when selecting, placing personnel.

The largest total remuneration package for personnel placed is less than £250,000.

Subject otherwise to all other terms, conditions, exclusions and limitations of this insurance.

Signed:



On behalf of Catlin Insurance Company (UK) Ltd.

Date: 08 March 2017