

## Guidance Notes/Step by Step Guide Proposal Forms

To correctly evaluate each operation a completed Proposal Form is required. There is a checklist on the first page of each form to aid this process. Failure to submit the information requested may result in delays, the indication of more restrictive terms or a disinclination to quote. Please note that this checklist is not definitive; our Risk Managers and Underwriters may request additional information to help analyse your proposal. Any additional information you feel would be relevant to the submission should be included with the submission.

If you require assistance to complete the forms, please consult your insurance professional or contact us directly. James Simison has responsibility for new business and can be contacted at +44 (0) 191 2325221 and [james.simison@sunderlandmarine.com](mailto:james.simison@sunderlandmarine.com)

The information that you provide will help us to determine the risk associated with your farm and therefore offer an appropriate rate along with the terms and conditions. Each indication or quote is tailored to each individual enquiry and therefore it is important that we have the most accurate and up to date information included in your proposal.

### **Indemnity Scale to Reflect Cost of Production**

It is important that the indemnity value of your stock reflects the cost of production, with no element of profit included. The value should reflect the replacement cost of the fish at the time of death. Any claim payment is meant to put the insured back into the same position prior to the loss of stock, minus the deductible.

### **Production Plan**

This should include the number, average weight and location (i.e. tank, cage etc) of the stock on a month by month basis for the 12 months from the proposed inception date.

### **Site Diagram**

This should be a labelled diagram showing the entire production area.

### **Site Location Map**

This enables us to locate your farm in relation to other farms in the area and to make an assessment on the risks and hazards.

### **Annotated Diagrams**

For moorings and longline systems and technical site diagrams for land-based systems, including recirculation units. These diagrams and technical drawings help us to understand the structure of the farm and how the various units are utilised.

### **Site Diagrams for Fisheries**

It is useful for us to be able to determine the layout and location of the angling lakes in relation to the stocking information that has been provided.

**Amendments to Fishery Indemnity Scales**

The scale provided has been produced by assessing the UK coarse fish market. If you require different values for your fish, please provide us with evidence to substantiate your request.

**Equipment Inventory by Site (Multi-Site Proposal Form)**

Each site will be issued with its own policy, so we require an inventory of stock and equipment for individual sites.

**Extra information**

There are extra pages at the back of a proposal form for additional information that may be relevant for the proposal.

Please remember to sign and date your Proposal Form.