
UPS CLUB

Squash Section



Mr. Stephen M Edwards
Chairman: Squash Section
Email: edwards@sketters.co.uk

Sports and Social Club
The Institute of Cancer Research
Royal Marsden Hospital

David Carbutt
Sports Administrator
Perkins Slade Ltd.
3 The Broadway
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Email: d.carbutt@perkins-slade.com

16 September, 2009

ref:[15c Receipt of Renewal Docs 16.09.09.doc]

Dear David,

Re: Ups Club Squash Section - Policy Renewal UPSSQUASECT

I am writing to say thank you for kindly sending through the 2 renewal documents (dated 01 September 2009) for our squash insurance policy (Civil Liability & Personal Accident).

Thank you also for kindly informing us that the Civil Liability is now fully underwritten by Royal & Sun Alliance (RSA).

By my estimates, the number of squash members remains at 80, so we calculate remittance payable at:

Civil Liability (RSA) at £385.00
Personal Accident at 80 x £2.50 = £200.00
Total = £585.00

If a cheque for this amount is acceptable, then I will arrange to have it sent through along with the completed advise slips very shortly.

We would also like to advise and remind you of the following provisions:

- We continue to operate an 'Incident Recording' procedure and have notified you on two occasions of incidents in the existing policy period (27.01.09 & 27.07.09).
 - We now maintain a membership list.
 - Whilst no cover was extended for "Protection Of Children & Vulnerable Adults", because we did not have a policy at the time of policy issue - we have now drafted a policy which is available should you wish. Whether this becomes part of a new policy will require further discussions with yourself and the Squash Management Committee.
 - There are no other changes to provisions previously documented.
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Thank you again for your help, and please could you use the address in the footer for any future correspondence.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S Edwards', written in a cursive style.

(electronic signature)

Mr. Steve Edwards.

Chairman: The Ups Club Squash Section

(On behalf of The Ups Club Squash Section Management Committee)

cc Mark Sydenham (Secretary: The Ups Club Squash Section)

cc Jon Gear (Treasurer: The Ups Club Squash Section)

cc Lionel Gunn (Membership Secretary: The Ups Club Squash Section)