

Atlantic Marine Underwriters Inc.

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Bulletin

To: All Brokers and Agents From: Peter J. Taylor, President
Subject: Commercial Office Package – ‘Buropac’ Date: February 23rd, 2006

It is with pleasure that we introduce the above new product. Frequently, we obtain requests to write an office package as a stand-alone risk, or in conjunction with a marine policy. We will be pleased to entertain your submissions as per the following parameters.

Property – Minimum deductible of \$500.

A. Office Contents, Computer Hardware and Tenant’s Improvements.

- Minimum limit of \$10,000
- Broad Form Coverage including Replacement Cost
- Coinsurance Clause of 80%

B. Additional Coverages included in the premium.

- Data and media \$2,500
- Glass Included with a \$250 deductible
- Sign Included with a \$250 deductible
- Property off Premises \$2,500 (Fire & E.C. including burglary)
- Property while in Course of Transit \$2,500 (Fire & E.C. including burglary)
(can be increased up to \$10,000)
- Trees, Shrubs & Plants \$500 per item
- Accounts Receivable \$10,000 (can be increased to \$25,000)
- Valuable Papers \$10,000 (can be increased to \$25,000)
- Currency, Money, Cheques & Stamps \$500
- Directors Personal Property included
- Employees’ Personal Property \$2,500
- Fine Arts \$5,000 (can be increased up to \$50,000)
- Lock Replacement 50% of replacement cost up to \$1,000

Crime – Minimum deductible of \$100

- Employee Dishonesty Coverage (Form A) \$2,500
- Money & Securities – Broad Form \$2,500
- Money Orders & Counterfeit Papers \$2,500
- Depositor’s Forgery Coverage \$2,500

Business Interruption

- Extra Expenses – Broad Form \$10,000 (can be increased up to \$50,000)
(without limitation per period of thirty/30 days)
- Business Interruption – No coinsurance \$10,000 (can be increased up to \$50,000)

Liability – Minimum deductible of \$100 in Property Damage

• Commercial General Liability	\$1,000,000
• Contractual Liability Coverage	Included
• Non-Owned Automobile	Included
• Personal Injury Liability	Included
• Employees as Additional Insureds	Included
• Contingent Employers' Liability Endorsement	Included
• Tenants Legal Liability – Broad Form	\$100,000
• Medical Payment Coverage	\$2,500 each person / \$25,000 each accident
• Officers' Liability	\$100,000

Excluded Coverages: Professional Liability, Errors and Omissions and Products & Completed Operations Liability

Eligibility Criteria

1. In order to qualify for the 'theft & burglary' coverage, the premises of the Applicant must be protected by a security service or an alarm system connected to a monitoring station (territory No.1) or connected or not (for any other territory); failing which only the 'Broad Form' coverage, excluding the risks of theft and burglary will be granted to the Applicant.
2. The building and the premises occupied as offices or for the purposes of commercial activities must be centrally heated by permanently installed gas apparatus or permanently installed electrical apparatus, approved by competent authorities in the field of electricity.
3. The area of the premises occupied by the insured must not exceed 10,000 square feet.
4. The risk must not be located in a building or adjoining building also occupied as a lounge bar, a discotheque, a dancing hall, rooming house, arcade, tavern, pool room, café bistro, bar restaurant, beer hall or restaurant (except in fire-resistive office towers).
5. The building must have an occupancy rate of at least 50%.
6. The Applicant must not have made more than two/2 claims during the last three/3 years. (Please refer to underwriters if there has been more than two claims)
7. The building where the risk is located must not, UNDER ANY CIRCUMSTANCES, be over thirty/30 years of age (even if it has been renovated). Please refer to underwriters if building is more than thirty/30 years of age.

Ineligible Occupancies

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| - Advertising agencies | - Credit unions | - Publishing firms |
| - Banks | - Embassies or consulates | - Radio and television stations |
| - Brokerage firms | - Employment agencies | - Real estate managers firms |
| - Collection offices | - Factory representatives firms | - Security services |
| - Computer services | - Importers firms | - Travel agencies offering guided tours |
| - Contractors firms | - Private detectives/investigators firms | - Unions |

Description of the Territories

- Territory No. 1 : All risks situated within 100 metres of a fire hydrant and serviced by a responding Fire Department within that center.
- Territory No. 2 : All risks situated within 5km from a responding municipal fire hall reached by road which is open year round. The fire hall may be operated by the township or area in which the risk is located or by an adjoining municipality, which services the area under a written agreement.
- Territory No. 3 : All risks beyond the limits of territories 1 and 2 above.

Please use our Symphony of Programs Universal Application Form from our website above.

We trust the above will be of value and we look forward to receiving your submissions shortly.