

**TO WHOM IT MAY CONCERN**

01 September 2023

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

**Insured Details:**

Name(s) **Xeretec Group Ltd, Xeretec Group Holdings Ltd, Xeretec Office Systems Ltd and Xeretec Document Solutions Ltd**

Postal Address **Greenwell Base, Greenwell Road, East Tullos Industrial Estate, Aberdeen, AB12 3AX, United Kingdom**

Our Ref **4621475**

Business Description **Office machinery suppliers and installers including network installations and supply of digital print and managed print solutions**

**Employers Liability**

Insurer: CNA Insurance Company Limited  
Policy number: 10263801  
Cover period: 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024  
Indemnity limit: £10,000,000  
Inner Limit : £ 1,000,000 Corporate Manslaughter and Statutory Defence Costs

**Public Liability**

Insurer: CNA Insurance Company Limited  
Policy number: 10263801  
Cover period: 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024  
Indemnity limit: £10,000,000  
Excess: £1,000 Damage to Property  
Basis of Limit: Any one claim

**Products Liability**

Insurer: CNA Insurance Company Limited  
Policy number: 10263801  
Cover period: 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024  
Indemnity limit: £10,000,000  
Excess: £1,000 Damage to Property  
Basis of Limit: In the aggregate

## Professional Indemnity

Insurer:	HCC International Insurance Company Plc
Policy number:	PI21J578424
Cover period:	10 <sup>th</sup> October 2022 to 9 <sup>th</sup> October 2023
Indemnity limit:	£10,000,000 any one claim
Excess:	£1,000
Basis of Limit:	Any one claim

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours faithfully

[Redacted signature]

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