

Schedule 2

Supporting Evidence Appendix

Introduction

This Schedule 2 sets out the level of supporting evidence that should be supplied by a Scheme Creditor in support of the different approaches used for estimating Scheme Claims as described in Schedule 1.

Where the Scheme Creditor adopts techniques other than those set out in Schedule 1 full supporting evidence should be provided, including full descriptions of the techniques adopted and the assumptions made, including supporting data to justify each of the assumptions made.

Supporting Documents Required for Claim Adjustment:

Unpaid Agreed Claims

All creditors with Unpaid Agreed Claims should provide a copy of their Offer Letter or any other such evidence which supports the claim as being agreed by Elite.

For all creditors with claims, except Unpaid Agreed Claims you must provide:

- Short summary of your Claim/Loss/Future Loss
- Signed Elite Policy Schedule
- Elite Policy Wording and/or Terms and Conditions
- Proof of Identity (Passport/Driving Licence/National Identity Card)
- Proof of Claim Payment if already discharged (Bank Statement, Receipt etc)
- Supporting Documents explicitly evidencing your Claim/Loss/Future Loss (e.g. Return of Premium, Replacement Cover or IBNR Estimate).
- For all claims apart from Return of Premium and Replacement Cover Claims, proof of Claim Notification (if time limited)
- For all claims apart from Return of Premium and Replacement Cover Claims, any specific documents listed as required to make a claim under the Elite Policy Wording and/or Terms and Conditions

All the above documents should be provided in a legible state and in full.

Examples of Supporting Documents for Replacement Cover:

- Replacement cover quotation including premium payable and policy wording.
- Comparison to original Elite policy including but not restricted to:
 - Remaining term
 - Sum insured value
 - Property, content or service at risk

- Policy wordings including head of damage and exclusions
- Details of any other noted differences between the original Elite policy and the replacement cover.

Examples of Supporting Documents for Return of Premium:

- Original policy document or evidence of Policy Start Date, policy end date and value of original premium paid (if not provided in the Signed Elite Policy Schedule).
- For perpetual policies, provide assumptions and justification made with regards to the end date of the policy.
- Evidence of any changes in risk type or previous claim history.
- Calculation of Return of Premium, including details of methodology and assumptions used. For example, inputs into the formula provided in Paragraph 2.2.3 of the Estimation Guidelines.

Examples of Supporting Documents for IBNR Estimate:

- Methodology, assumptions and underlying calculations of the IBNR estimate, including but not restricted to:
 - Estimate for total future number of claims expected and justification. Detail whether each individual claim is an Unpaid Agreed Claim, Notified Outstanding Claim or future IBNR Claim.
 - Estimate for the total future amount for each claim expected and justification.
 - Application of policy terms to the claims (e.g. policy limits or exclusions).
 - Historical data and or external data used to support the assumptions selected.
 - Any other key assumptions, for example inflation.
 - Where alternative methods to those prescribed in Estimation Guidelines have been used, in addition to the above, please provide a description of why alternative methods were adopted and an overview of the method used.
 - Evidence of actions taken to mitigate future loss (as required under a Disclaimer Damages Claim).

Examples of Supporting Documents for Building Guarantee/Construction Lines:

- Proof of Ownership (Title Deeds etc)
- Expert Report and/or other Professional Report
- Quotations and Invoices for any undertaken works

- Construction Details including Opening of Construction Site Declaration, Works Acceptance Report etc.
- Details as to the contractors/workers involved in the works
- Photographs
- Quotations (at least two) and Invoices for rectification works

Examples of Supporting Documents for Property & Casualty Lines:

- Proof of Ownership
- Police Report
- Expert Report and/or other Professional Report
- Photographs

Examples of Supporting Documents for Liability and Professional Indemnity Lines:

- Letter of Claim and other Pre-Action Protocol Correspondence
- Expert Report and/or other Professional Report
- Legal Proceedings Documentation (Particulars of Claim, Defence, Judgments, Appeals etc)
- Settlement Agreements/Consent Orders

Examples of Supporting Documents for Insurance Backed Guarantee Lines:

- Suppliers/Installers Contract and Guarantee
- Installation Details (including technical drawings, specifications, surveys etc)
- Proof of Payment of the Original Installation
- Expert Report and/or other Professional Report
- Quotations (at least two) for any proposed works

Examples of Supporting Documents for Bond/Surety Lines:

- Legal Proceedings Documentation (Particulars of Claim, Defence, Judgments, Appeals etc)
- Settlement Agreements/Consent Orders

Examples of Supporting Documents for Motor Lines:

- Legal Proceedings Documentation (Particulars of Claim, Defence, Judgments, Appeals etc)
- Police Report
- Expert Report and/or other Professional Report.

Examples of Supporting Documents for ATE/BTE Lines:

- Legal Proceedings Documentation (Particulars of Claim, Defence, Judgments, Appeals etc)
- Expert Report and/or other Professional Report
- Disbursement Invoices