

When To Notify TWS

It is important that you advise TWS of any material changes in your operations which may have a bearing on your insurance program. Your insurers have evaluated and accepted the risks on the basis of the information given. Any variation of these details could lead to complication in the event of a loss.

These changes may include, but are not limited to:

- ◆ Changes of personnel affecting responsibility for insurance decisions.
- ◆ Personnel traveling overseas/on temporary assignment overseas/working on military bases.
- ◆ Acquisition or creation of new companies or subsidiaries and/or mergers in which you are involved or any legal change in the corporate structure.
- ◆ Purchase, construction or occupancy of new premises; alteration, vacating the premises or temporary unoccupancy; extension or demolition of existing premises. This applies for both domestic and foreign locations.
- ◆ Increase in values of building or business personal property for both scheduled and unnamed locations.
- ◆ Removal of business personal property or stock to new or temporary locations.
- ◆ Addition of new locations, equipment or vehicles, whether hired, leased or borrowed.
- ◆ Changes in processes, occupancy, products or business operations.
- ◆ Addition, alteration or temporary disconnection of fire or burglary protection systems.
- ◆ Use of owned or non-owned aircraft or watercraft.
- ◆ Major changes in value or nature of goods being shipped.
- ◆ Employment of personnel in states in which you were previously not doing business.
- ◆ Election or appointment of a new C.E.O. or C.O.O., or change in control of either the Board of Directors or the stock ownership of the company.
- ◆ Changes in ERISA Plan Assets.
- ◆ Addition of new drivers for the company.