

CIRCULAR REF: 2009/001

**CIRCULATED TO ALL MEMBERS, BROKERS AND DIRECTORS
ATTENTION INSURANCE DEPARTMENT**

**JANUARY 2009
JHH/MA**

IMPORTANT REMINDER - ELECTRONIC FILING/STORAGE & COMMUNICATION WITH MEMBERS.

During last year we approached you in connection with the above and requested the attached form be completed and returned indicating the e-mail address that you would like us to use for future Notices and Circulars.

This is part of the Association's continued effort to further improve the service levels offered to Members. As part of its comprehensive electronic filing and data storage system which, it is believed, will allow correspondence and documents to be handled more efficiently within the office, the Managers are intending that, wherever possible, future Notices and Circulars to Members should be sent by e-mail as well as being posted on the Association's website; hard copies will also be available to those Members that wish to continue to receive them. This move to develop electronic communications will, of course, also benefit the Association's environmental policy.

To facilitate this change can we remind you to return the attached form to us indicating the e-mail address that you would like us to use for future Notices and Circulars, details of the e-mail addresses that we currently have for your company are shown for ease of reference, please check and indicate whether these are correct.

JOHN HOWE
DIRECTOR - North Insurance Management Limited
As Managers on behalf of the North of England P&I Association Limited

CIRCULAR

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ELECTRONIC FILING/STORAGE & COMMUNICATION WITH MEMBERS

I confirm that we are happy to receive Notices and circulars by e-mail YES/NO

Please use the following e-mail address:

1.
2.
3.
4.
5.
5.

Signed

Position in Company

Company Name

Date

Existing e-mail addresses

Please return to:

Julie Ives
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