



UNDP/ADM/94/66
29 September 1994

To: All UNDP Country Offices

From: Bruce Frank
Officer-in-Charge
Division of Personnel

Subject: **Personal Property Insurance, Personal Accident Insurance and Personal Automobile Physical Damage Insurance Plans**

1. From time to time UNDP allows certain insurance companies to make their services available to staff, as a way of assisting staff members to have access to a wider choice of companies when making their decisions about insurance policies.
2. This circular refers to the Personal Property Insurance, Personal Accident Insurance, and Personal Automobile Physical Damage Insurance Plans available through Herbert L. Jamison and Co., a private outside company. The purpose of this circulars to communicate certain important revisions to the above plans and to announce the publication of updated brochures and application forms.
3. In issuing this circular I wish to clarify that this does not constitute an endorsement by UNDP of these insurance plans. Any decision to contract this insurance is a matter strictly between Herbert L. Jamison and the individual concerned. Consequently, UNDP assumes no responsibility in this regard.
4. Herbert L. Jamison has informed us that these insurance plans are available to internationally-recruited staff of UNDP and of the specialized agencies. Country Offices may wish to share this circular with staff and experts of other agencies to make them aware of this insurance.

Main Changes in Personal Property Insurance

5. Attention should be given to important changes in the Personal Property Insurance Plan. These are: an increase in the deductible per loss from \$100 to \$250; adjustment of annual premiums; and, amounts of coverage which are fixed by brackets. Other changes include the option to insure property of children away at school; option of insuring goods in storage at specific locations; limits and exclusions concerning theft of property from automobiles; and, adjustments to policies/premiums which may be made by the under writers under certain circumstances. The effective date for these changes is 1 December 1994.

Main Changes in Personal Automobile Physical Damage Insurance

6. There are also important changes in this insurance concerning an increase in premiums; one rate regardless of location, based on vehicle value; option of insuring local duty or taxes for the total loss of vehicle or replacement parts (in excess of \$1000), as an additional amount above the basic value of the vehicle; a flat deductible of \$500 per loss regardless of vehicle value; certain age and licensing requirements for drivers; Prohibited Territories list to be updated each quarter; and, adjustments in policy and/or premiums that may be made under certain circumstances by the under writer for those with accidents and/or violations. The effective dates for these changes is 1 November.

7. Staff are informed that the official pouch may be used to send mail to Herbert L. Jamison in connection with these insurances. Mail sent via pouch should carry the proper postage to permit normal posting when received in the pouch unit, and should be addressed as follows (please note that this is a new address):

Herbert L. Jamison & Co.
100 Executive Drive West Orange,
N.J. 07052-3362 U.S.A.
Tel. (201) 731-0806
Fax. (201) 731-3035

8. A supply of the revised information brochures, which also include the new required application forms, are being sent by pouch to Country Offices. Staff who may already carry this insurance are urged to review carefully these changes (which will also be described in greater detail with the renewal forms sent to those already insured). Country Offices are asked to keep a supply of the application forms available to staff and should discard the previous brochures and application forms.