



August 18, 2004

**Instructions for Completing the War Risk Insurance Policy
for Aircraft Hull, Passenger and Crew Liability and Third Party Liability
Renewal Until December 31, 2004**

Documents

War Risk Insurance Policy P3-WR-04-____
Excel Spreadsheet for Premium Calculations
Invoice Template

Completing Documents

Insurance Policy Document

Page 1 - Heading - Insert your two or three digit airline code number to create the policy number.

Page 1 - Insert the legal name of business.

Page 2 - Article II Terms and Conditions, Paragraph C - Insert the higher of the two limits contained in Part III, Third Part Liability, or the amount in Part II, Comprehensive.

Page 7 - Article VIII. Other Insured Parties, Paragraph A - Insert the legal name of business in five (5) places.

Page 10 - Signature: Insert the legal name of business. Provide original signature and printed name with title of representative binding the company. **You must submit two copies** of the signature page to FAA.

Page 11 - Heading - Fill in the policy number from page 1.

Page 11 - Article I. Coverage - Insert the legal name of business.

Page 16 - Heading - Fill in the policy number from page 1.

Page 16 - Article I. Coverage - Insert the legal name of business.

Page 16 - Article II. Amounts, Paragraph A - Insert the amount of per-occurrence liability either from:

- (a) your commercial all risk policy that was in effect on November 25, 2002 or,
- (b) for those who did not hold a commercial all risk insurance policy as of November 25, 2002, the current per-occurrence limit in your commercial all risk insurance policy.

Page 21 - Heading - Fill in the policy number from page 1.

Page 21 - Article I. Coverage - Insert the legal name of business.

Page 21 - Article II. Amounts, Paragraph A - Insert the amount of per-occurrence liability either from:

- (a) the limit of liability in your previous FAA war risk policy or,
- (b) for those who were not previously insured by the FAA, two times the per-occurrence liability limit in the Insured's current commercial all risk insurance policy.

GO TO THE SPREADSHEET

SPREADSHEET

To Calculate Premium:

The spreadsheet is available from the link on the Insurance Program Office website (<http://Insurance.faa.gov>) under:

War Risk Insurance Policy (9/1/04 to 12/31/04)
Invoice Worksheet.

The spreadsheet contains protected areas, and you will only be able to enter information into the blue highlighted cells. Enter the following information:

Cell C6 - Enter the airline name
Cell E10 - Enter your comprehensive coverage limit.
Cell E11 - Enter your third-party liability coverage limit.
Cell F12 - Enter the fleet sums insured for the policy period.
Cell F13 - Enter the forecast enplanements (if any) for the policy period.
Cell F14 - Enter the forecast RPMs (if any) for the policy period.
Cell F15 - Enter the forecast RTMs (if any) for the policy period.

Based on the information you enter, the spreadsheet will automatically calculate your deposit premium.

GO TO THE INVOICE AND ENTER THE REQUESTED INFORMATION

INVOICE

Fill in the following blanks in the invoice

- Invoice Number - Add two-digit airline identifier (booking) code. This number should be referenced on your payment. Insert the date you fill out the invoice.
- Fill in company name, city, state, zip code, and contact information.
- Fill in the information in block section: fleet valuation, enplanements, RPMs & RTMs. These should be taken from the information you used on the spreadsheet.

Please send your payment to FAA on or before 5:00 PM EDT Friday, September 10, 2004.

Return of Documents

Fax a signed copy of the Policy, invoice and spreadsheet to your FAA representative by 5:00 PM EDT Friday August 27, 2004 to ensure uninterrupted insurance coverage. If you can not include a copy of the invoice and spreadsheet at that time, send them no later than 5:00 PM EDT Friday, September 10, 2004.

Send TWO original signed Policy documents by courier or overnight delivery. **Do not send by U.S. mail.** Use only courier service service such as UPS, Fed Ex, DHL, Airborne, etc.

Federal Aviation Administration
Aviation Insurance Program Office
AEP-20, Room 939
800 Independence Avenue, SW
Washington, DC 20591

Fax Numbers: (202) 267-3324, or (202) 267-3278, or (202) 267-5370

Next Steps

Your FAA insurance representative will validate receipt of the correct information. After validation and execution of the Amendment by the FAA, your representative will return one signed copy to you and retain one for our records. Upon request we will send you a Certificate of Insurance as confirmation of your coverage. Please let us know as soon as possible that you require a certificate of insurance. It may not be possible to issue certificates upon demand.

Questions

Contact your FAA Insurance representative, or:

Eric Nelson, eric.nelson@faa.gov, (202) 267-3090

Helen Kish, helen.kish@faa.gov, (202) 267-9943

Doug Thieman, doug.thieman@faa.gov, (202) 267-3315