



OFFICE INSURANCE

from

Premco Underwriting

Coverholder at

LLOYD'S

Contents

You must read this policy together with **your** current **schedule** which gives precise details of the cover.

Customer service information		GEN	2 - 5
Legislation		GEN	6
General definitions		GEN	7 - 9
General conditions		GEN	10 - 12
General exclusions		GEN	13 - 14
How to make a claim		GEN	15
Claims conditions		GEN	16
How to make a complaint		GEN	17
How to cancel your policy		GEN	18
Section 1 - Material damage	(only if shown as Insured in the schedule)	MD	1 - 12
Section 2 - Business interruption	(only if shown as Insured in the schedule)	BI	1 - 5
Appendices A - G	(only if shown as Insured in the schedule)	BI	6 - 15
Section 3 - Money	(only if shown as Insured in the schedule)	M	1 - 4
Section 4 - Trade all risks	(only if shown as Insured in the schedule)	TAR	1 - 3
Section 5 - Goods in transit	(only if shown as Insured in the schedule)	GT	1 - 2
Section 6 - Computer breakdown	(only if shown as Insured in the schedule)	CB	1 - 3
Section 7 – Employee dishonesty	(only if shown as Insured in the schedule)	ED	1
Section 8 - Employers liability	(only if shown as Insured in the schedule)	EL	1 - 2
Section 9 - Public liability	(only if shown as Insured in the schedule)	PL	1 - 3
Section 10 - Products liability	(only if shown as Insured in the schedule)	PR	1 - 3
Section 11 - Legal expenses	(only if shown as Insured in the schedule)	LEI	1 - 8

Customer service information

The insurance cover provided by this insurance policy is issued in accordance with the authorisation certain **underwriters** at **Lloyd's** and other Association of British Insurers member insurance companies have granted to Premco Underwriting under the terms of the contract(s), referenced in the **schedule**, between Premco Underwriting and the participating syndicate(s). This contract makes Premco Underwriting agent of the participating syndicate(s) and gives them the authority to perform certain acts on its behalf but does not affect **your** rights to claim or make a complaint. The participating insurance company and/or syndicate names are detailed below and on **your schedule**.

About the Insurer(s)

The insurer(s) are referred to throughout this document in the first person as **We, Us** and **Our** and the insured(s) are referred to in the second person as **You, Your** and **Yours**

Sections 1-7 are underwritten by Brit Syndicate 2987 at Lloyd's, managed by Brit Syndicates Ltd which is registered in England and Wales, registration number 00824611.

Registered Office: The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB.

Brit Syndicates Ltd is authorised and regulated by the Financial Conduct Authority and the Prudential Regulatory Authority. FCA Registration Number 204930.

Sections 8-10 are underwritten by Allied World Assurance Company (Europe) DAC which is registered in Ireland, registration number 361888

Registered Office: 3rd Floor George's Quay Plaza, Dublin 2

Allied World Assurance Company (Europe) DAC is authorised and regulated by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority pursuant to the European Union (Insurance and Reinsurance) Regulations 2015.

Section 11 is underwritten by Financial & Legal Insurance Company Ltd which is registered in England and Wales, registration number 03034220.

Registered Office: 1 Lakeside, Cheadle Royal Business Park, Cheadle, Cheshire, SK8 3GW.

Financial & Legal Insurance Company Ltd is authorised and regulated by the Financial Conduct Authority and the Prudential Regulatory Authority. FCA Registration Number 202915

About the Coverholder

This policy is a contract of insurance between **you** and **us**. **Your** policy has been underwritten on **our** behalf by Premco Underwriting.

Premco Underwriting is a trading style of Premier Commercial Ltd which is registered in Scotland, registration number 160330.

Registered address: Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH.

Premier Commercial Ltd trading as Premco Underwriting is authorised and regulated by the Financial Conduct Authority. FCA Registration Number 303287 and **you** can check this information is accurate on the Financial Services Register which is available to view online at <https://register.fca.org.uk>.

This contract makes Premco Underwriting **our** agent and gives them the authority to perform certain acts on **our** behalf but does not affect **your** rights to claim or make a complaint.

Enquiries

If **you** have a general enquiry regarding **your** policy please contact **your** insurance agent in the first instance, the name of **your** insurance agent is detailed in the **schedule** issued with this policy. **You** can contact Premco Underwriting by calling us on 0330 165 2000 or by emailing info@premco.co.uk.

Things you must do

There are conditions contained in this policy which are conditions precedent to **our** liability to **you** to pay a claim intimated by **you** under the cover provided by this policy. If **you** breach any of these conditions **we** can deny **your** claim or reduce the amount **we** will pay to **you** if **your** non-compliance has had a material effect on the claim.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme. **You** could be entitled to compensation from the scheme if **we** cannot pay a claim to **you** under this policy. If **you** are entitled to compensation under the scheme, how much compensation **you** would receive would depend on the nature of this policy. **You** can get more information about the scheme from the Financial Services Compensation Scheme (10th Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU) and on their website at www.fscs.org.uk

Conformity

When **you** read the policy **you** will find that some items can be singular or plural, feminine, or masculine. This clause is designed to correct this. Words in the singular includes the plural and vice versa. Words importing the masculine will import the feminine and the neuter. References to 'a person' will also include any individual, company, partnership, or any other legal entity. References to a statute law also includes all its amendments or replacements.

Customer service information

Several Liability Clause

The liability of an insurer under this contract is several and not joint with other insurers party to this contract. An insurer is liable only for the proportion of liability it has underwritten. An insurer is not jointly liable for the proportion of liability underwritten by any other insurer. Nor is an insurer otherwise responsible for any liability of any other insurer that underwrites this contract. The proportion of liability under this contract underwritten by an insurer (or, in the case of a Lloyd's syndicate, the total of the proportions underwritten by all the members of the syndicate taken together) is shown in this contract. In the case of a Lloyd's syndicate, each member of the syndicate (rather than the syndicate itself) is an insurer. Each member has underwritten a proportion of the total shown for the syndicate (that total itself being the total of the proportions underwritten by all the members of the syndicate taken together). The liability of each member of the syndicate is several and not joint with other members. A member is liable only for that member's proportion. A member is not jointly liable for any other member's proportion. Nor is any member otherwise responsible for any liability of any other insurer that underwrites this contract. The business address of each member is Lloyd's, One Lime Street, London EC3M 7HA. The identity of each member of a Lloyd's syndicate and their respective proportion can be obtained by writing to Market Services, Lloyd's, at the above address. Although reference is made at various points in this clause to "this contract" in the singular, where the circumstances so require this must be read as a reference to contracts in the plural.

Customer service information

This Introduction, the Customer service information, the General definitions, General conditions, General exclusions, Sections, Section extensions, the **schedule** and any endorsements all form part of this insurance policy.

IMPORTANT REMINDER

It is important that:

- **You** check that the information **you** have given **us** is accurate and up to date – See the Customer service information section for more details.
- **You** read the policy and understand its contents, if **you** do not understand any aspect please contact **your** insurance advisor.
- **You** comply with **your** duties under each section and under the insurance as a whole.
- **You** check that the sections **you** have requested are included in the **schedule**.

This policy must be kept in a safe place. **You** will need to refer to it if **you** have to make a claim.

This section contains important information about how **we** will deal with claims under this policy and the information **you** have given us.

Information you have given us

In deciding to accept this policy and in setting the terms and premium, **we** have relied on the information **you**, or **your** appointed agent acting on **your** behalf, have given **us**. **You** must take care when answering any questions, **we** ask by ensuring that all information provided is accurate and complete.

If **we** establish that **you** deliberately or recklessly provided **us** with false or misleading information, **we** will treat **your** policy as if it never existed and decline all claims. **We** are entitled to keep any premium already paid by **you** in this situation.

If **we** establish that **you** provided **us** with false, incomplete, or misleading information, but this was neither deliberate nor reckless, it can adversely affect **your** policy and any claim.

For example:

- Where **we** could have accepted the risk and offered **you** an insurance policy, but **we** would have charged a higher premium, **we** will only pay a percentage of any claim that **you** make under the policy. **We** would do this by considering the premium **we** charged as a percentage of the higher premium **we** would have charged and then paying **you** the equivalent percentage of any claim.

So, as an example: if the premium **we** actually charged was £250 (two hundred and fifty pounds) and the higher premium **we** would have charged was £1,000 (one thousand pounds), then the premium **we** actually charged represents twenty five percent of the higher premium **we** would have charged, and **we** will only pay 25% (twenty five percent) of any claim.
- **We** will treat this policy as if it had never existed and refuse to pay all claims and return the premium. **We** will only do this if the false, incomplete, or misleading information means that **we** provided **you** with insurance cover when **we** would not otherwise have offered it at all had the risk been fairly presented.
- If **we** would have written the risk on different terms had it been fairly presented, **we** will amend the policy to include these terms. **We** will apply these amended terms as if they were already in place before a claim is made.
- **We** can cancel **your** policy in accordance with its cancellation provisions.

We will write to **you** if **we**:

- intend to treat **your** policy as if it never existed; or
- amend the terms of **your** policy; or
- reduce **your** claim in accordance with the above.

If **you** become aware that information **you** have given **us** is inaccurate or incomplete, **you** must inform **us** without delay.

Customer service information

Data Protection

We act as the Data Controller. How **we** use and look after the personal information is set out below.

Information can be used by **us**, the coverholder, agents and service providers for the purposes of insurance administration, underwriting, claims handling or for statistical purposes. The lawful basis for the processing is that it is necessary for **us** to process **your** personal information to enable the performance of the insurance contract, to administer **your** policy of insurance and/or handle any insurance claim **you** submit to **us** under this policy. The processing of **your** personal data could also be necessary to comply with any legal obligation **we** have and to protect **your** interest during the course of any claim.

What we process and share

The personal data **you** have provided, **we** have collected from **you**, or **we** have received from third parties include **your**:

1. name; date of birth, residential address and address history.
2. contact details such as email address and telephone numbers.
3. financial and employment details.
4. identifiers assigned to **your** computer or other internet connected device including **your** internet protocol (IP) address.
5. health or criminal conviction information.
6. vehicle or household details.
7. any information which **you** have provided in support of **your** insurance claim.

We receive information about **you** from the following sources:

- **your** insurance broker.
- from third parties such as credit reference agencies and fraud prevention agencies.
- from insurers, claims handling agents, witnesses, the Police (in regard to incidents) and solicitors
- directly from **you**.

You acknowledge that **we** if requested we can be required as a matter of law or regulation to disclose Personal Data provided to **us** to a Court of law or regulatory body such as the Prudential Regulatory Authority, the Financial Conduct Authority, Lloyd's of London, the Employers' Liability Tracing Office or any other public body or authority of competent jurisdiction and **you** consent to any such disclosure.

We will not pass **your** information to any third parties except to enable **us** to process **your** claim, prevent fraud and comply with legal and regulatory requirements. In which case **we** will need to need to share **your** information with the following third parties:

- solicitors or other claims handling agents appointed by **us** or by **you**
- **underwriters** and reinsurers
- fraud and crime prevention agencies, including the Police
- other suppliers carrying out a service on **our**, or **your** behalf.

We will not use **your** information for marketing further products or services to **you** or pass **your** information on to any other organisation or person for sales and marketing purposes without **your** consent.

Data Retention

We will hold **your** details for up to seven years after the expiry of **your** policy, complaint and/or claims settlement.

Your rights

Your personal data is protected by legal rights, which include **your** rights to:

- object to **our** processing of **your** personal data.
- request that **your** personal data is erased or corrected.
- request access to **your** personal data and data portability.
- complain to the Information Commissioner's Office, which regulates the processing of personal data.

You can request to see what data **we** hold about **you**, there is no charge for this service.

If **you** have any questions about **our** privacy policy or the information **we** hold about **you** please contact Premco Underwriting by telephone on 0330 165 2000 or by writing to Premco at Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH or by emailing info@premco.co.uk.

Headings

The section headings used in this policy are for reference purposes only and will not affect the meaning or interpretation of the policy.

Legislation

*In this policy we make reference to various laws and statutes. There follows a brief description of each. This is intended for **your** information purposes only and is not part of the terms of this policy.*

The laws and statutes referred to below will apply as amended or replaced from time to time.

Consumer Protection Act 1987

Designed to protect consumers from products that do not reach a reasonable level of safety

Contracts (Rights of Third Parties) Act 1999

Makes provision for the enforcement of contractual terms by third parties.

Corporate Manslaughter and Corporate Homicide Act 2007

States that companies and organisations can be found guilty of corporate manslaughter or homicide if serious management failures cause a person's death and amount to a breach of a duty of care.

Data Protection Act 2018

Controls how an individual's personal information is used by organisations, businesses, or the government.

Defective Premises Act 1972

Imposes duties in connection with the provision of premises and imposes liability for **injury** or damage caused to persons through defects in the state of the premises. In certain circumstances the duty of care is extended to after the premises have been disposed of.

Defective Premises (Northern Ireland) Order 1975

Imposes duties in connection with the provision of premises and imposes liability for **injury** or damage caused to persons through defects in the state of the premises. In certain circumstances the duty of care is extended to after the premises have been disposed of.

EU Environmental Liability Directive 2004/35/EC

Establishes a framework based on the "polluter pays" principle to prevent and remedy environmental damage.

Food Safety Act 1990

Provides the framework for all food legislation in Britain and sets out the duties of food producers and food handlers in relation to food safety.

Health and Safety at Work etc. Act 1974

Places duties on all employers to ensure, as far as reasonably practicable, the health, safety and welfare at work of all employees.

Health and Safety at Work (Northern Ireland) Order 1978

Places duties on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Road Traffic Act 1988

Consolidates certain enactments relating to road traffic, including road safety, construction and use of vehicles and equipment, licensing of drivers of vehicles, driving instruction and third-party liabilities.

Road Traffic Northern Ireland Order 1981

Relates to road traffic, including road safety, licensing of drivers of vehicles, regulation of motor vehicles, foreign vehicles and insurance against third-party liabilities.

General definitions

The following definitions apply in all sections of this policy unless otherwise stated. Each time one of the words below is used it will have the same meaning wherever it appears in the policy, **schedule**, endorsements or conditions. To help identify these words they will appear in **bold** in the policy wording.

Business

The **business** activities as described in the **schedule** and which includes

1. the ownership repair and maintenance of **your own property**;
2. the provision and management of canteen social sports and welfare activities for the benefit of **you or your employees**
3. the provision and management of first aid fire security and ambulance services
4. the performance of private duties carried out by **your employees** with **your** written consent for any director partner or senior official of **yours**

and no other **business** for the purposes of this insurance.

Communicable disease

Any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

1. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation of a virus, bacterium, parasite, or other organism, whether deemed living or not, and
2. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and
3. the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of **property** insured hereunder.

Computer system

Any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system and including any associated input, output, **data** storage device, networking equipment or back up facility.

Cyber act

An unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **computer system**.

Cyber incident

Means

1. any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any **computer system**; or
2. any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any **computer system**.

Cyber loss

Any loss, damage, liability, claim, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any **cyber act** or **cyber incident** including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any **cyber act** or **cyber incident**.

Damage

Physical loss, destruction of or damage to the **property** insured.

Data

Facts, concepts and information converted to a form useable for communications, interpretation or processing by electronic and electromechanical **data processing** or electronically controlled equipment and includes programmes, software and other coded instructions for the processing and manipulation of such equipment.

Data processing

Any computer or **data processing** equipment or media or microchip or integrated circuit or any similar device or any computer software or computer firmware.

Data processing media valuation

Notwithstanding any provision to the contrary within the policy or any endorsement thereto, it is understood and agreed as follows:

Data processing media insured by this policy suffering physical loss or **damage** insured by this policy, then the basis of valuation will be the cost of the blank media plus the costs of copying the **data** from back-up or from originals of a previous generation. These costs will not include research and engineering or any costs of recreating, gathering or assembling such **data**. If the media is not repaired, replaced or restored the bases of valuation will be the cost of the blank media. However this policy does not insure any amount reflecting the value of such **data** to the Assured or any other party, even if such **data** cannot be recreated, gathered or assembled.

ELTO

The Employers' Liability Tracing Office or any successor body or bodies to it.

General definitions

Employee

Any person who is

1. under a contract of service or apprenticeship with **you**;
2. a labour master or supplied by a labour master;
3. employed by labour only sub-contractors;
4. self-employed and working for **you** and under **your** control;
5. hired to or borrowed by **you**;
6. supplied to **you** for the purposes of study, work or training experience;
7. a prospective employee who is undergoing practical work experience whilst being assessed by **you** as to his or her suitability for employment;
8. a voluntary helper while working under **your** supervision and control in connection with the **business**;
9. an outworker or homeworker employed under a contract to personally carry out any work in connection with the **business** while they are engaged in that work;

whilst working for **you** in the course of the **business**.

Excess

This is the first part of any claim that **you** will have to pay after the application of all other terms and conditions of the insurance including average (General condition 7).

FCA

The Financial Conduct Authority or any successor body or bodies to it.

Goods

Any **goods** or products (including containers labelling instructions or advice provided in connection therewith) manufactured sold supplied erected repaired altered treated transported serviced or installed by **you** in the course of the **business**.

Injury

Bodily injury death illness disease or shock causing bodily injury.

Lloyd's

Lloyd's of London or any successor body or bodies to it.

Money

Cash, bank and currency notes, postal and money orders, bankers' drafts, cheques, giro cheques, giro drafts, national giro payment orders, travellers cheques, crossed warrants, bills of exchange, securities for money, postage revenue, current postage stamps and unused postal franking machine units, national insurance and holiday with pay stamps, stamped national insurance and holiday with pay cards, national savings certificates, national savings stamps, saving stamps, war bonds, premium savings bonds, franking machine impressions, credit company sales vouchers, luncheon vouchers, trading stamps, VAT invoices, travel vouchers, travel tickets, airline tickets, uncrossed dividend warrants, consumer redemption vouchers, gift tokens, certificates of deposit and credit cards.

Offshore

From the moment in time that an **employee** embarks onto any conveyance at the point of final departure on land to any offshore installation until the moment in time that an **employee** disembarks from any conveyance onto land upon their return from any offshore installation.

Period of insurance

The period from the effective date shown in the **schedule** until the expiry date shown in the **schedule** both dates based upon Greenwich Mean Time and inclusive. This includes any subsequent period for which **we** accept payment for renewal of this policy.

Pollution

Pollution or contamination by naturally occurring or man-made substances, forces, organisms or any combination of them whether permanent or transitory and all loss, **damage** or **injury**, directly or indirectly caused by such pollution or contamination.

PRA

The Prudential Regulation Authority or any successor body or bodies to it.

Premises

the premises stated in the **schedule**.

Property

Material property.

Schedule

The **schedule** of insurance which attaches to this policy.

General definitions

Terrorism

Any act whether involving violence or the use of force or not or the threat or the preparation thereof of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) which is designed to or does intimidate or influence a de jure or de facto government or governmental organisation or the public or a section of the public or disrupt any segment of the economy and from its nature or context is done in connection with political social religious ideological or similar causes and objectives.

Unoccupied

Any building or part of any building which is unoccupied or not in use by **you** or any tenant of **you** for more than thirty consecutive days.

Underwriters

The syndicates and insurance companies named in **your** insurance schedule.

War

War is a phenomenon of organized collective violence that affects either the relations between two or more societies or the power relations within a society including absolute war, instrumental war, and agonistic fighting.

We/us/our

The syndicates and insurance companies named in **your** insurance schedule.

You/your/yours

The person or persons or corporate body named in the **schedule** and includes

1. any subsidiary company which is named in the policy **schedule** operating in or from **premises** in Great Britain, Northern Ireland the Channel Islands or the Isle of Man;
2. at **your** written request
 - 2.1. any director or **employee** of **yours** while acting on behalf of or in the course of his employment or engagement by **you** in respect of liability for which **you** would have been entitled to insurance under this policy if the claim against any such person had been made against **you**;
 - 2.2. any officer member or **employee** of **yours**, social sports or welfare organisation or fire first aid or ambulance service in his respective capacity as such;
 - 2.3. any director partner or senior official of **yours** in respect of private work conducted by any **employee** of **you** for any such person with **your** the consent;
3. in the event of **your** death **your** personal representatives in respect of liability incurred by **you** provided that such person must, as though he were **you**, observe fulfil and be subject to the terms exceptions conditions and endorsements of this insurance as far as they can apply.

General conditions

The following are conditions of the insurance that **you** need to meet as **your** part of this contract to which this endorsement attaches. If **you** do not meet any of these conditions and that either causes a claim or contributes to a claim, **we** can reject that claim or payment in respect of that claim could be reduced. In addition to these general conditions which apply to all sections there are additional conditions which are applicable to specific sections of this insurance which will appear in this document or in your Insurance Document:

1. Fair presentation of the risk

- 1.1. **You** must make a fair presentation of the risk to **us** at inception, renewal and variation of the policy.
- 1.2. **We** can avoid the policy and refuse to pay any claims where any failure to make a fair presentation is:
 - 1.2.1. Of such other nature that, if **you** had made a fair presentation, **we** would not have issued the policy. **We will** return the premium paid by **you** unless the failure to make a fair presentation is deliberate or reckless.
 - 1.2.2. If **we** would have issued the policy on different terms had **you** made a fair presentation, **we** will not avoid the policy (except where the failure is deliberate or reckless) but **we** will instead
 - 1.2.2.1. reduce proportionately the amount paid or payable on any claim, the proportion for which **we** are liable being calculated by comparing the premium actually charged as a percentage of the premium which **we** would have charged had **you** made a fair presentation; and/or
 - 1.2.2.2. treat the policy as if it had included such additional terms (other than those requiring payment of premium) as **we** would have imposed had **you** made a fair presentation.

2. Maximum sums payable

At any time at **our** sole discretion **we** can pay to **you** the maximum sum payable under this policy or any lesser sums for which any claim or claims can be settled. If **we** do this, **we** will not be under any further liability except for the payment of costs and expenses of litigation incurred prior to such payment, this is that in the event of a claim such costs and expenses will not exceed an amount being in the same proportion as **our** payment to **you** bears to the total payment made by **you** or on **your** behalf in settlement of the claim or claims.

3. Conditions precedent

There are conditions contained within the policy that are conditions precedent to **our** liability. If a condition precedent applies only to a particular section it will be shown under that section.

If **you** do not comply with any part of a condition precedent, **we** will not pay for any claim, except that where the condition precedent concerned:

- 3.1. Operates only in connection with particular premises or locations, **we** will pay for claims arising out of an event occurring at other premises or locations which are not specified in the condition.
- 3.2. Operates only at particular times, **we** will pay for any claim where **you** show on the balance of probabilities that its non-compliance with the condition precedent did not cause or contribute to the injury, loss, damage or liability which occurred.
- 3.3. Would, if complied with, tend to reduce particular types of injury, loss, damage or liability, **we** will pay for any claim where **you** show on the balance of probabilities that non-compliance with the condition precedent did not cause or contribute to the injury, loss, damage or liability which occurred.

4. Care and prevention

It is a condition of this insurance that **you** take all care to prevent accidents and to maintain and keep in proper repair **your** premises, plant and everything used in the **business**. **You** must make good or remedy any defect or danger which becomes apparent, and take such additional precautions as the circumstances could require. **You** must also take all care to act in accordance with all statutory obligations and regulations and to employ only competent **employees**. If **you** do not do so **we** will reject or be unable to deal with **your** claim or be unable to pay **your** claim in full.

You will at your own expense

- 4.1. take all reasonable precautions to prevent or reduce damage;
- 4.2. cease any activity which could give rise to liability under this policy;
- 4.3. maintain all buildings, furnishings, ways, works machinery, caravans and vehicles in sound condition;
- 4.4. exercise care in the selection and supervision of employees;
- 4.5. remedy any defect or danger as soon as possible after discovery and in the meantime take such additional precautions as the circumstances could require; and
- 4.6. comply with all statutory requirements and other safety regulations imposed by any authority.

5. Cancellation

We can cancel this insurance by giving **you** fourteen days' notice in writing. **We** will only do this for a valid reason (examples of valid reasons are as follows):

- non-payment of premium;
- a change in risk occurring which means that **we** can no longer provide **you** with insurance cover;
- non-cooperation or failure to supply any information or documentation **we** request; or
- threatening or abusive behaviour or the use of threatening or abusive language.

If this insurance is cancelled then, provided **you** have not made a claim, **you** will be entitled to a refund of any premium paid, subject to a deduction for any time for which **you** have been covered. This will be calculated on a proportional basis. For example, if **you** have been covered for six (6) months, the deduction for the time **you** have been covered will be half the annual premium, subject to a deduction for any commission paid to **your** insurance broker. If **we** have paid any claim, or part of any claim, or a payment is pending to **you** in respect of a claim then no refund of premium will be given.

General conditions

6. Other insurance

If at the time of any claim there is, or but for the existence of this policy would be, any other insurance in favour of or purchased by **you** or on **your** behalf, applicable to such claim, **we** will not be liable under this policy to pay **you** in respect of such a claim except beyond the amount which would be payable under such other insurance had this policy not been purchased.

7. Average

If at the time of any **damage** the sum insured on any item of the **property** insured or **consequential loss** is less than the total value of such **property**, **you** will be considered as being **your** own insurer for the difference and **you** will bear a rateable share of the loss accordingly.

8. Insolvency

This insurance will be cancelled if

8.1. the **business** is wound up, carried on by a liquidator or administrator, or permanently discontinued; or

8.2. **your** interest ceases otherwise than by death

at any time after the commencement of this insurance unless **we** agree it can continue.

9. Survey and Risk Improvement Requirements

It is a condition of this insurance that **you** permit **us** to survey **your premises** and business operations and that **you** will comply and continue to comply with all risk improvement requirements that have been notified to **you** and agreed to by **you** or on **your** behalf. If **you** do not do so **we** will reject, or be unable to deal with, **your** claim, or be unable to pay **your** claim in full.

10. Changes in circumstances

You must, without delay, give notice in writing of any change in the information **you** provided **us** with. If **you** do not do so **we** can reject, or be unable to deal with, **your** claim or be unable to pay **your** claim in full.

11. Governing law

The laws of England and Wales will apply to this policy and any attached endorsements unless **we** agree otherwise with **you** in writing before issuing the policy. Any disputes arising under this policy will be subject to the exclusive jurisdiction of the English Courts.

12. Contract (Rights of Third Parties) Act 1999

A person who is not a party to this contract has no right under the Contract (Rights of Third Parties) Act 1999 (as amended or replaced from time to time) to enforce any term of this policy but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

13. Several liability

Our obligations under this policy are several and not joint and are limited solely to the extent of **our** individual subscription. **We** are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or part of its obligation.

14. Premium adjustment

The premium payable under this policy is provisional and has been calculated on estimates given by you. The premium is subject to adjustment upon disclosure of the actual values for the period of insurance in respect of the following;

14.1. gross profit / revenue;

14.2. wageroll;

14.3. turnover;

the actual premium will be calculated at the rates applicable on the amounts declared and if the actual premium differs from the provisional premium you will pay the difference upon expiry of the period of insurance or we will refund the difference subject to renewal of this insurance and a minimum retention of any minimum premium payable referred to in the schedule or 75% of the provisional premium whichever is the greater.

You must keep an accurate record of all relevant particulars which will be available to us for inspection and within a reasonable time after the end of each period of insurance, you must supply to us an accurate statement in the form required so that the premium for that period can be calculated and the difference paid by or returned to you.

If you do not supply such a statement within a reasonable time after the end of the period of insurance, we will be entitled to charge an additional premium in respect of that period of insurance equivalent to 20% of the provisional premium. If any balance of premium remain unpaid we will adjust the period of insurance to reflect the amount paid.

In the event of a default, the cancellation will be effective from the day the finance house advises us of the default.

General conditions

15. Index linking

(Applies only to Section 1 - Material damage, Section 2 - Business interruption, Section 4 - Trade all risks and Section 5 - Goods in transit if insured).

Renewal

Where the **schedule** states that index linking applies, **we** will adjust the amounts insured to take into account movements in the appropriate index shown below.

Building and tenants improvements items

The General Building Cost Index issued by the Building Cost Information Service of the Royal Institute of Chartered Surveyors.

Other items

The Producer Price Index for Home Sales of Manufactured Products issued by the Department of Trade and Industry.

Claims

For claims settlement purposes (except Section 2 - Business interruption) the adjustments set out above will continue during the **period of insurance** and the period of repair, replacement or reinstatement as long as the work is carried out and completed without undue delay.

NOTE: *If either of the above indices is not available, we will select a suitable alternative.*

16. Excess

We will not be liable for the amount of the **excess** stated in the **schedule** in respect of each and every loss calculated after the application of all other terms and conditions of this policy.

17. Identification

The policy, **schedule**, certificates and appendices are to be read together as one contract. Any word or expression to which a specific meaning has been given in any part of the policy, **schedule** or sections will have the same meaning wherever it appears unless **we** state otherwise.

18. Instalments

If **you** are paying the premium through a loan taken out with a finance house and **we** cancel the policy due to non-payment of an instalment or any other reason, any refund of premium will be made directly to the finance house.

In the event of a default, the cancellation will be effective from the day the finance house advises **us** of the default.

19. Tax

You will pay any tax due on the premium in accordance with current legislation.

20. Unoccupied premises

We must be notified in writing immediately of any **unoccupied** building or **unoccupied** portion of a building insured that becomes occupied or any occupied building which becomes **unoccupied** or partially **unoccupied**. An additional premium and terms will be applied if required.

21. Security of unoccupied premises

It is a condition of this insurance that you ensure in respect of **premises unoccupied** for more than 30 days the following conditions are complied with unless otherwise agreed by **us** in writing

- 21.1. all gas, water and electricity mains supplies will be kept disconnected (except those supplies required to maintain automatic sprinkler installations, lighting or alarm systems which are to remain in operation for security or fire protection purposes); and
- 21.2. all water tanks, apparatus, pipes and heating other than those connected to automatic sprinkler systems must be drained down; and
- 21.3. all reasonable precautions are taken to ensure that the buildings are secure against entry by intruders including
 - 21.3.1. securely locking and fastening all doors and windows; and
 - 21.3.2. any letter boxes being sealed; and
 - 21.3.3. setting all security and alarm protections in full operation and ensuring that the protections are in proper working order; and
- 21.4. all waste refuse and other disused combustible materials will be cleared from the building and removed from the **premises** at least once a week; and
- 21.5. tanks containing fuel or other flammable liquids must be drained and purged within 7 days of the buildings becoming **unoccupied**; and
- 21.6. the buildings must be inspected at least once every 7 days by the insured or the insureds nominee in order to inspect the **premises** both internally and externally and to carry out any work necessary to maintain the above security arrangements. A record will be kept of such inspections; and
- 21.7. notice is to be given to **us** when any untenanted or **unoccupied** building (or part thereof) is again occupied.

We will not be liable for any **damage** or **Injury** arising out of or in connection with any works of alteration demolition refurbishment or renovation.

22. Sanctions

We will not provide any benefit under this contract of insurance to the extent of providing cover, payment of any claim or the provision of any benefit where doing so would breach any sanction, prohibition or restriction imposed by law or regulation.

General exclusions

1. This policy does not cover failure of any **computer system**, whether or not **your property**, to be date or time compliant including failure of any correction, attempted correction, conversion, renovation, rewriting or replacement of any **computer system** relating to date or time compliance.
2. This policy does not cover any award of punitive or exemplary damages whether as fines, penalties, multiplication of compensatory awards or damages, or in any other form whatsoever.
3. This policy does not cover or provide any benefit where doing so would breach any sanction, prohibition or other restrictions imposed by law or regulation.
4. Any judgment, award or settlement made within countries which operate under the laws of the United States of America or Canada (or any order made anywhere in the world to enforce such judgment award or settlement either in whole or part) unless **you** have requested that there be no such limitation and have accepted the terms offered by **us** in granting such cover, which offer and acceptance must be subject to specific endorsement to this policy.
5. This policy does not cover any liability assumed by **you** under any express warranty, agreement or guarantee unless such liability would have attached to **you** irrespective of such express warranty, agreement or guarantee.
6. This policy does not cover death, disablement or **damage** to any **property**, any loss or expense resulting or arising therefrom or any legal liability of whatsoever nature directly or indirectly caused by, contributed to or arising from:
 - 6.1. ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel or;
 - 6.2. the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or its nuclear components;but as far as concerns **injury** to any **employee** which arises out of and in the course of their employment or engagement by **you** this exclusion applies only in respect of:
 - 6.3. liability of any principal, including directors, partners, or senior officials;
 - 6.4. liability assumed by **you** by agreement and which would not have attached in the absence of such agreement.
7. This policy does not cover **damage** directly caused by pressure waves caused by aircraft and other aerial devices travelling at Sonic or supersonic speeds.
8. This policy does not cover
 - 8.1. **money**, jewellery, precious stones, precious metals (except where parts of machinery or tools) bullion, bonds, furs, curiosities, rare books, works of art, patterns, models, moulds, plans and designs; or
 - 8.2. **goods** held in trust or on commission, documents, manuscripts, business books, **computer systems**, records, explosives, video tapes or cassettes for sale or hire; or
 - 8.3. **property** in transitunless specifically mentioned.
9. This policy does not cover liability, damage or consequential loss directly or indirectly caused by or arising out of terrorism except as provided for in section 8. employers liability extension 3.. In any action, suit or other proceedings where we allege that damage or consequential loss caused by terrorism is not covered by this policy, the burden of proving that such damage or consequential loss is covered will be upon you.
10. This policy does not cover **damage** or consequential loss in Northern Ireland occasioned by, happening through or in consequence directly or indirectly of civil commotion.
11. This policy does not cover any liability caused by or arising out of **pollution** apart from that specified under Section 1-Material damage, Section 2-Business interruption, Section 4-Trade all risks and Section 9-Public/products liability.
12. **We** will not indemnify **you** against liability in respect of any loss, cost or expense directly or indirectly arising out of, resulting as a consequence of or related to the manufacture, mining, processing, distribution, testing, remediation, removal, storage, disposal, sale, use or exposure to asbestos or materials or products containing asbestos whether or not there is another cause of loss which has contributed concurrently or in a consequence of loss.

This exclusion does not apply to the accidental discovery of asbestos, or materials containing asbestos fibre, provided that without delay, upon discovery all handling, removal, transportation or disposal of asbestos, or materials containing asbestos fibre, ceases and any subsequent handling, removal, transportation or disposal of asbestos, or materials containing asbestos fibre, is carried out by qualified licensed subcontractors on terms which will indemnify **you** for all liability arising out of such work.

General exclusions

13. **Property cyber and data** exclusion
 - 13.1. Notwithstanding any provision to the contrary within this policy or any endorsement thereto this policy excludes any
 - 13.1.1. **cyber loss**;
 - 13.1.2. loss, **damage**, liability, claim, cost, expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any **data**, including any amount pertaining to the value of such **data**;regardless of any other cause or event contributing concurrently or in any other sequence thereto.
 - 13.2. In the event any portion of this endorsement is found to be invalid or unenforceable, the remainder will remain in full force and effect.
 - 13.3. This exclusion supersedes and, if in conflict with any other wording in the policy, or any exclusion, clause, endorsement, or condition, having a bearing on **cyber loss** or **data**, replaces that wording.
14. This policy does not cover **damage**, cost or expense of any nature directly or indirectly caused by, resulting from or in connection with the actual or threatened malicious use of pathogenic or poisonous biological or chemical materials regardless of any other cause or event contributing concurrently or in any other sequence thereto.
15. **Communicable disease** exclusion
(this exclusion does not apply to Section 8 – Employers liability)
 - 15.1. This policy does not insure any loss, **damage**, liability, **injury**, claim, cost, expense, or other sum, directly or indirectly arising out of, attributable to, or occurring concurrently or in any sequence with a **communicable disease** or the fear or threat (whether actual or perceived) of a **communicable disease**.
 - 15.2. For the purposes of this endorsement, loss, **damage**, liability, **injury**, claim, cost, expense, or other sum, includes, but is not limited to, any cost to clean up, detoxify, remove, monitor or test
 - 15.2.1. for a **communicable disease**, or
 - 15.2.2. any **property** insured hereunder that is affected by such **communicable disease**.
 - 15.3. This exclusion applies to all coverage extensions, additional coverages, exceptions to any exclusion and other coverage with the exception of the cover provided under Section 8 – Employers liability of this insurance.
16. **We** will not indemnify **you** under this insurance against liability arising from any work conducted at heights exceeding 10 (ten) metres from ground or floor level.
17. **We** will not indemnify **you** under this insurance against liability arising from work conducted at depths exceeding 2 (two) metres.
18. **We** will not indemnify **you** under this insurance against liability arising from or in connection with any hazardous work, hazardous work is defined as:
 - 18.1. any work of demolition except demolition solely undertaken with handheld tools and of structures not exceeding 5 (five) metres in height when such work forms an ancillary part of a contract for construction alteration or repair; and
 - 18.2. roofing work of any nature and/or work on roofs including repair and construction of owned **premises**; and
 - 18.3. the construction alteration maintenance or repair of bridges, viaducts, towers, steeples, spires, pylons or chimney shafts; and
 - 18.4. work involving underpinning, pile, driving, quarrying, tunnelling, mines, or blast furnaces; and
 - 18.5. the construction of basements
 - 18.5.1. in excess of 2 (two) floors; and/or
 - 18.5.2. in excess of 50 (fifty) square metres;
 - 18.6. the use of explosives; and
 - 18.7. any work undertaken airside or on or in the immediate vicinity of aircraft; and
 - 18.8. the burning of debris, waste, or other discarded materials; and
 - 18.9. any work on or in
 - 18.9.1. docks, piers, wharves, breakwaters, sea walls, water diversion schemes, dams, canals or harbours;
 - 18.9.2. railways, ships or airports;
 - 18.9.3. chemical or petrochemical works, tanks or chambers;
 - 18.9.4. bulk oil or gas refineries or storage facilities;
 - 18.9.5. power stations or nuclear power stations;
 - 18.9.6. collieries or mines;
 - 18.9.7. new build contract sites exceeding four floors in post codes EC1-4, SW1, W1,W2, W9, W10, WC1, WC2 or E14;

How to make a claim

If **you** need to make a claim under Sections 1 – 7 of this insurance **we** have appointed the following Third Party Administrator to manage **your** claim on **our** behalf:

Broadspire

Second Floor
Ashton House
499 Silbury Boulevard
Milton Keynes
MK9 2AH

You can telephone Broadspire on 01908 302 214
You can email Broadspire at britukproperty@broadspiretpa.co.uk

Please quote **your** Premco Underwriting policy number in all correspondence, this can be found on **your schedule**

If **you** wish to make a claim any other section please contact:

Premco Underwriting

Stanhope House
12 Stanhope Place
Edinburgh
EH12 5HH

You can telephone them on 0330 165 2000
You can email them at claims@premco.co.uk

You can download the relevant claim form from our website www.premcoclaims.co.uk

Claims conditions

1. If any claim is in any respect fraudulent or if **you** or anyone acting on **your** behalf use any fraudulent means to obtain any benefit under this policy or deliberately cause **damage** all benefit under this policy will be forfeited from the date of the fraudulent act.
2. If **you** wish to intimate a claim under the terms of this policy the following conditions precedent to **our** liability will apply:
 - 2.1. it is a condition that **you** notify **us** as soon as possible of anything which could give rise to any claim being made against **you** and for which there could be liability under this policy. If **you** do not do so **we** can reject, or be unable to deal with **your** claim, or be unable to pay **your** claim in full. Details of how to give this notice are given on page GEN15.
 - 2.2. It is a condition that **you** notify **us** immediately, and certainly within seven days, when any claim is actually made against **you** (whether written or oral) and for which there could be liability under this policy. If **you** do not do so **we** can reject, or be unable to deal with **your** claim, or be unable to pay **your** claim in full. Details of how to report a claim are given on page GEN15.
 - 2.3. It is a condition that **you** advise **us** immediately, and certainly within seven days, if at any time **you** know of any impending prosecution, inquest, or fatal accident inquiry in connection with any claim or circumstance notified under (a) or (b) above. If **you** do not do so **we** can reject, or be unable to deal with **your** claim, or be unable to pay **your** claim in full. Details of how to give this notice are given on page GEN15.
 - 2.4. It is a condition that **you** will, as soon as possible, provide **us** with such particulars and information as **we** will require in relation to any occurrence or claim notified to **us**, and forward to **us**, immediately, and certainly within seven days, every letter, claim form, writ, summons, process, or any other legal papers. If **you** do not do so **we** can reject, or be unable to deal with **your** claim, or be unable to pay **your** claim in full.
3. **We** will be entitled to take over and conduct in **your** name the defence or settlement of any claim, and can choose to prosecute at **our** own expense and for **our** benefit any claim for insurance or damages against any other persons, and **you** agree to provide all information and assistance required. If **you** do not do so **we** can reject, or be unable to deal with **your** claim, or be unable to pay **your** claim in full. No admission of liability or offer, promise or payment can be made without **our** written consent.
4. **We** will not pay any claim under this policy unless **you** have complied with the terms of condition 2.
5. If **we** choose or are required to reinstate or replace any **property** **you** must at **your** own expense give **us** all such plans, documents, books and information as **we** will reasonably require.

We are not bound to reinstate exactly or completely but only as circumstances permit and in reasonably sufficient manner and are not in any case bound to pay out more than the sum insured on any item.
6. In the event of any **damage** for which a claim is or could be made under this policy **we** and any person authorised by **us** can, without incurring any liability or diminishing **our** right to, rely upon any conditions of this policy enter, take or keep possession of the building or **premises** where the **damage** has happened and any **property** insured under this policy.

If **you** or anyone acting on **your** behalf does not comply with **our** requirements or hinders or obstructs **us** in doing any of the above, then all benefit under this policy will be forfeited. **You** are not in any case entitled to abandon any **property** to **us** whether **we** take possession of it or not.

You or anyone acting on **your** behalf must not make any admission, offer, promise or payment without **our** written consent. **We** have the right to take over and conduct in **your** name the defence or settlement of any claim or to prosecute any claim in **your** name for **our** own benefit and **we** will have full discretion in the conduct of any proceedings and in the settlement of any claim.

You must give **us** all such assistance as **we** require.
7. Any claimant under this policy must at **our** request and expense do and allow all such acts and things as **we** reasonably require for the purpose of enforcing any rights and remedies **we** have of obtaining recovery or indemnity from third parties, irrespective of whether **we** require this before or after **we** indemnify **you**.
8. *Not applicable to Section 3 part 2 - Personal injury (robbery)*

If at the time of any claim there is any other insurance covering **your** interest in the **property** **damaged** or the same legal liability **our** liability under this policy is limited to its rateable proportion of such claim.

If the other insurance is subject to any condition of average this policy if not already subject to any condition of average will be subject to average in the same way.

If any other insurance effected by **you** or on **your** behalf covers any of the **property** insured but is subject to any provision which excludes it from ranking concurrently with this policy either in whole or in part or from contributing rateably to the **damage**, **our** liability under this policy is limited to such proportion of the **damage** as the sum insured bears to the value of the **property**.
9. *Not applicable to Section 3 part 2 - Personal injury (robbery)*

If any difference as to the amount to be paid under this policy (liability being otherwise admitted) arises, it will be referred to an arbitrator to be appointed by the parties in accordance with statutory provisions. Where any difference is referred to arbitration the making of any award will be a condition precedent to any right of action against **us**.

How to make a complaint

Your right to complain

Our aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly. At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your** policy or the handling of a claim **you** must, in the first instance, contact **us** or **your** broker where applicable. In the event that **you** remain dissatisfied and wish to make a complaint, **you** can do so at any time. Making a complaint does not affect any of **your** legal rights.

Sections 1-7 of **your** insurance policy are underwritten for **Lloyd's** Syndicate 2987 managed by Brit Syndicates Ltd by Premco Underwriting which is an Approved Coverholder at **Lloyd's**. If **you** wish to make a complaint about this insurance, **you** can contact:

The Complaints Department
Brit Syndicates Ltd
By email: BGS.Complaints@britinsurance.com
By telephone: 0044 (0) 20 385 70000
By facsimile: 0044 (0) 20 385 70001
By mail: The Leadenhall Building, 122 Leadenhall Street, London EC3V 4AB

Sections 8-10 of **your** insurance policy are underwritten for Allied World by Premco Underwriting which is an Approved Coverholder at **Lloyd's**. If **you** wish to make a complaint about this insurance, you can contact:

Crawford Boyd
Premco Underwriting
By email: complaints@premco.co.uk
By telephone: 0330 165 2000
By mail: Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH

Section 11 of **your** insurance policy is underwritten by Lloyd's Syndicate 1967 managed by W. R. Berkley Syndicate Management Ltd by Premco Underwriting which is an Approved Coverholder at Lloyd's. If you wish to make a complaint about this insurance, you can contact:

Compliance Department
W/R/B Underwriting
By email: complaints@wrbunderwriting.com
By mail: 14th Floor, 52 Lime Street, London EC3M 7AF

If **your** complaint cannot be resolved by the Complaints Department within two weeks, or if **you** have not received a response within two weeks **you** are entitled to refer the matter to **Lloyd's**. **Lloyd's** will then conduct a full investigation of **your** complaint and provide **you** with a written final response.

Lloyd's contact details are:

By email: complaints@Lloyd's.com
By telephone: 44 (0)20 7327 5696
By mail: Policyholder & Market Assistance, Fidentia House, Walter Burke Way, Chatham Maritime, Chatham, Kent ME4 4RN

Details of **Lloyd's** complaints procedures are set out in a leaflet "**Your** Complaint – How **We** Can Help" available at www.lloyds.com/complaints and are also available from the above address.

If **you** remain dissatisfied after **Lloyd's** has considered **your** complaint, or if **you** have not received a written final response within eight weeks from the date **Amlin** received **your** complaint, **you** are entitled to refer **your** complaint to the Financial Ombudsman Service who will independently consider **your** complaint free of charge.

The Financial Ombudsman Service contact details are:

By email: complaint.info@financial-ombudsman.org.uk
By telephone: 0207 964 0500 or from a mobile 0300 123 9123
By facsimile: 0207 964 0500
By mail: The Financial Ombudsman Service, Exchange Tower, London E14 9SR

There is information regarding the Financial Ombudsman Service on its website which can be found at www.financial-ombudsman.org.uk

Please note:

- **You** must refer **your** complaint to the Financial Ombudsman Service within six months of the date of **our** final response.
- The Financial Ombudsman Service will normally only consider a complaint from private individuals or from a micro-enterprise that has a turnover of less than €2,000,000 (two million Euros) and fewer than 10 **employees** or a small business with an annual turnover of less than £6,500,000 (six and a half million pounds) and a balance sheet total of less than £5,000,000 (five million pounds) or fewer than 50 (fifty) employees.

How to cancel your policy

Cancellation

You can cancel this insurance at any time by notifying **your** insurance agent in the first instance, the name of **your** insurance agent is detailed in the **schedule** issued with this policy or by writing to Premco at Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH or by emailing info@premco.co.uk or by telephoning 0330 165 2000.

If **you** have not made a claim under the terms of this policy at the time **you** wish to cancel it, and **you** are not aware of any incident which will give rise to a claim, **we** will refund a proportionate amount of **your** premium provided the premium has not been designated as a minimum and deposit premium in the **schedule**.

Cooling off

You can cancel this insurance within 14 days of it commencing without penalty by notifying your insurance agent in the first instance, the name of your insurance agent is detailed in the schedule issued with this policy or by writing to Premco at Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH or by emailing info@premco.co.uk or by telephoning 0330 165 2000.

Section 1 - Material damage

Definitions

The following words have the same meaning wherever they appear in this section of the policy or in the **schedule** relating to this section. To help identify these words they appear in **bold** in the section wording.

Alarmed premises

The **premises** or those parts of the **premises** protected by the **intruder alarm system**.

All other contents

1. Personal effects, pedal cycles, tools, instruments and the like belonging to **employees**, principals, directors, customers and visitors to the extent that they are not more specifically insured.
We will not pay more than £750 (seven hundred and fifty pounds) in respect of any one person or for jewellery, watches, furs, contact lenses, portable electronic entertainment equipment, cameras or **money** or £250 (two hundred and fifty pounds) for any one pedal cycle in respect of any one person.
2. Computer records, documents, manuscripts and **business** books for an amount not exceeding £25,000 (twenty five thousand pounds) in respect of any one loss.
3. Patterns, models, moulds, plans and designs.
4. **Money** and securities of any description but for not more than £1,000 (one thousand pounds) in total and subject to any specific exclusions in this insurance.
5. Wines, spirits, cigarettes and tobacco other than **stock** but for not more than £1,000 (one thousand pounds) in total in respect of **damage** by theft (if insured).
6. Motor vehicles and their contents but not for more than £25,000 (twenty five thousand pounds) and only if they are not otherwise insured.
7. Rare books or works of art but for not more than £1,000 (one thousand pounds) in total any one **period of insurance**.

Buildings (Applies also to Section 2 - Business interruption)

1. Buildings (being built mainly of brick, stone, concrete or other non-combustible materials unless otherwise stated in the **schedule**).
2. Landlords' fixtures and fittings in and on the buildings.
3. Small outside buildings, extensions, annexes, gangways.
4. Walls, car parks, roads, pathways and loading bays.
5. Services, meaning telephone, gas and water mains, electrical instruments, meters, piping, cabling and the like extending from the buildings to the perimeter of the **premises** or to the public mains (including those underground).

Computer equipment

1. Computer equipment including fixed disks and interconnected wiring used for processing electronic **data** together with visual display units, printers and **data** carrying materials but excluding any such equipment controlling any manufacturing process.
2. Ancillary equipment solely for use with the computer equipment comprising air conditioning, cooling equipment, generating equipment, voltage regulating equipment, telecommunication links, electronic access equipment and temperature and humidity recording equipment.
3. **Data** carrying materials being current and back-up disks, tapes and other materials (excluding paper records of any description).

General contents

Machinery, plant, fixtures and fittings, tenants improvements, alterations, decorations, improvements, internal and external glass being part of the **buildings** not owned by **you** but for which **you** are responsible, office equipment and **all other contents**.

Intruder alarm system

The component parts including the means of communication used to transmit signals detailed in the alarm specification agreed by **us**.

Keyholder

You or any **responsible person** or keyholding company **you** authorise

1. to accept notification of faults or alarm signals relating to the **intruder alarm system**; and
2. to attend and allow access to the **premises**.

At least one keyholder must be available at all times.

Other property

Any other items of **property** not specifically insured above which **you** have advised to **us** and **we** have specified on the **schedule**.

Property insured

Buildings, general contents, all other contents, stock and **other property** at the **premises** (subject to any specific exclusions) all as defined below or more fully described in the **schedule** and all belonging to **you** or for which **you** are responsible but excluding

1. property which is more specifically insured; and
2. unless specifically notified to and accepted by **us** as insured
 - 2.1. land, piers, jetties, bridges, culverts or excavations; and
 - 2.2. livestock, growing crops or trees unless they form part of the **general contents**.

Responsible person

You or any person **you** authorise to be responsible for the security of the **premises**.

Stock

Stock and materials in trade, work in progress, **goods** held in trust and finished **goods** for which **you** are responsible.

Section 1 - Material damage

Insuring clause

We will at our option pay for, repair or reinstate any **property insured** that sustains **damage** at the **premises** directly caused by any of the covers listed below provided they are shown as applying in the **schedule** during the **period of insurance**.

Our liability in any one **period of insurance** will not exceed

1. the total sum insured; or
2. in respect of any item, its sum insured; or
3. any other stated limit of liability.

Covers

1. **Fire, lightning and explosion** but not **damage** caused by
 - 1.1. earthquake, subterranean fire, riot, civil commotion;
 - 1.2. its undergoing any heat process or any process involving the application of heat;
 - 1.3. explosion of non – domestic steam pressure machinery or equipment under **your** control.
2. **Aircraft** or other aerial devices or articles dropped from them but not **damage** caused by
 - 2.1. pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds;
 - 2.2. fire.
3. **Riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances or malicious persons** but not **damage** arising from
 - 3.1. confiscation, requisition or destruction by order of the government or any public authority;
 - 3.2. stopping work;
 - 3.3. fire caused by strikers, locked out workers or persons taking part in labour disturbances or malicious persons;
 - 3.4. theft or attempted theft directly caused by malicious persons to any **building** which is **unoccupied** or not in use for more than 30 days.
4. **Earthquake or subterranean fire**.
5. **Storm** but not **damage**
 - 5.1. caused by lightning, frost, subsidence, ground heave or landslip;
 - 5.2. in respect of movable **property** in the open, fences and gates.
6. **Flood** but not **damage**
 - 6.1. attributable solely to change in the water table level;
 - 6.2. caused by lightning, frost, subsidence, ground heave or landslip;
 - 6.3. in respect of movable **property** in the open, fences and gates.
7. **Escape of water** from any tank, apparatus or pipe but not **damage**
 - 7.1. by water discharged or leaking from any automatic sprinkler installation;
 - 7.2. in respect of any **building** which is **unoccupied** or not in use for more than 30 days.
8. **Accidental escape of water** from any automatic sprinkler installation in the **premises** but not **damage** caused by
 - 8.1. freezing whilst the **building** is **unoccupied** or not in use for more than 30 days;
 - 8.2. explosion, earthquake, subterranean fire or heat caused by fire.
9. **Impact** by any road vehicle or animal.
10. **Accidental damage** but not:
 - 10.1. **Damage** caused by
 - 10.1.1. any of the covers specified above;
 - 10.1.2. the causes expressly excluded from the covers specified above whether or not insured;
 - 10.1.3. inherent vice, latent defect, gradual deterioration, wear and tear, faulty or defective design or materials;
 - 10.1.4. faulty or defective workmanship, operational error or omission on the part of **you** or any **employee**, but this does not include subsequent **damage** which itself results from a cause not otherwise excluded;
 - 10.1.5. corrosion, rust, wet or dry rot, shrinkage, evaporation, loss of weight, dampness, dryness, marring, scratching, vermin or insects;
 - 10.1.6. change in temperature, colour, flavour, texture or finish;
 - 10.1.7. the deliberate act of a supply undertaking in withholding the supply of water, gas, electricity, fuel or telecommunication services;
 - 10.1.8. joint leakage, failure of welds, cracking, fracturing, collapse or overheating of boilers, economisers, superheaters, pressure vessels or any steam and feed piping connected to them;
 - 10.1.9. mechanical, electronic, electrical or computer breakdown or derangement of the particular machine, apparatus or equipment in which such breakdown or derangement originates but this will not exclude subsequent **damage** so long as it is not excluded above;

Section 1 - Material damage

- 10.1.10. **pollution**;
 - 10.1.11. normal settlement or bedding down of new structures;
 - 10.1.12. acts of fraud or dishonesty;
 - 10.1.13. disappearance, unexplained or inventory shortage, misfiling or misplacing of information;
 - 10.1.14. **damage** to a **building** or structure caused by its own collapse or cracking;
 - 10.1.15. any process of production, packing, treatment, testing, commissioning, servicing or repair;
 - 10.1.16. nationalisation, confiscation, requisition, seizure or destruction by the government or any public authority.
- 10.2. **Damage** to
- 10.2.1. movable **property** in the open, fences and gates caused by wind, rain, hail, sleet, snow, flood or dust;
 - 10.2.2. vehicles licensed for road use (including their accessories) caravans, trailers, railway locomotives, rolling stock, watercraft or aircraft;
 - 10.2.3. **property** or structures in course of construction or erection and materials or supplies in connection with this other than internal alterations or refurbishments not more specifically insured under a contract works policy;
 - 10.2.4. glass.
11. **Glass**
- 11.1. Glass breakage at the **premises** all being plain sheet or plain plate glass unless stated otherwise in the **schedule** including the cost of boarding up and any lettering and artwork.
 - 11.2. **Damage** to
 - 11.2.1. the contents of display windows;
 - 11.2.2. windows and doorframes, vitrolite, marble, marmerile and similar materials, intruder alarm foils and other detection devices and circuits;
 - 11.2.3. electric light fittings;
 - 11.2.4. neon and illuminated signs;
- as a direct result of glass breakage as defined under paragraph 11.1 provided that **our** liability will not exceed £10,000 (ten thousand pounds) in total.
12. **Breakage of fixed sanitaryware** but not breakage or **damage**
- 12.1. in vehicles, vending machines or to **stock** in trade;
 - 12.2. in any **building** which is **unoccupied** or not in use for more than 30 days unless specifically agreed by **us**;
 - 12.3. in transit or while being fitted;
 - 12.4. due to settlement, expansion or contraction of frames or fittings in **buildings** under construction and during a period of six months after the date of completion;
 - 12.5. existing before the start of the **period of insurance**;
 - 12.6. of neon and illuminated signs and electric light fittings;
 - 12.7. by wear and tear, gradual deterioration, mechanical or electrical breakdown or removal from the fixed position other than by theft or attempted theft;
 - 12.8. of bulbs or tubes unless the signs or fittings are also **damaged**;
 - 12.9. caused by fire or explosion.
13. **Theft or attempted theft** but not **damage**
- 13.1. which does not involve
 - 13.1.1. entry to or exit from a **building** by forcible and violent means; or
 - 13.1.2. actual or threatened assault or violence;
 - 13.2. from any part of the **building** not occupied by **you** for the purpose of the **business**;
 - 13.3. from the open or from any outbuilding not communicating with the main **building** unless otherwise specified;
 - 13.4. to **property** in transit;
 - 13.5. to **money** and securities of any description.
- For the purpose of this cover **building** does not include walls, gates, fences, yards, car parks, roads, pathways and loading bays.
14. **Subsidence, ground heave or landslip** of any part of the site on which the premises stands but not **damage**
- 14.1. to yards, car parks, roads, pavements, walls, gates and fences unless also affecting the structure of a **building**;
 - 14.2. caused by
 - 14.2.1. normal settlement or bedding down of new structures;
 - 14.2.2. settlement or movement of made up ground;
 - 14.2.3. coastal or river erosion;
 - 14.2.4. fire, subterranean fire, explosion, earthquake or the escape of water from any tank apparatus or pipe which originated before the inception of this cover;
 - 14.3. resulting from
 - 14.3.1. demolition, construction, structural alteration or repair of any **property**; or
 - 14.3.2. groundwork or excavation
- at the same **premises**.

Special condition to cover 14 You must notify **us** by contacting Premco Underwriting by email: insure@premco.co.uk or by telephone: 0330 165 2000 when **you** become aware of any demolition, groundwork, excavation or construction being carried out on any adjoining site. **We** will then have the right to vary the terms or cancel this cover.

Section 1 - Material damage

Excess

An **excess** applies to the covers under this section as shown in the **schedule**.

Conditions

The following are conditions of the insurance that you need to meet as your part of this contract to which this endorsement attaches. If you do not meet any of these conditions and that either causes a claim or contributes to a claim, we can reject that claim or payment in respect of that claim could be reduced.

1. Electrical circuits condition

It is a condition precedent to **our** liability that all electrical circuits are tested at least every five years by qualified electrical engineers and that any defects identified are remedied in accordance with the regulations of the Institute of Electrical Engineers.

2. Accumulation of & external storage of waste, combustible goods or materials condition

It is a condition precedent to **our** liability that:

- 2.1. all trade refuse is collected or swept up and bagged daily and removed from the buildings at least weekly and not allowed to accumulate in the buildings; and
- 2.2. all oily greasy and dirty rags or wipes and impregnated waste are kept in lidded metal bins when not in use and outside of **business** hours; and
- 2.3. any waste and /or combustible **goods & materials** (including idle pallets) stored, placed or temporarily sited, in the open out of **business** hours is done so at least 10 metres away from the buildings; and
- 2.4. **you** do not undertake the burning of any waste, combustible **goods**, materials or debris within 20 metres of the **premises**.

3. Property maintenance and safety condition

It is a condition precedent to **our** liability that

- 3.1. any guttering, gullies or down-pipes are checked for blockages or defects by a competent person at the start of or renewal of this policy and after that, at six monthly intervals, with any remedial action required to be implemented as soon as reasonably practicable; and a record of all inspections will be made and kept by **you**; and
- 3.2. there is a heating system linked to a frost-stat and a minimum temperature of 4°C is maintained between 31st October and 31st March annually or that all pipes are adequately lagged to minimise the risk of fracturing and bursting; and
- 3.3. all fire extinguishing appliances must be maintained in full working order and inspected as required regularly during the currency of this insurance and any defect disclosed by such inspection be remedied promptly.

4. Minimum security condition

It is a condition precedent to **our** liability that

- 4.1. all external doors at the **premises** and any internal doors leading to other premises must be secured by mortise deadlocks and box striking plates which conform to British Standard 3621 specification or by other locking devices agreed by **us**; and
- 4.2. all opening sections of external ground floor windows and all other windows which are accessible from roofs, fire escapes or downpipes must be fitted with key operated window locks.

Any door or window officially designated a fire exit by the fire authority is excluded from this condition.

No cover will be in operation for theft or attempted theft involving entry into or exit from the **premises** and malicious damage and fire caused by arson unless

- 4.3. the **premises** are protected to the minimum standard detailed above; and
- 4.4. security devices stipulated are in full and effective operation whenever the **premises** are left unattended or the **premises** have been surveyed by one of **our** Risk Control Surveyors and **we** have accepted, and confirmed to **you** in writing, alternative levels of security.

5. Portable space heaters exclusion

It is a condition precedent to **our** liability that there is no use of portable oil, gas, liquid petroleum gas or radiant bar heaters at the **premises**.

6. Computer system records

It is a condition precedent to **our** liability that **computer systems** records used in connection with the **business** are backed up on a daily basis with a copy being kept elsewhere than at the **premises**.

7. Reinstatement

Subject to the following, the basis upon which **we** will calculate the amount payable in respect of **property insured** by all items, other than stock, mobile / contracting plant, motorised vehicles and plant and their accessories, pedal cycles and personal effects belonging to employees, directors, visitors and guests or rent, will be the reinstatement of the property damaged to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new.

For this purpose "reinstatement" means

- 7.1. the rebuilding or replacement of property lost or destroyed which, provided **our** liability is not increased, may be carried out;
 - 7.1.1. in any manner suitable to **your** requirements; or
 - 7.1.2. upon another site; or
- 7.2. the repair or restoration of property damaged;

in either case to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new.

Section 1 - Material damage

However

- 7.3. **our** liability for the repair or restoration of property damaged in part only will not exceed the amount which would have been payable had such property been wholly destroyed; and
- 7.4. no payment beyond the amount which would have been payable in the absence of this condition will be made;
 - 7.4.1. unless reinstatement commences and proceeds without unreasonable delay;
 - 7.4.2. until the cost of reinstatement has been incurred; or
 - 7.4.3. if the **property insured** at the time of its **damage** is insured by any other insurance effected by or on **your** behalf which is not upon the same basis of reinstatement.

All other terms and conditions of the policy will apply;

- 7.5. in respect of any claim payable under the provisions of this condition; or
- 7.6. where claims are payable as if this condition had not been incorporated; and
- 7.7. if at the time of reinstatement, the sum representing 85% of the cost which would have been incurred in reinstating the whole of the property covered by any item subject to this condition exceeds its sum insured at the commencement of any **damage** then the property is underinsured. If the property is underinsured **our** liability will not exceed that proportion of the amount of the **damage** which said sum insured bears to the sum representing the total cost of reinstating the whole of such property at that time.

Paragraph 7.7 above does not apply to **buildings** and contents indicated in the schedule to be indexed linked.

Optional conditions

(These apply only if stated in the **schedule**)

8. Automatic fire alarm

We have agreed with **you** that there is an automatic fire alarm installed on the **premises** and **you** undertake to keep the installation in efficient working order.

It is a condition precedent to **our** liability that **you**

- 8.1. make a test every day (holidays excepted) for the purpose of checking the condition of the batteries, the brigade connection and all detector circuits; and
- 8.2. obtain promptly a quarterly report from the installing engineers and remedy any defect revealed and make the report available to **our** representatives when required; and
- 8.3. advise the installing engineers immediately of any serious disablement, disconnection or temporary disuse of the installation (except during actual testing) and keep a note of this together with a note of the length of time the installation was not working for examination by **our** representatives when required; and
- 8.4. notify **us** immediately of the removal of any automatic fire alarm installation for which a discount has been allowed and undertake to return a pro rata share of the discount for the unexpired time.

Providing **you** do this, **we** agree **we** will not invalidate this policy because of any defect in the automatic fire alarm installation due to circumstances unknown to or beyond **your** control.

10. Day one basis (non-adjustable)

The insurance by the item(s) indicated in the **schedule** is subject to the following

- 10.1. The premium on each item has been calculated on the **declared value** calculated by **you**.

Declared value means **your** assessment of the cost of reinstatement of the **property insured** in a condition equal to but not better or more extensive than when new at the level of costs applying at the inception of the **period of insurance** (ignoring inflationary factors which can operate subsequently) together with allowance if required for

- 10.1.1. the additional cost of reinstatement to comply with public authority requirements; and
 - 10.1.2. professional fees; and
 - 10.1.3. debris removal costs.
- 10.2. At the beginning of each **period of insurance**, **you** must notify **us** of the **declared value** of the **property insured** by each of the item(s). In the absence of a declaration, **we** will take the last amount declared by **you** as the **declared value** for the next **period of insurance**.
 - 10.3. Item 7.7 of the Reinstatement condition 7 is restated as follows;
 - 10.3.1. if at the time of **damage** the declared value of the **property** covered by such item is less than the cost of the reinstatement at the inception of the **period of insurance**, **our** liability for the **damage** will not exceed that proportion which the declared value bears to the cost of reinstatement.
 - 10.3.2. all the other terms and conditions of the policy will apply in respect of any claim payable under this condition so far as they are able, except, where claims are payable as if this condition had not been incorporated the sum(s) insured will be limited to 115% (one hundred and fifteen per cent) of the declared value(s).

11. Day one basis (adjustable)

The insurance by the item(s) indicated in the **schedule** is subject to the following

- 11.1. The premium on each item has been calculated on the **declared value** calculated by **you**.

Declared value means **your** assessment of the cost of reinstatement of the **property insured** in a condition equal to but not better or more extensive than when new at the level of costs applying at the inception of the **period of insurance** (ignoring inflationary factors which can operate subsequently) together with allowance if required for

Section 1 - Material damage

- 11.1.1. the additional cost of reinstatement to comply with public authority requirements; and
 - 11.1.2. professional fees; and
 - 11.1.3. debris removal costs.
 - 11.2. At the beginning of each **period of insurance**, **you** must notify **us** of the **declared value** of the **property insured** by each of the item(s). In the absence of a declaration, **we** will take the last amount declared by **you** as the **declared value** for the next **period of insurance**.
 - 11.3. The premium calculated on the items is provisional. On expiry of each **period of insurance**, **we** will adjust the premium by 50% (fifty per cent) of the difference between
 - 11.3.1. the provisional premium at the beginning of the **period of insurance**; and
 - 11.3.2. the premium calculated for the subsequent **period of insurance** based on the terms which have applied during the period under adjustment.
 - 11.4. For the purpose of paragraph 9.3 of this condition
 - 11.4.1. if **you** cancel or do not renew the policy or any of the items, **you** must tell **us** the declared value of the **property insured** by each of the item(s) which apply at the date of cancellation or non-renewal;
 - 11.4.2. if **property** has not been reinstated following **damage**, **you** must tell **us** the declared value as though the **property** had not been **damaged**;
 - 11.4.3. if **you** do not tell **us** the declared value, **we** will charge an additional premium of up to 7.5% (seven and a half per cent) of the provisional premium.
 - 11.5. Item 7.7 of the Reinstatement condition 7 is restated as follows:
 - 11.5.1. if at the time of **damage** the **declared value** of the **property** covered by such item is less than the cost of the reinstatement at the inception of the **period of insurance**, then **our** liability for the **damage** will not exceed that proportion which the declared value bears to the cost of reinstatement;
 - 11.5.2. all the other terms and conditions of the policy will apply in respect of any claim payable under this condition so far as they are able except that where claims are payable as if this clause had not been incorporated the sum(s) insured will be limited to 102% (one hundred and two per cent) of the declared value(s).
12. **Metal workers**
The insurance on **general contents** and **stock** applies to the **premises**
- 12.1. of any machine maker, engineer, founder or other metal worker;
 - 12.2. of any customer, agent, supplier or exhibition; or
 - 12.3. of any sub-contractor
- but not any **premises** occupied by **you** in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man subject to a limit overall of 10% (ten per cent) of the sum(s) insured on these items or £100,000 (one hundred thousand pounds) whichever is the less.
13. **Mortgagees**
The act or neglect of any mortgagor or occupier of any **building** insured which increase the risk of **damage** without the authority or knowledge of any mortgagee will not prejudice the interest of the latter party (parties) in this insurance as long as they notify **us** immediately on becoming aware of such increased risk and pay an additional premium if required.
14. **Sprinkler installations and fire extinguishing appliances maintenance**
Our acceptance of **your** property insurance risk is subject to there being automatic sprinklers and fire extinguishing appliances installed on the **premises** and **we** are provided with details of these.
- It is a condition precedent to **our** liability that **you** maintain both the automatic sprinklers and fire-extinguishing appliances in full working order at all times and **you** must
- 14.1. arrange a weekly test to check that the alarm gong is working and that the stop valves controlling the individual water supplies and the installation are fully open; and
 - 14.2. arrange quarterly or half-yearly tests if **we** require for the purpose of checking that each water supply is in order. **You** must record the results of each test; and
 - 14.3. arrange a weekly test to check the condition of the fire brigade connection and the batteries for each approved system for sending alarm signals from sprinkler installations to the fire brigade; and
 - 14.4. test every day (holidays excepted) to check the condition of the circuit between the alarm switch and the control panel; and
 - 14.5. remedy promptly any defect revealed by such tests.
- Providing **you** do this, **we** agree **we** will not invalidate this policy because of any defect in any of the automatic sprinklers or appliances due to circumstances unknown to **you** or beyond **your** control.
15. **Stock declaration**
The first and annual premiums detailed in the **schedule** are provisional and at the end of each **period of insurance** the actual premium will be calculated as follows:
- 15.1. **You** will tell **us** in writing as soon as possible the value of the **property** on the last day of each calendar month or each quarter as agreed with **us**. If **you** do not tell **us**, **we** will take the maximum sum insured as the value declared.
 - 15.2. At the end of each **period of insurance** the actual premium will be calculated on the average amount insured i.e. the total of the values declared divided by the number of declarations. If the actual premium is greater than the first or annual premium paid, **you** must pay **us** the difference. If it is less, **we** will refund the difference to **you** but only up to one third of the first or annual premium paid.

Section 1 - Material damage

We will not reduce the sum insured by the amount of any loss as long as **you** pay the extra premium on the amount of the loss from the date it occurred to the date of the expiry of the **period of insurance**. It is a condition precedent to **our** liability that every insurance on the **property** be identical in wording with this insurance.

16. **Triennial valuation** You undertake to provide **us** at inception and every 3 (three) years with the separate values of:
- 16.1. **Buildings and general contents** in each **building** or group of **buildings** which **we** classify as a separate risk.
 - 16.2. **Stock** in each **building** or group of **buildings** which **we** classify as a separate risk.
 - 16.3. **Stock** in the open (if insured) based on the figure in **your** last annual stocktaking.

We will revise the rate applied to the insurance if the figures **you** provide differ from those which **we** last used to calculate the average rate.

Special conditions

*(These apply only if stated in the **schedule**)*

17. **Intruder alarm** It is a condition precedent to **our** liability in respect of **damage** that
- 17.1. the **armed premises** are protected by the **intruder alarm system** whenever they are closed for **business** or left unattended; and
 - 17.2. the **intruder alarm system** is maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or such other company agreed with **us**; and
 - 17.3. no alteration to or substitution of
 - 17.3.1. any part of the **intruder alarm system**; and
 - 17.3.2. the procedures agreed with **us** for police or any other response to any activation of the **intruder alarm system**; and
 - 17.3.3. the maintenance contract;will be made without **our** written agreement;
 - 17.4. no structural alteration of or changes in the layout to the **premises** that could affect the operation of the **intruder alarm system** will be made without **our** written consent; and
 - 17.5. the **armed premises** must not be left without at least one **responsible person** on them without **our** agreement unless
 - 17.5.1. the **intruder alarm system** is set in its entirety with the means of communication used to transmit signals in full operation; or
 - 17.5.2. the police have withdrawn their response to alarm calls;
 - 17.6. all keys to the **intruder alarm system** are removed from the **premises** when they are left unattended; and
 - 17.7. the **keyholders** will keep all codes for the operation of the **intruder alarm system** secret and will not leave details of them on the **premises**;
 - 17.8. **you** will appoint at least two **keyholders** and lodge written details (which must be kept up to date) with the police and the alarm company who are contracted to maintain the alarm;
 - 17.9. if the **intruder alarm system** is activated or the communication signal interrupted then (unless alternative procedures have been agreed with **us** in writing) a **keyholder** will attend the **premises** as soon as **you** are notified and will not leave without there being at least one **responsible person** on the **premises** until the provisions of paragraph 15.5 have been complied with;
 - 17.10. in the event of **you** receiving any notice
 - 17.10.1. that police response to alarm signals/calls from the **intruder alarm system** has been withdrawn or the level of response reduced or delayed; or
 - 17.10.2. from a local authority or magistrate imposing any requirements for abatement of a nuisance; or
 - 17.10.3. from the installing company or other such company as agreed by **us** that the **intruder alarm system** cannot be returned to or maintained in fully working order;
- you** must advise **us** as soon as possible and in any event not later than 10.00 am on the next working day and comply with all **our** subsequent requirements

Special provision

It is a condition precedent to **our** liability that before **we** agree the alarm specification and maintenance contract arrangements, **you** comply with all the requirements detailed above as if **we** had agreed the specification and maintenance arrangements.

18. **Fireproof doors**
It is a condition precedent to **our** liability that all fireproof doors and shutters are kept closed except during working hours and will be kept in efficient working order during the currency of this section.
19. **Portable space heater** It is a condition precedent to **our** liability that any portable space heater
- 19.1. is not sited in passageways and other places where it is liable to be overturned or subject to mechanical **damage**; and
 - 19.2. is not sited in areas where flammable atmospheres are habitually or intermittently present; and
 - 19.3. is not sited on combustible floors or surfaces; and
 - 19.4. is kept clear of combustible materials and is provided with a guard to maintain a clear space of at least 1 metre around it.
20. **Premises inspection**
It is a condition precedent to **our** liability that
- 20.1. the **buildings** are examined at the end of each **business** day for smouldering matches, tobacco or other material; and
 - 20.2. the **employee** detailed to make the examination signs a daily report; and
 - 20.3. the management checks these reports at least once a week.

Section 1 - Material damage

Extensions

1. Designation

For the purpose of determining the heading under which any **property** is insured **we** agree to accept the designation under which such **property** has been entered in **your** books.

2. Additions

The insurance extends to include

- 2.1. any newly acquired or built **premises** which is not insured elsewhere; and
- 2.2. alterations, additions and improvements to **property insured** but not increases in value

anywhere in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

Cover under this extension in any one situation is limited to 15% (fifteen per cent) of the sum insured on **buildings** and **general contents** or £500,000 (five hundred thousand pounds) whichever is the lesser. **You** must advise **us** of all such additional **property** within 6 (six) months and pay the appropriate additional premium from the date on which the items become **your** responsibility. Once the premium has been paid for the additional **property**, the provisions of this extension are reinstated.

3. Professional fees

The sum insured for each **building**, block of flats and machinery item described in the **schedule** includes an amount for professional fees necessarily incurred in reinstating or repairing the **property insured** following **damage** covered by this section.

We will not indemnify **you** in respect of fees

- 3.1. more specifically insured; or
- 3.2. incurred in preparing a claim.

4. Automatic reinstatement after a loss

Unless **we** advise **you** to the contrary **our** liability will not be reduced by the amount of any loss as long as

- 4.1. **you** pay the appropriate additional premium for reinstatement of cover; and
- 4.2. **you** carry out any reasonable recommendations **we** put forward to prevent further loss.

If the **damage** is by theft (if insured), automatic reinstatement will apply once in each **period of insurance**.

Section 1 - Material damage

5. Changes of temperature

We will pay for **damage** to the **property insured** caused by change of temperature resulting from **damage** to the refrigerating plant, air conditioning plant or connected electrical plant or apparatus as a result of the operation of an insured cover.

6. Clearing of drains

We will pay for costs and expenses necessarily incurred in clearing, cleaning and repairing drains, gutters, sewers and the like at **your premises** and in the immediate vicinity for which **you** are responsible in consequence of **damage**.

We will not pay more than £25,000 (twenty five thousand pounds) any one claim.

7. Contract price

If **goods** sold but not delivered for which **you** are responsible suffer **damage** and as a result the sale contract is cancelled either wholly or to the extent of the **damage**, **our** liability will be based on the contract price for the purpose of average and the value of all **goods** to which this extension applies will be calculated on the same basis.

8. Contractor's interest

Where **you** are required to effect insurance on the **buildings** in the joint names of **yourselves** and the contractor under the terms of a contract condition, then the interest of the contractor in the **buildings** as a joint insured is noted, subject to details of any single contract valued in excess of £100,000 (one hundred thousand pounds) having been advised to **us** before work commences and an additional premium being paid as appropriate.

9. Contract works

We will pay for contract works to the extent to which **you** have contracted to arrange cover subject to a limit of £50,000 (fifty thousand pounds) any one claim at any **premises** and excluding the first £500 (five hundred pounds) of each and every loss.

This extension will only apply in so far as the contract works are not otherwise insured.

10. Contracting purchaser's interest

If at the time of **damage**, **you** have contracted to sell **your** interest in any **building** insured and the purchase has not been but will be completed, the purchaser on completion will be entitled to benefit under this policy without prejudice to **our** rights and liabilities. This benefit will apply from the date of the **damage** until completion as long as the purchaser has not otherwise insured the **building** against such **damage**.

11. Customers' goods

If **you** have intimated to **your** customers that **you** have accepted responsibility for **damage** to their **goods** or **goods** for which they are legally responsible and which are temporarily in **your** custody and control, **we** agree that all such **goods** will be held to be insured by this policy as **stock** unless they are more specifically insured elsewhere.

12. Debris including stock removal

We will pay for costs and expenses **you** necessarily incur with **our** consent for;

- 12.1. removing debris from;
 - 12.2. dismantling and/or demolishing;
 - 12.3. shoring or propping up of;
 - 12.4. clearing, cleaning or repairing **services** to;
- those parts of the **property insured** damaged by any cover insured.

We will not pay

- 12.5. more than the sum insured for each item;
- 12.6. for any costs or expenses;
 - 12.6.1. incurred in removing debris except from the site of property damaged and the area immediately adjacent to it;
 - 12.6.2. arising from **pollution** or contamination of property not insured by this policy;
 - 12.6.3. in respect of **damage** which occurred before the granting of cover under this insurance.

13. Exhibitions

The insurance on **general contents** and **stock** applies also at any exhibition premises and while in transit to and from in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man subject to a maximum liability of £12,500 in any one **period of insurance**.

We will not be liable for the first £250 of each and every loss.

14. Fire extinguishing expenses We will pay the reasonable costs incurred by **you** for

- 14.1. refilling fire extinguishing appliances and replacing used sprinkler heads solely in consequence of insured **damage**;
- 14.2. extinguishing operations in order to minimise loss;
- 14.3. **damage** to lawns, trees, shrubs and gardens caused by extinguishing operations.

15. Fire extinguishing appliances

If **you** maintain fire extinguishing appliances at the **premises**, **you** must ensure all appliances are in efficient working order and remedy promptly any defects.

Providing **you** do this, **we** agree **we** will not invalidate this policy because of any defect in any of the appliances due to circumstances unknown to or beyond **your** control.

Section 1 - Material damage

16. Interest

It is understood that other parties can have an interest in certain **property insured** by this policy. The nature and extent of this interest must be disclosed in the event of **damage**.

17. Non- invalidation

This insurance will not be invalidated by any act, omission or alteration whereby the risk of **damage** is increased unknown to or beyond **your** control, provided that immediately **you** become aware of it **you** tell **us** and pay any additional premium required.

18. Property at other locations

This insurance applies to the following **property insured** while it is not on the **premises** except that

- 18.1. the insurance applies only if the **property** is not otherwise insured;
- 18.2. this extension applies only to **damage** occurring within Great Britain, Northern Ireland, the Republic of Ireland, the Channel Islands or the Isle of Man; and
- 18.3. **our** liability for any one loss will not exceed the limit shown.

Property and location

- 18.4. Documents, manuscripts and **business** books at any location and while in transit subject to a limit of £25,000 (twenty five thousand pounds).
- 18.5. **Stock** (excluding **goods** held in trust) at any location used by **you** for storage subject to a limit of
 - 18.5.1. £25,000 (twenty five thousand pounds) in respect of theft or attempted theft; and
 - 18.5.2. 15% (fifteen per cent) of the **stock** sum insured but not exceeding £500,000 (five hundred thousand pounds) in respect of other covers.
 - 18.5.3. **Other property** (excluding vehicles licensed for road use) at any location to which the **property** has been temporarily removed for cleaning, renovation or repair and whilst in transit subject to a limit of
 - 18.5.3.1. £25,000 (twenty five thousand pounds) in respect of theft or attempted theft; and
 - 18.5.3.2. 15% (fifteen per cent) of the **other property** sum insured but not exceeding £500,000 (five hundred thousand pounds) in respect of other covers.

19. Public authorities

Subject to the following special conditions, the insurance by this section extends to include the additional cost of reinstatement that are incurred solely by reason of the necessity to comply with the stipulations of building or other regulations under or framed in pursuance of any Act of Parliament or public authority bye-law in respect of the **damaged property insured** and any **undamaged** portions but excluding the following

- 19.1. The cost incurred in complying with the stipulations
 - 19.1.1. in respect of **damage** occurring before the inception of this clause;
 - 19.1.2. in respect of **damage** not insured by the section;
 - 19.1.3. under which notice has been served on **you** before the happening of the **damage**;
 - 19.1.4. for which there is an existing requirement, which has to be implemented within a given period; or
 - 19.1.5. in respect of **property** entirely **undamaged** by any insured cover.
- 19.2. The additional cost that would have been required to make good the **property damaged** to a condition equal to its condition when new, had the necessity to comply with the stipulations not arisen.
- 19.3. The amount of any charge or assessment arising out of capital appreciation which is payable in respect of the **property** or by its owner by reason of compliance with the stipulations.

Special conditions

- 19.4. The work of reinstatement must be commenced and carried out without unreasonable delay, and in any case must be completed within 12 (twelve) months after the **damage** or within any further time that **we** allow (during the twelve months), and can be carried out upon another site (if the stipulations require it) subject to **our** liability under this clause not being increased by this.
- 19.5. If **our** liability under any item of the section, apart from this clause, is reduced by the application of any of the terms and conditions of the policy, then **our** liability under the clause will be similarly reduced.
- 19.6. The total amount recoverable under any item of the section in respect of this clause will not exceed
 - 19.6.1. in respect of the **damaged property**
 - 19.6.1.1. 15% (fifteen per cent) of its sum insured; and
 - 19.6.1.2. where the sum insured by the item applies to **property** at more than one **premises**, 15% (fifteen per cent) of the total amount for which **we** would have been liable had the **property insured** at the **premises** where the **damage** has occurred been wholly destroyed; or
 - 19.6.1.3. in respect of **undamaged** portions of **property** (other than foundations), 15% (fifteen per cent) of the total amount for which **we** would have been liable had the **property insured** at the **premises** where the **damage** occurred been wholly destroyed.
 - 19.7. The total amount recoverable under any item of the policy will not exceed its sum insured.
 - 19.8. All the terms and conditions of the policy, except where they are varied by this clause, will apply as if they had been incorporated in it.

20. Re-erection

The insurance within the limits of the sum insured for **general contents** includes the cost of re-erection and fixing machinery and plant because of **damage** covered by this policy.

21. Rent

If **we** cover rent of **buildings** which suffer **damage**, **we** will pay:

- 21.1. In respect of rent receivable, the actual reduction in rent received solely in consequence of the **damage**.

Section 1 - Material damage

21.2. In respect of rent payable, the amount of rent which continues to be payable by **you** in respect of the **building** or parts of the **building** whilst unfit for occupation in consequence of the **damage**.

Our liability will be limited to the loss suffered within the period of rent insured as shown in the **schedule** which starts from the date of the **damage**.

For the purpose of average (General condition 7) the total value will be the annual rent receivable or payable at the start of the **period of insurance**. This amount will be proportionately increased where the period of rent insured exceeds twelve months.

22. Subrogation waiver

In the event of a claim arising under this policy, **we** agree to waive any rights, remedies or relief to which **we** are entitled to by subrogation against

- 22.1. any company standing in the relation of parent to subsidiary (subsidiary to parent) to **you** as defined in the Companies Act or Companies (N.I.) Order current at the time of the **damage**; or
- 22.2. any company which is a subsidiary of a parent company of which **you** are a subsidiary as defined in the Companies Act or Companies (N.I.) Order current at the time of the **damage**.

23. Theft cover

Any cover in respect of theft includes

- 23.1. the cost of repairing **damage** to the **buildings** (whether or not the **buildings** are insured under this section) if **you** are responsible for the repairs and the **damage** is not otherwise insured; and
- 23.2. the reasonable expenses incurred in necessarily replacing locks to the **buildings** or safes and strongrooms
 - 23.2.1. following a hold-up accompanied by violence or threat of violence whilst such keys are in **your** personal custody or that of any of **your** directors, partners or authorised **employees**; and
 - 23.2.2. involving entry to or exit from the **premises** by forcible and violent means; or
 - 23.2.3. involving entry to or exit from **your** residence or that of any of **your** directors, partners or authorised **employees** by forcible and violent means.

24. Trace and access

In the event of **damage** resulting from escape of water or oil as covered by this policy, **we** will pay

- 24.1. the costs necessarily and reasonably incurred in locating the source of such **damage** and subsequently making good; and
- 24.2. the cost of repairing or replacing tanks, apparatus, pipes or appliances which have been **damaged** by freezing.

We will not pay more than £10,000 (ten thousand pounds) or 10% (the per cent) of the sum insured by this section, whichever is the lesser.

25. Workmen and alteration to the premises or business

Workmen and tradesmen are allowed in or about the **premises** for maintenance purposes and for undertaking minor repairs and alterations without affecting this insurance, but **we** have insured **you** on the basis of information supplied and cover under this policy will cease if

- 25.1. there are changes to the **premises** or the **building** in which it is located or to **your business** which increases the risk of **damage**, liability, accident or **injury**; or
- 25.2. there are changes in the occupancy or use of the **premises**.

26. Additional metered water or oil charges

The insurance covers additional metered water or domestic heating oil charges **you** incur as a result of **damage** by an insured cover to the water installation or fixed heating installation at the **premises** insured by this policy. **We** will calculate the amount to be paid by comparing the charge made by the water suppliers for the period during which the **damage** occurred with the charges for the previous period, adjusted for any relevant factors affecting **your** consumption of water during the periods concerned.

This extension is not subject to any condition of average.

We will not pay more than £10,000 (ten thousand pounds) in all in respect of any one **period of insurance** excluding the cost or value of metered water or heating oil lost when the **premises** are **unoccupied** or not in use.

27. Underground services

We will pay for

- 27.1. accidental **damage** not otherwise excluded to underground water, gas, oil, drain or sewer pipes and underground electricity or telephone cables which extend from the **premises** to the public mains and for which **you** have responsibility for repair or reinstatement; and
- 27.2. **costs and expenses** incurred in clearing and cleaning drains, gutters, sewers, drain inspection covers and similar underground service areas for which **you** are responsible in consequence of any cover insured by this section.

We will not pay more than £5,000 (five thousand pounds) in any one **period of insurance**.

28. Seasonal stock increase

Any sum insured in respect of **stock** is increased by 25% for the months of November and December and for a period of 30 days preceding Easter Day in each **period of insurance**.

Section 1 - Material damage

Exclusions

This section does not cover:

1. **Marine policies**

Damage to property which is insured by or would but for the existence of this insurance be insured by any marine policy or policies except in respect of any **excess** beyond the amount which would have been payable under the marine policy or policies had this insurance not been effected.

2. **Pollution and contamination**Damage caused by **pollution**

However, **we** will cover **damage** to the **property insured** caused by

2.1. **pollution** which itself results from any cover insured (other than cover 10); or

2.2. any cover insured (other than cover 10) which itself results from **pollution** provided it is not otherwise excluded.

3. **Consequential loss**

Consequential loss of any kind except loss of rent when such loss is included in the cover under this section.

4. **Foundations**

In respect of any sum insured on buildings subject to any condition of average, those parts of the foundations and incombustible floors of buildings (other than machinery foundations) more than 8 (eight) centimetres (five hundred thousand pounds) metres below the level of floors of the lowest storeys (whether such floors constitute the flooring of the basements or otherwise) are excluded from this insurance except where they are within a radius of 60 cms around and below any structural column or similar superstructure support.

Section 2 – Business interruption

Definitions

The following words will have the same meaning wherever they appear in this section of the policy or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Note 1

To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of such tax.

Note 2

For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Buildings

See Section 1- Material damage.

Consequential loss

Loss resulting from interruption of or interference with the **business** carried on by **you** at the **premises** in consequence of **damage** to **property** used by **you** at the **premises** for the purpose of the **business**.

Customers

The companies, organisations, or individuals with whom, at the time of the **incident**, **you** have contracts or trading relationships to supply **goods** or services.

Incident

Damage to **property** used by **you** at the **premises** for the purpose of the **business**.

Indemnity period

The period beginning with the occurrence of the **incident** and ending not later than the **maximum indemnity period** thereafter during which the results of the **business** will be affected in consequence of the **incident**.

Maximum indemnity period

As stated in the **schedule**.

Other property

Any other items of **property** not specifically insured which **you** have advised to **us** and **we** have specified on the **schedule**.

Insuring clause

If any **building** or **other property** used by **you** at the **premises** for the purpose of the **business** suffers **damage** by any of the covers specified in the **schedule** and there is a **consequential loss**, **we** will pay **you** in respect of each item in the **schedule** the amount of the loss provided that

1. at the time of the happening of the **damage** there is in force an insurance covering **your** interest in the **property** at the **premises** against such **damage** and that
 - 1.1. payment has been made or liability admitted; or
 - 1.2. payment would have been made or liability admitted but for the operation of a clause in such insurance excluding liability for losses below a specified amount.
2. **our** liability under this section will not exceed
 - 2.1. in the whole the total sum insured or in respect of any item its sum insured or any other limit of liability stated in **schedule** at the time of the **damage**; and
 - 2.2. the sum insured remaining after deduction for any other **consequential loss** occurring during the same **period of insurance** unless **we** have agreed to reinstate any such sum insured.

during the period of insurance.

Covers

1. **Fire, lightning and explosion** but not **damage** caused by
 - 1.1. earthquake, subterranean fire, riot, civil commotion;
 - 1.2. its undergoing any heat process or any process involving the application of heat;
 - 1.3. explosion of non – domestic steam pressure machinery or equipment under **your** control.
2. **Aircraft** or other aerial devices or articles dropped from them but not **damage** caused by
 - 2.1. pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds;
 - 2.2. fire.
3. **Riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances or malicious persons** but not **damage** arising from
 - 3.1. confiscation, requisition or destruction by order of the government or any public authority;
 - 3.2. stopping work;
 - 3.3. fire caused by strikers, locked out workers or persons taking part in labour disturbances or malicious persons;
 - 3.4. theft or attempted theft directly caused by malicious persons to any **building** which is **unoccupied** or not in use for more than 30 days.

Section 2 – Business interruption

4. **Earthquake or subterranean fire.**
5. **Storm but not damage**
 - 5.1. caused by lightning, frost, subsidence, ground heave or landslip;
 - 5.2. in respect of movable **property** in the open, fences and gates.
6. **Flood but not damage**
 - 6.1. attributable solely to change in the water table level;
 - 6.2. caused by lightning, frost, subsidence, ground heave or landslip;
 - 6.3. in respect of movable **property** in the open, fences and gates.
7. **Escape of water** from any tank, apparatus or pipe but not **damage**
 - 7.1. by water discharged or leaking from any automatic sprinkler installation;
 - 7.2. in respect of any **building** which is **unoccupied** or not in use for more than 30 days.
8. **Accidental escape of water** from any automatic sprinkler installation in the **premises** but not **damage** caused by
 - 8.1. freezing whilst the **building** is **unoccupied** or not in use for more than 30 days;
 - 8.2. explosion, earthquake, subterranean fire or heat caused by fire.
9. **Impact** by any road vehicle or animal.
10. **Accidental damage** but not:
 - 10.1. **Damage** caused by
 - 10.1.1. any of the covers specified above;
 - 10.1.2. the causes expressly excluded from the covers specified above whether or not insured;
 - 10.1.3. inherent vice, latent defect, gradual deterioration, wear and tear, faulty or defective design or materials;
 - 10.1.4. faulty or defective workmanship, operational error or omission on the part of **you** or any **employee**, but this does not include subsequent **damage** which itself results from a cause not otherwise excluded;
 - 10.1.5. corrosion, rust, wet or dry rot, shrinkage, evaporation, loss of weight, dampness, dryness, marring, scratching, vermin or insects;
 - 10.1.6. change in temperature, colour, flavour, texture or finish;
 - 10.1.7. the deliberate act of a supply undertaking in withholding the supply of water, gas, electricity, fuel or telecommunication services;
 - 10.1.8. joint leakage, failure of welds, cracking, fracturing, collapse or overheating of boilers, economisers, superheaters, pressure vessels or any steam and feed piping connected to them;
 - 10.1.9. mechanical, electronic, electrical or computer breakdown or derangement of the particular machine, apparatus or equipment in which such breakdown or derangement originates but this will not exclude subsequent **damage** so long as it is not excluded above;
 - 10.1.10. **pollution**;
 - 10.1.11. normal settlement or bedding down of new structures;
 - 10.1.12. acts of fraud or dishonesty;
 - 10.1.13. disappearance, unexplained or inventory shortage, misfiling or misplacing of information;
 - 10.1.14. **damage** to a **building** or structure caused by its own collapse or cracking;
 - 10.1.15. any process of production, packing, treatment, testing, commissioning, servicing or repair;
 - 10.1.16. nationalisation, confiscation, requisition, seizure or destruction by the government or any public authority.
 - 10.2. **Damage** to
 - 10.2.1. movable **property** in the open, fences and gates caused by wind, rain, hail, sleet, snow, flood or dust;
 - 10.2.2. vehicles licensed for road use (including their accessories) caravans, trailers, railway locomotives, rolling stock, watercraft or aircraft;
 - 10.2.3. **property** or structures in course of construction or erection and materials or supplies in connection with this other than internal alterations or refurbishments not more specifically insured under a contract works policy;
 - 10.2.4. glass.

Section 2 – Business interruption

11. Glass

11.1. Glass breakage at the **premises** all being plain sheet or plain plate glass unless stated otherwise in the **schedule** including the cost of boarding up and any lettering and artwork.

11.2. Damage to

11.2.1. the contents of display windows;

11.2.2. windows and doorframes, vitrolite, marble, marmerile and similar materials, intruder alarm foils and other detection devices and circuits;

11.2.3. electric light fittings;

11.2.4. neon and illuminated signs;

as a direct result of glass breakage as defined under paragraph 11.1 provided that **our** liability will not exceed £10,000 (ten thousand pounds) in total.

15. Breakage of fixed sanitaryware but not breakage or damage

15.1. in vehicles, vending machines or to **stock** in trade;

15.2. in any **building** which is **unoccupied** or not in use for more than 30 days unless specifically agreed by **us**;

15.3. in transit or while being fitted;

15.4. due to settlement, expansion or contraction of frames or fittings in **buildings** under construction and during a period of six months after the date of completion;

15.5. existing before the start of the **period of insurance**;

15.6. of neon and illuminated signs and electric light fittings;

15.7. by wear and tear, gradual deterioration, mechanical or electrical breakdown or removal from the fixed position other than by theft or attempted theft;

15.8. of bulbs or tubes unless the signs or fittings are also **damaged**;

15.9. caused by fire or explosion.

16. Theft or attempted theft but not damage

16.1. which does not involve

16.1.1. entry to or exit from a **building** by forcible and violent means; or

16.1.2. actual or threatened assault or violence;

16.2. from any part of the **building** not occupied by **you** for the purpose of the **business**;

16.3. from the open or from any outbuilding not communicating with the main **building** unless otherwise specified;

16.4. to **property** in transit;

16.5. to **money** and securities of any description.

For the purpose of this cover **building** does not include walls, gates, fences, yards, car parks, roads, pathways and loading bays.

17. Subsidence, ground heave or landslip of any part of the site on which the premises stands but not damage

17.1. to yards, carparks, roads, pavements, walls, gates and fences unless also affecting the structure of a **building**;

17.2. caused by

17.2.1. normal settlement or bedding down of new structures;

17.2.2. settlement or movement of made up ground;

17.2.3. coastal or river erosion;

17.2.4. fire, subterranean fire, explosion, earthquake or the escape of water from any tank apparatus or pipe which originated before the inception of this cover;

17.3. resulting from

17.3.1. demolition, construction, structural alteration or repair of any **property**; or

17.3.2. groundwork or excavation

at the same **premises**.

Special condition to cover 14 You must notify **us** by contacting Premco Underwriting by email: insure@premco.co.uk or by telephone: 0330 165 2000 when **you** become aware of any demolition, groundworks, excavation or construction being carried out on any adjoining site. **We** will then have the right to vary the terms or cancel this cover.

Extensions

1. Automatic reinstatement after loss

The sums insured stated in the schedule will not be reduced by the amount of any claim unless we or you give written notice to the contrary. However, you must pay the additional premium required to reinstate the sum insured.

2. Departments

If the business is conducted in departments and their trading results can be calculated separately, the claims basis of settlement in 1) and 2) of the item on gross profit or revenue will apply separately to each department affected.

3. Payments on account

Payments on account will be made at **our** discretion during the indemnity period if desired.

Section 2 – Business interruption

4. Prevention of access

Consequential loss as a result of damage to property within one mile of the boundary of the premises which prevents or hinders the use of the premises or access to them will be deemed to be an incident, provided that **our** liability in respect of any one occurrence does not exceed 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) or any other limit of liability shown in the **schedule** whichever is the less. **We** will not indemnify **you** for any interruption or interference lasting less than 24 (twenty four) hours.

5. Utilities

Consequential loss as a result of the accidental failure of the supply of electricity, gas or water at the premises or at the premises of any supply undertaking or as a result of damage to any of their pipes, stopcocks, meters, cabling and the like at the premises will be deemed to be an incident, provided that **our** liability under this clause in respect of any one occurrence does not exceed 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) or any other limit of liability shown in the **schedule** whichever is the less.

This extension does not cover consequential loss

- 5.1. brought about by the deliberate act of any supply authority, by the exercise of any such authority of its power to withhold or restrict supply or by drought; or
- 5.2. following any failure which does not involve a total cessation of supply for at least 30 minutes.

6. Suppliers and customers

Consequential loss as a result of **damage** at any **customer's** or supplier's premises within member countries of the European Union, Norway, Switzerland and Iceland will be deemed to be an **incident**, provided that **our** liability under this clause will not exceed 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) or any other limit of liability shown in the **schedule** whichever is the less.

7. Temporary removal

Consequential loss as a result of **damage**

- 7.1. at any **premises** not occupied but used by **you** solely for storage purposes; or
- 7.2. to **computer systems**, other records, machinery and plant (but not motor vehicles) removed for cleaning, renovation, repair or other similar purposes, patterns, models, moulds, plans and designs whilst temporarily removed from the **premises** and in transit by road, rail or inland waterway to and from the **premises**

in Great Britain, Northern Ireland, the Republic of Ireland, the Channel Islands or the Isle of Man will be deemed to be an **incident**, provided that **our** liability will not exceed 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) or any other limit of liability shown in the **schedule** whichever is the less.

It is a condition precedent to liability in respect of any claim for **damage** to computer disks, tapes or other recording materials (excluding paper records) under this policy that copies of all computer disks, tapes or other recording materials are made each day and the copies removed from the **premises** and kept at a secure location on a daily basis.

8. Murder, disease or public health closure

Consequential loss as a direct result of:

- 8.1. murder, suicide or serious crime at the **premises**;
- 8.2. closure, in whole or in part, of the **premises** by a competent public authority following defects in drains or other sanitaryware at the **premises**; or
- 8.3. food or drink poisoning contracted at the **premise**;

be deemed to be an **incident**, provided that **our** liability under this extension in respect of each and every claim will not exceed 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) or any other limit of liability shown in the **schedule** whichever is the less.

9. Additional expenses - employees' lottery win

We will indemnify **you** in respect of any additional expense **you** incur to prevent or limit a reduction in income during the **indemnity period** due to an **employee** or group of **employees** resigning from their posts within **your business** as a direct consequence of their securing a win in a lottery, including but not limited to

- 9.1. recruitment and additional overtime costs; and
- 9.2. the cost of employing temporary staff for amounts in excess of permanent full-time rates of payment.

We will not indemnify **you** unless

- 9.3. the **employee** or group of **employees** resign within fourteen days from the date of the successful lottery win; and
- 9.4. the amount won by any one **employee** is not less than £100,000.

We will not pay under this extension more than £50,000 in any one **period of insurance**.

Section 2 – Business interruption

For the purposes of this extension only.

- 9.5. **Indemnity period** means the period during which the **business** results are affected due to an **employee** or group of **employees** resigning from their posts within **your business** as a direct consequence of their securing a win in a lottery, starting from the date of their first departure.
- 9.6. **Maximum indemnity period** means one month.
- 9.7. **Lottery** means
 - 9.7.1. UK National Lottery prize draws including scratchcards.
 - 9.7.2. UK National Football Pools (Littlewoods and Vernons).
 - 9.7.3. Euro Millions lottery.
 - 9.7.4. Irish National lottery.
 - 9.7.5. UK Premium Bond prize draws.

Optional clauses

*(These apply only if a limit of indemnity is stated in the **schedule**)*

10. **Contract sites**

Consequential loss as a result of **damage** at any site in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man which **you** do not occupy but where **you** are carrying out a contract will be deemed to be an **incident** provided that **our** liability under this clause in respect of any one occurrence will not exceed

 - 10.1. 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) whichever is the less; or
 - 10.2. any other limit of liability shown in the **schedule**.
11. **Specified customers**

Consequential loss as a result of **damage** at the premises of **customers** detailed in the **schedule** will be deemed to be an **incident** provided that **our** liability under this clause in respect of any one occurrence will not exceed

 - 11.1. 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) whichever is the less; or
 - 11.2. any other limit of liability shown in the **schedule**.
12. **Specified suppliers**

Consequential loss as a result of **damage** at the premises of suppliers detailed in the **schedule** will be deemed to be an **incident** provided that **our** liability under this clause in respect of any one occurrence will not exceed

 - 12.1. 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) whichever is the less; or
 - 12.2. any other limit of liability shown in the **schedule**.
13. **TransitConsequential loss** as a result of **damage to your property** whilst in transit by road, rail or inland waterway in Great Britain or Northern Ireland will be deemed to be an **incident** provided that **our** liability under this clause in respect of any one occurrence will not exceed

 - 13.1. 10% (ten per cent) of the total of the sum insured or £100,000 (one hundred thousand pounds) whichever is the less; or
 - 13.2. any other limit of liability shown in the **schedule**.

We will not be liable for any loss arising from delay or loss of use of the conveying road or rail vehicle or waterborne craft.

Exclusion

1. **Pollution and contamination**

We will not be liable for loss resulting from **pollution**. However, **we** will cover **consequential loss** caused by

 - 1.1. **pollution** which itself results from any cover insured (other than cover 10 (ten)); or
 - 1.2. any cover insured (other than cover 10 (ten)) which itself results from **pollution**

provided it is not otherwise excluded.

Section 2 – Business interruption

Appendix A – Gross profit (declaration-linked basis)

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Annual turnover

The **turnover** during the twelve months immediately before the date of the **incident**.

Estimated gross profit

The amount **you** declare to **us** as representing the **gross profit** which **you** anticipate will be earned by the **business** during the financial year most nearly concurrent with the **period of insurance** (proportionately increased where the **maximum indemnity period** exceeds twelve months).

Gross profit

The amount of the **turnover** (net of discounts allowed), closing stock and work in progress less the amount of the opening stock, work in progress and **specified working expenses**.

N.B. For the purpose of this definition gross profit is as defined but the words and expressions used will (subject to Note 2 above) have the meaning attached to them in **your** usual accounting methods, due provision being made for depreciation of stock and work in progress.

Limit of liability

133.33% (one hundred and thirty three and one third per cent) of the **estimated gross profit** stated in the **schedule** and 100% (one hundred per cent) of the sums insured on other items.

Our liability will not be reduced by the amount of any loss as long as **you** agree to pay the appropriate additional premium for such automatic reinstatement of cover.

Rate of gross profit

The rate of gross profit earned on the **turnover** during the financial year immediately before the date of the **incident**.

Specified working expenses

1. 100% (one hundred per cent) of purchases (less discounts received).
2. 100% (one hundred per cent) of discounts allowed.
3. 100% (one hundred per cent) of bad debts written off.

Standard turnover

The **turnover** during that period in the 12 (twelve) months immediately before the date of the **incident** which corresponds with the **indemnity period**. We will adjust the figures as necessary to provide for the trends or special circumstances affecting the **business** before or after the **incident** or which would have affected the **business** had the **incident** not occurred.

Turnover

The **money** paid or payable to **you** for **goods** sold or delivered and for services rendered in course of the **business** at the **premises**.

Claims - basis of settlement

The insurance by this item is limited to loss of **gross profit** not exceeding the **limit of liability** due to

1. reduction in **turnover**; and
2. increase in cost of working;

and the amount payable as indemnity will be

3. in respect of reduction in **turnover**, the sum produced by applying the **rate of gross profit** to the amount by which the **turnover** during the **indemnity period** will in consequence of the **incident** fall short of the **standard turnover**;
4. in respect of increase in cost of working, the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the reduction in **turnover** which but for that expenditure would have taken place during the **indemnity period** in consequence of the **incident** but not exceeding the total of
 - 4.1. the sum produced by applying the **rate of gross profit** to the amount of reduction thereby avoided; plus
 - 4.2. 25% (twenty five per cent) of the sum insured by this item (but not more than £250,000 (two hundred and fifty thousand)

less any sum saved during the **indemnity period** in respect of such of the charges and expenses of the **business** payable out of **gross profit** which ceases or is reduced in consequence of the **incident**.

Additional increased cost of working (if insured) is limited to additional expenditure in consequence of the **incident** in excess of the amount recoverable under clause 2) increase in cost of working above, necessarily and reasonably incurred to maintain the **business** during the **indemnity period**.

Section 2 – Business interruption

Memoranda

1. Alternative premises

If during the **indemnity period** goods are sold or services carried out elsewhere than at the **premises** for the benefit of the **business** either by **you** or by others on **your** behalf, **we** will take into account the **money** paid or payable for such sales or services in arriving at the **turnover** during the **indemnity period**.

2. Professional accountants

We will pay for professional accountants' charges **you** reasonably incur for producing and certifying any particulars, details, information or evidence that is required under the terms of the claims conditions, provided that the amount payable under this memorandum together with the amount otherwise payable under this section does not exceed the **limit of liability**.

3. Renewal

Before each renewal you must tell **us** the **estimated gross profit** for the financial year most nearly concurrent with the next **period of insurance**.

4. Premium adjustment

The first and annual premiums for **gross profit** are provisional and are based on the **estimated gross profit** for the financial year most nearly concurrent with the **period of insurance**.

Within six months of the expiry of each **period of insurance**, **you** must give **us** a declaration of the **gross profit** earned during the financial year most nearly concurrent with the **period of insurance** as confirmed by **your** auditors.

If any **incident(s)** has occurred giving rise to a claim for loss of **gross profit**, **we** will increase the declaration for the purpose of premium adjustment by the amount by which the **gross profit** was reduced during the financial year solely in consequence of the **incident**.

If the declaration (adjusted as above and proportionately increased where the **maximum indemnity period** exceeds 12 (twelve) months)

- 4.1. is less than the **estimated gross profit** for the relative **period of insurance**, **we** will allow a pro rata return of premium not exceeding 50% (fifty per cent) of such premium; or
- 4.2. is greater than the **estimated gross profit** for the relative **period of insurance**, **you** will pay a pro rata additional premium.

5. Uninsured standing charges

If any standing charges of the **business** are not insured by this section (having been deducted in arriving at the **gross profit**), then in calculating the amount recoverable as increase in cost of working that proportion only of any additional expenditure will be brought into account which the **gross profit** bears to the sum of the **gross profit** and the uninsured standing charges.

Section 2 – Business interruption

Appendix B – Gross revenue (declaration-linked basis)

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Annual revenue

The **revenue** during the twelve months immediately before the date of the **incident**.

Estimated revenue

The amount **you** declare to **us** as representing the **revenue** which **you** anticipate will be earned by the **business** during the financial year most nearly concurrent with the **period of insurance** (proportionately increased where the **maximum indemnity period** exceeds twelve months).

Limit of liability

133.33% (one hundred and thirty three and one third per cent) of the **estimated revenue** stated in the **schedule** and 100% (one hundred per cent) of the sums insured by other items. **Our** liability will not be reduced by the amount of any loss as long as **you** agree to pay the appropriate additional premium for such automatic reinstatement of cover.

Revenue

The **money** paid or payable to **you** in respect of the work done or services rendered in the course of the **business**.

Standard revenue

The **revenue** during that period in the twelve months immediately before the date of the **incident** which corresponds with the **indemnity period**. **We** will adjust the figures as necessary to provide for the trends or special circumstances affecting the **business** before or after the **incident** or which would have affected the **business** had the **incident** not occurred.

Claims - basis of settlement

The insurance by this item is limited to loss of **revenue** not exceeding the **limit of liability** due to

1. reduction in **revenue**; and
2. increase in cost of working

and the amount payable as indemnity will be

3. in respect of reduction in **revenue** the amount by which the actual **revenue** during the **indemnity period** will in consequence of the **incident** fall short of the **standard revenue**
4. in respect of increase in cost of working the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the reduction in **revenue** which but for that expenditure would have taken place during the **indemnity period** in consequence of the **incident** but not exceeding the total of
 - 4.1. the amount of reduction in **revenue** thereby avoided; plus
 - 4.2. 25% (twenty five per cent) of the sum insured by this item, but not more than £250,000 (two hundred and fifty thousand pounds)

less any sum saved during the **indemnity period** in respect of such charges and expenses of the **business** payable out of **revenue** which ceases or is reduced in consequence of the **incident**.

Additional increased cost of working (if insured) is limited to additional expenditure in consequence of the **incident** in excess of the amount recoverable under clause b) above necessarily and reasonably incurred to maintain the **business** during the **indemnity period**.

Section 2 – Business interruption

Memoranda

1. **Alternative premises**

If during the **indemnity period** goods are sold or services carried out elsewhere than at the **premises** for the benefit of the **business** either by **you** or by others on **your** behalf, **we** will take into account the **money** paid or payable for such sales or services in arriving at the **revenue** during the **indemnity period**.

2. **Professional accountants**

We will pay for professional accountants' charges **you** reasonably incur for producing and certifying any particulars, details, information or evidence that is required under the terms of the claims conditions provided that the amount payable under this memorandum together with the amount otherwise payable under this section does not exceed the limit of liability.

3. **Renewal**

You must, before each renewal, tell **us** the **estimated revenue** for the financial year most nearly concurrent with the next **period of insurance**.

4. **Premium adjustment**

The first and annual premiums for **revenue** are provisional and are based on the **estimated revenue** for the financial year most nearly concurrent with the **period of insurance**.

Within six months of the expiry of each **period of insurance**, **you** must give **us** a declaration of the **revenue** earned during the financial year most nearly concurrent with the **period of insurance** as confirmed by **your** auditors.

If any **incident(s)** has occurred giving rise to a claim for loss of **revenue**, **we** will increase the declaration for the purpose of premium adjustment by the amount by which the **revenue** was reduced during the financial year solely in consequence of the **incident**. If the declaration (adjusted as provided above and proportionately increased where the **maximum indemnity period** exceeds 12 (twelve) months)

- 4.1. is less than the **estimated revenue** for the relative **period of insurance**, **we** will allow a pro rata return of premium not exceeding 50% (fifty per cent) of such premium; or
- 4.2. is greater than the **estimated revenue** for the relative **period of insurance**, **you** will pay a pro rata additional premium.

Section 2 – Business interruption

Appendix C – Additional cost of working

Claims - basis of settlement

The insurance by this item is limited to additional cost of working due to additional expenditure and costs necessarily and reasonably incurred in order to minimise any interruption or interference with the **business** during the **indemnity period** but not exceeding the sum insured stated in the **schedule**.

Memorandum

1. **Professional accountants**

We will pay for professional accountants' charges **you** reasonably incur for producing and certifying any particulars, details, information or evidence that is required under the terms of the claims conditions provided that the amount payable under this memorandum together with the amount otherwise payable under this section does not exceed the sum insured.

Section 2 – Business interruption

Appendix D – Rent receivable

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Annual rent receivable

The **rent receivable** during the 12 (twelve) months immediately before the date of the **incident**.

Rent receivable

The **money** paid or payable to **you** for accommodation and services provided in course of the **business** at the **premises**.

Standard rent receivable

The **rent receivable** during that period in the 12 (twelve) months immediately before the date of the **incident** which corresponds with the **indemnity period**. **We** will adjust the figures as necessary to provide for trends or special circumstances affecting the **business** before or after the **incident** or which would have affected the **business** had the **incident** not occurred.

Claims - basis of settlement

The insurance by this item is limited to loss of **rent receivable** not exceeding the sum insured stated in the **schedule** due to

1. loss of **rent receivable**; and
2. increase in the cost of working

and the amount payable as indemnity will be

3. in respect of loss of **rent receivable**, the amount by which the **rent receivable** during the **indemnity period** will, in consequence of the **incident**, fall short of the **standard rent receivable**; and
4. in respect of increase in cost of working, the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the reduction in **rent receivable** which but for that expenditure would have taken place during the **indemnity period** in consequence of the **incident** but not exceeding the reduction in **rent receivable** thereby avoided

less any sum saved during the **indemnity period** in respect of such of the charges and expenses of the **business** payable out of **rent receivable** which ceases or is reduced in consequence of the **incident**.

However, if the sum insured by this item is less than the **annual rent receivable** (proportionately increased where the **maximum indemnity period** exceeds 12 (twelve) months) the amount payable will be proportionately reduced.

Memoranda

1. **Alternative trading clause**
If during the **indemnity period**, **you** or others on **your** behalf provide accommodation or services elsewhere than at the **premises** for the benefit of the **business**, **we** will take into account the **money** paid or payable for such accommodation or services in arriving at the **rent receivable** during the **indemnity period**.
2. **Professional accountants**
We will pay for professional accountants' charges **you** reasonably incur for producing and certifying any particulars, details, information, or evidence that is required under the terms of the claims conditions provided that the amount payable under this memorandum together with the amount otherwise payable under this section does not exceed the sum insured.
3. **Return of premium**
If the **rent receivable** earned (proportionately increased where the **maximum indemnity period** exceeds 12 (twelve) months) during the accounting period of 12 (twelve) months most nearly concurrent with any **period of insurance** as certified by **your** auditors is less than the sum insured, **we** will make a pro rata return of premium not exceeding 50% (fifty per cent) of the premium paid on such sum insured for such **period of insurance**. If any **incident** will have occurred giving rise to a claim under this section, the return of premium will be made in respect only of so much of the difference as is not due to the **incident**.

Section 2 – Business interruption

Appendix E – Research expenditure

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Annual research expenditure

The aggregate amount of the **research expenditure** incurred during the twelve months immediately before the date of the **incident**. We will adjust the figures as necessary to provide for trends or special circumstances affecting the **business** before or after the **incident** or which would have affected the **business** had the **incident** not occurred.

Insured amount per week

One-fiftieth part of the **research expenditure** incurred during the financial year immediately before the date of the **incident**.

Research expenditure

The total expenditure on research by **you** at the **premises** less the relative cost of raw materials consumed.

Claims - basis of settlement

The insurance by this item is limited to the loss sustained by **you** in respect of

1. **research expenditure** and
2. increase in cost of working

and the amount payable as indemnity will be

3. in respect of **research expenditure**, for each working week in the **indemnity period** during which the activities of the **business** are in consequence of the **incident**
 - 3.1. totally interrupted or totally given over to the re-working of projects affected by the **incident** the **insured amount per week**; or
 - 3.2. partially interrupted or partially given over to the re-working of projects affected by the **incident**, an equitable proportion of the **insured amount per week** based upon the time rendered ineffective because of the **incident**;
4. in respect of increase in cost of working, the additional expenditure necessarily and reasonably incurred solely in consequence of the **incident** in order to minimise the interruption but the amount payable under this heading will not exceed the additional amount that would have been payable under paragraph 1 above for loss of **research expenditure** if no such increase in cost of working had been incurred;

less any sum saved during the **indemnity period** in respect of such of **research expenditure** which ceases or is reduced in consequence of the **incident**.

However, if the sum insured by this item is less than the **annual research expenditure** (proportionately increased where the **maximum indemnity period** exceeds 12 (twelve) months) the amount payable under paragraphs 1 and 2 above will be proportionately reduced.

Section 2 – Business interruption

Appendix F – Loss of book debts

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section of the wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.

Book debts

The financial amounts due to **you** but not yet paid in respect of **goods** or services supplied by **you** to **customers** on a credit or hire purchase basis and for which they have accepted delivery.

Outstanding debit balances

Where there are monthly declarations, the total declared under the last statement adjusted for bad debts;

1. amounts debited (or invoiced but not debited) and credited to customer accounts in the period between the date to which the statement applied and the date of **damage**; and
2. any abnormal trade condition which had or could have a material effect on the **business**; or
3. a reasonable estimate of the total outstanding debits at the date of the **damage** after adjustment for bad debts and as agreed between **you** and **us** provided that this estimate does not exceed 75% (seventy five per cent) of the sum insured as set out in the **schedule**.

Claims - basis of settlement

The insurance by this item is limited to the loss not exceeding the sum insured sustained by **you** in respect of

1. loss of **book debts**; and
2. additional expenditure;

and the amount payable as indemnity will be

3. in respect of loss of **book debts**, the amount of total **outstanding debit balances** less the total of amounts of **outstanding debit balances** traced or received;
4. in respect of additional expenditure, the amount necessarily and reasonably incurred solely in consequence of the **incident** in order to trace and establish the amount of customer debit balances but the amount payable under this heading will not exceed the additional amount that would have been payable under a) for loss of **book debts** if no such increase in additional expenditure had been incurred.

Memoranda

Professional accountants

1. **We** will pay for professional accountants' charges **you** reasonably incur for producing and certifying any particulars, details, information or evidence that **we** require under the terms of the claims conditions provided that the amount payable under this memorandum together with the amount otherwise payable under this section does not exceed the sum insured.
2. **Declaration**
Within 30 (thirty) days of the end of each calendar month, **you** will advise **us** in writing of the total amount of **outstanding debit balances** as shown in **your** accounts. If **you** do not advise **us**, **we** will take the maximum sum insured as the total amount declared. At the end of each **period of insurance** the actual premium will be calculated on the average amount insured i.e. the total of the amounts declared divided by the number of declarations. If the actual premium is greater than the first or annual premium paid, **you** must pay **us** the difference. If it is less **we** will refund the difference to **you** but only up to one half of the first or annual premium paid.
3. **Automatic reinstatement**
We will not reduce the sum insured by the amount of any loss as long as **you** pay the extra premium on the amount of the loss from the date it occurred to the date of the expiry of the **period of insurance**.

Special condition

It is a condition precedent to **our** liability that

1. **your** books of account and other **business** books or records in which **you** record customer accounts are kept in fire resisting safes or cabinets when not in use; and
2. **you** must calculate the total of outstanding customers' accounts every month and keep a record of each month's total (including back-up copies of computer **data**) in a place other than at the **premises**.

Section 2 – Business interruption

Appendix G - Loss of Liquor licence

Additional definitions

The following words have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section of the wording.

Notes

1. To the extent that **you** are accountable to the tax authorities for Value Added Tax all terms in this section will be exclusive of it.
2. For the purpose of these definitions any adjustment implemented for current cost accounting will be disregarded.
3. **Other Circumstances Clause** - in arriving at any figure subject to this clause regard will be taken of the trend of the **business** and of all circumstances that affected the **business** either before or after the loss of **licence** or which would have affected the **business** had the loss of **licence** not occurred
4. **Professional Accountants' Charges** - we will pay the reasonable charges payable by **you** to their professional accountants for producing information required by **us** under the terms of the claims conditions and for reporting that such information is in accordance with **your** accounts.

Licence

The Justices Licence from time to time in force in respect of the Premises (England and Wales) or the **licence** granted pursuant to the Licensing (Scotland) Act 1976.

Turnover

The money paid or payable to **you** for **goods** sold and delivered and for services rendered in course of the **business** at the **premises**.

Indemnity period

The period beginning with the loss of the **licence** and ending not later than 12 (twelve months) thereafter during which the results of the **business** will be affected in consequence of the loss of **licence** provided that if the **premises** are disposed of within 12 (twelve) months after the loss of **licence** the **indemnity period** will terminate upon disposal.

Shortage in turnover

The amount by which the **turnover** during the **indemnity period** will in consequence of the forfeiture suspension or withdrawal of the **licence** fall short of the **turnover** which but for the loss of **licence** would have been achieved during the **indemnity period**.

Turnover from alternative trading

The money paid or payable for **goods** sold and delivered and for services rendered during the **indemnity period** elsewhere than at the **premises** either by or on **your** behalf for the benefit of the **business**.

Gross profit

The amount by which the sum of the amounts of the **turnover** and **closing stock** exceeds the sum of the amounts of the **uninsured working expenses** and opening stock.

(Note The amounts of the opening and closing stocks will be arrived at in accordance with **your** normal accountancy methods due provision being made for depreciation The words and expressions used in the definition of **uninsured working expenses** will have the meaning usually attached to them in the books and **your** accounts).

Rate of gross profit

The rate which, but for the loss of **licence** **gross profit**, would have borne to **turnover** during the **indemnity period** subject to the other circumstances clause.

Additional expenditure

The **additional expenditure** necessarily and reasonably incurred for the sole purpose of avoiding or diminishing the **shortage in turnover** which would have occurred but for that expenditure but not exceeding the reduction in **gross profit** thereby avoided.

Savings in costs

Any sum saved during the **indemnity period** in respect of such of the charges and expenses of the **business** payable out of **gross profit** which ceases or is reduced in consequence of the loss of **licence**.

Uninsured working expenses

Purchases and discounts relative thereto and bad debts.

Section 2 – Business interruption

Claims - basis of settlement

In the event of the forfeiture suspension or withdrawal of the **licence** in force in respect of the **premises** we will pay to **you**:

1. the loss of **gross profit** and the amount payable as indemnity which will be the aggregate of
 - 1.1. **shortage in turnover less turnover from alternative trading** multiplied by the **rate of gross profit**; and
 - 1.2. **additional Expenditure less savings in costs**;
2. the reduction in the value of the **premises** if **you** are unable to obtain a **licence** for a period of 12 (twelve) months from the date of the forfeiture suspension or withdrawal of the **licence** and **you** sell the **premises**;

but not exceeding in respect of any loss £100,000 (one hundred thousand pounds) or any other limit of liability stated in the **schedule**.

Conditions

1. The duties of the insured

You will give **us** written notice within 48 (forty-eight) hours of receiving information whether oral or written that

- 1.1. any notice caution or complaint has been given or made against the **premises** or the tenant manager occupier or **licence** holder or that such person has been summoned or charged with or convicted of or committed for trial for any offence whatsoever; and
- 1.2. an application for renewal is to be opposed or that its consideration is adjourned or referred to the compensation authority or the **licence** holder is required to give any undertaking or structural alterations are required; or
- 1.3. the **licence** holder has died become bankrupt absconded or been rendered incapable by sickness or other infirmity of carrying on **business**.

2. Claims

Notwithstanding claims condition 2 of this policy **you** will give **us** written notice within 24 (twenty four) hours of the forfeiture suspension or refusal to renew any **licence** or of any event likely to prejudice the **licence** coming to **your** knowledge stating (as far as **you** are able) the grounds on which any order was made or the particulars of such event and **we** will be entitled to appeal in the **your** name against any such refusal to renew forfeiture or suspension and will have full discretion in the conduct of any proceedings. **You** must give **us** all such assistance as **we** require.

3. Alterations

No alteration to the **premises** can be made without the sanction of the licensing and other competent authorities and no application can be made for the removal of the **licence** to other premises nor can any offer be made to surrender or discontinue any **licence** without **our** written consent. **You** will from time to time give all such information as **we** require for any purpose connected with this insurance and the risk hereby insured against and any of **our** duly authorised representatives can at all reasonable times enter and inspect the **premises**.

4. Our rights

We can exercise against the tenant manager or occupier of any **premises** and the **licence** holder all rights powers and privileges which **you** are entitled to exercise and which can be calculated to protect any **licence** against loss or to protect **your** interest. **You** will make all such applications including application to the Magistrates Court for a protection order and generally do all such acts or things which **you** are entitled to do under the Licensing Acts or otherwise and which are calculated or intended to prevent the loss of any **licence** by non-renewal forfeiture or suspension. In the event of the death bankruptcy or incapacity of any tenant manager occupier or **licence** holder or if any such person absconds or is convicted of any offence **you** will procure a suitable person to replace him and immediately make application for the transfer of the **licence** or grant of the **licence** by way of renewal to such other person.

Exclusions

We will not be liable for

1. loss arising from such refusal to renew a **licence** as entitles **you** to claim compensation under any statute; or
2. loss arising from
 - 2.1. actual or proposed compulsory acquisition of the **premises**;
 - 2.2. any scheme of town or country planning improvement or redevelopment;
 - 2.3. redistribution reduction in number or extinguishment of **licences** as a result of war **damage** whether such loss be direct or indirect;or
3. loss arising from alteration after the commencement of the **period of insurance** of the law governing the grant surrender renewal suspension forfeiture withdrawal or transfer of **licences** unless **we** confirm in writing that the insurance will apply after such alteration; or
4. loss arising from failure
 - 4.1. other than for good cause to keep open the **premises** during the permitted hours; or
 - 4.2. to comply with any direction or requirement of the licensing justices or other authority; or
 - 4.3. to maintain the **premises** in good sanitary and general repair;
5. loss arising from refusal to renew or forfeiture of **licence** occasioned wholly or in part by any act or omission by **you** or by **your** failure to take all reasonable action to maintain the **licence** in force; or
6. loss arising from the removal suspension or failure to grant or renew any late-night afternoon or morning extension of the standard opening hours (England and Wales) or Permitted Hours as defined in Section 53 of the Licensing (Scotland) Act 1976 unless such removal suspension or failure to grant or renew is ancillary to the **licence** being removed suspended or not renewed.

Section 3 – Money

Part 1 – Loss of money

Additional definitions

The following words will have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Alarmed premises

The **premises** or those parts of the **premises** protected by the **intruder alarm system**.

Business hours

The usual working hours (including overtime) during which **you** or **your employees** entrusted with **money** are on the **premises** for the purpose of the **business**.

Estimated annual amount of money

Money excluding stamped National Insurance Cards, crossed cheques, crossed bankers drafts, crossed warrants, National savings certificates, premium savings bonds, franking machine impressions, credit company sales vouchers and VAT invoices.

Intruder alarm system

The component parts including the means of communication used to transmit signals detailed in the alarm specification agreed by **us**.

Keyholder

You or any **responsible person** or keyholding company **you** authorise

1. to accept notification of faults or alarm signals relating to the **intruder alarm system**; and
2. to attend and allow access to the **premises**.

At least 1 (one) keyholder must be available at all times.

Limits any one loss

As stated in the **schedule** in respect of the following.

1. Stamped national insurance cards, crossed cheques (including crossed giro cheques and drafts but excluding pre-signed blank cheques) crossed money orders, crossed postal orders, crossed bankers draft, crossed warrants, national savings certificates, premium savings bonds, unused units in franking machines, credit company sales vouchers and VAT invoices.
2. **Money** other than as described in item 1 not contained in locked safes
 - 2.1. in **your premises** outside **business hours**.
 - 2.2. in the private houses of **your** principals or authorised **employees** or the premises of solicitors or authorised agents to the extent that **money** is not otherwise insured.
 - 2.3. in the custody of collectors for twenty four hours from the time of receipt or until the next working day whichever is the later.
3. **Money** other than as described in item 1 from locked safes outside **business hours**. **We** will not be liable for loss of **money** from any safe or strongroom not listed in the **schedule** above a limit of £1,500 (fifteen hundred pounds) in total.
4. Any other loss of **money** other than as described in item 1 insured by this section.

Responsible person

You or any person **you** authorise to be responsible for the security of the **premises**.

Insuring clause

We will indemnify **you** in respect of the following:

1. Loss of or damage to **money**, **your property** or **property** for which **you** are responsible, in the course of the **business** up to the **limit any one loss** stated in the **schedule** during the **period of insurance**
 - 1.1. in transit;
 - 1.2. in the custody of collectors for 24 (twenty four) hours from time of receipt or until the next working day whichever is the later;
 - 1.3. on sites of contracts where **employees** are working;
 - 1.4. on the **premises**;
 - 1.5. at the private houses of **your** principals or authorised **employees** or the premises of solicitors or authorised agents, to the extent that **money** is not otherwise insured, up to a maximum amount of £500 (five hundred pounds) for any one loss or any higher limit shown in the **schedule** for any one loss;
 - 1.6. deposited in any bank night safe and within bank premises until removed by a bank official, up to a maximum amount of £5,000 (five thousand pounds) for any one loss or any higher limit shown in the **schedule** for any one loss;
 - 1.7. on the **premises** outside of **business hours** as shown in the **schedule**;
 - 1.8. on the **premises** outside of **business hours** in a locked safe or strongroom as shown in the **schedule**.
2. Loss of or **damage** following robbery or attempted robbery to any safe or strongroom at the **premises**, any container, case, bag or waistcoat used for the carriage of **money** or any stamp franking machine used for **your business**.
3. **Damage** to clothing and personal effects (including up to £25 (twenty five pounds) per person for personal **money**) belonging to **you** or any of **your** directors, partners or **employees** following robbery or any attempted robbery subject to a limit any one person of £500 (five hundred pounds).

Section 3 – Money

Conditions

1. It is a condition precedent to **our** liability under item 3 of the **schedule** (**money** from locked safes outside **business hours**) that outside **business hours** the safes are kept locked and the keys of the safes are not be left on the **premises** unless
 - 1.1. the **premises** are occupied by **you** or an authorised **employee**, in which case such keys if left on the **premises** must be kept in a secure place not in the vicinity of the safes; or
 - 1.2. if the **premises** are **unoccupied**, the keys to the safe(s) detailed under item 3 on the **schedule** are placed in a separate locked safe or strongroom and the keys to this removed from the **premises**. In this event **our** maximum liability will not exceed the limit of liability stated in the **schedule** under item 3 or £5,000 (five thousand pounds) whichever is the less in respect of loss of **money**.

If **you** do not comply with this special condition, **we** will deal with any loss of **money** under Item 2 i) of the **schedule** (**money** not contained in locked safes in **your premises** outside **business hours**), provided that **our** maximum liability will not in the aggregate exceed the **limit any one loss** stated in the **schedule**.

2. It is a condition precedent to liability in respect of any claim under Item 4 of Part 1 of this section that whenever money is in transit it is in the custody of the relevant number of able-bodied persons shown against the limit below

limit / number of persons

- 2.1. up to £5000 / 1 able bodied person
- 2.2. Between £5001 and £10000 / 2 able bodied persons
- 2.3. Amounts in excess of £10000 / by pre-agreed security company

Special condition

*(This will apply only if stated in the **schedule**)*

3. **Intruder alarm** It is a condition precedent to **our** liability in respect of **damage** that
 - 3.1. the **alarmed premises** are protected by the **intruder alarm system** whenever they are closed for **business** or left unattended; and
 - 3.2. the **intruder alarm system** is maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or such other company agreed with **us**; and
 - 3.3. no alteration to or substitution of
 - 3.3.1. any part of the **intruder alarm system**; and
 - 3.3.2. the procedures agreed with **us** for police or any other response to any activation of the **intruder alarm system**; and
 - 3.3.3. the maintenance contract; will be made without **our** written agreement;
 - 3.4. no structural alteration of or changes in the layout to the **premises** that could affect the operation of the **intruder alarm system** will be made without **our** written consent; and
 - 3.5. the **alarmed premises** must not be left without at least one **responsible person** on them without **our** agreement unless
 - 3.5.1. the **intruder alarm system** is set in its entirety with the means of communication used to transmit signals in full operation; or
 - 3.5.2. the police have withdrawn their response to alarm calls;
 - 3.6. all keys to the **intruder alarm system** are removed from the **premises** when they are left unattended; and
 - 3.7. the **keyholders** will keep all codes for the operation of the **intruder alarm system** secret and will not leave details of them on the **premises**;
 - 3.8. **you** will appoint at least two **keyholders** and lodge written details (which must be kept up to date) with the police and the alarm company who are contracted to maintain the alarm;
 - 3.9. if the **intruder alarm system** is activated or the communication signal interrupted then (unless alternative procedures have been agreed with **us** in writing) a **keyholder** will attend the **premises** as soon as **you** are notified and will not leave without there being at least one **responsible person** on the **premises** until the provisions of paragraph 15.5 have been complied with;
 - 3.10. in the event of **you** receiving any notice
 - 3.10.1. that police response to alarm signals/calls from the **intruder alarm system** has been withdrawn or the level of response reduced or delayed; or
 - 3.10.2. from a local authority or magistrate imposing any requirements for abatement of a nuisance; or
 - 3.10.3. from the installing company or other such company as agreed by **us** that the **intruder alarm system** cannot be returned to or maintained in fully working order;

you must advise **us** as soon as possible and in any event not later than 10.00 am on the next working day and comply with all **our** subsequent requirements

Special provision

It is a condition precedent to **our** liability that before **we** agree the alarm specification and maintenance contract arrangements, **you** comply with all the requirements detailed above as if **we** had agreed the specification and maintenance arrangements.

Section 3 – Money

Exclusions

We will not be liable for losses from the following

1. by theft by any of **your** directors, partners or **employees**
 - 1.1. not discovered within fourteen working days of its occurrence; or
 - 1.2. more specifically insured by any other policy or policies except in respect of any excess beyond the amount payable under such other policy or policies; or
2. arising elsewhere than in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man; or
3. from an unattended vehicle unless the vehicle is stolen at the same time or the vehicle is securely locked and **money** stored out of sight at the time of the loss; or
4. due to the dishonest acts of any person in **your** employment or service not discovered within fourteen days of the actual occurrence; or
5. due to falsification of accounts; or
6. more specifically insured under another policy except for any amount in excess of the amount payable under this policy; or
7. arising from shortages due to error, omission, depreciation in value or the use of counterfeit **money**; or
8. of **money** or contents from any gaming or vending machine in excess of £500 (five hundred pounds); or
9. arising from consequential loss of any kind; or
10. **damage to money** during transit by post (other than registered post); or
11. cryptocurrency or any other digital asset used as a medium of exchange.

Part 2 – Personal injury (robbery)

Additional definitions

*Each time one of the definitions below is used in this section it will have the same meaning wherever it appears in this section or in the **schedule** in relation to this section. To help identify these words they appear in **bold** in this section wording.*

Bodily injury

Injury resulting solely and directly from accident caused by outward, violent and visible means which will directly and independently of any other cause result in death or disablement.

Insured person

You or any director, principal, partner or **employee**.

Loss of limb

1. in the case of an upper limb, the physical severance of four fingers through or above the meta-carpo phalangeal joints or permanent total loss of use of an entire arm or hand.
2. in the case of a lower limb, the physical severance at or above the ankle or permanent total loss of use of an entire leg or foot.

Loss of sight

Permanent and total loss of sight which will be considered as having occurred

3. in both eyes if the **insured person's** name is added to the Register of Blind Persons on the authority of a fully qualified ophthalmic specialist.
4. in one eye if the degree of sight remaining after correction is 3/60 or less on the Snellen scale (meaning seeing at 3 feet what the **insured person** can see at 60 feet).

Medical expenses

The cost of medical, surgical or other remedial attention, treatment or appliances given or prescribed by a qualified member of the medical profession and all hospital, nursing home or ambulance charges.

Permanent total disablement

Bodily injury (not resulting in **loss of limbs** or **loss of sight**) which is the sole and direct cause of the **insured person** being totally disabled and prevented from attending to any **business** or occupation, with proof satisfactory to **us** that such disablement has continued for 104 weeks from the date of the occurrence and will in all probability continue for the remainder of the life of the **insured person**.

Temporary total disablement

Bodily injury which is the sole and direct cause of the **insured person** being totally disabled and prevented from attending to their **business** or occupation.

Temporary partial disablement

Bodily injury which is the sole and direct cause of the **insured person** being partially disabled and prevented from attending to a substantial part of their **business** or occupation.

Section 3 – Money

Insuring clause

1. We will pay the benefits stated in the **schedule** in respect of **bodily injury** sustained by the **insured person** as a result of robbery or attempted robbery arising in the course of the **business** and within two years resulting in the following:
 - 1.1. Death.
 - 1.2. **Loss of sight.**
 - 1.3. **Loss of limbs.**
 - 1.4. **Permanent total disablement** (other than by **loss of limbs** or **loss of sight**).
 - 1.5. **Temporary total disablement.**
 - 1.6. **Temporary partial disablement.**
 - 1.7. **Damage** to clothing or personal effects belonging to **you** or any of **your employees** subject to a limit of £500 (five hundred pounds) any one person.
2. We will reimburse **you** in respect of **medical expenses** necessarily incurred in the treatment of the **insured person** up to 15% (fifteen) of any amount paid under benefit 5 and 6.

during the **Period of insurance**.

Benefits

The benefits applicable are as stated in the **schedule**.

Limits of amounts payable

1. The benefit under item 5 and 6 will not be payable for more than 104 (one hundred and four) weeks in respect of any one **injury** calculated from the date of commencement of disablement.
2. If and when benefit becomes payable under any of items 1, 2 or 3, any weekly benefit being paid in connection with the same **injury** will cease.
3. **Permanent total disablement** must have lasted for 104 (one hundred and four) weeks and have been proved to **our** satisfaction to be permanent and without expectation of recovery before benefit under item 4 becomes payable.
4. Payment of a claim under one of the items 1, 2, 3 or 4 will end the cover granted insofar as it applies to the **insured person** concerned.
5. No benefit will be payable for more than one of the items 1, 2, 3 or 4 in respect of the same **injury**.

Conditions

1. The cover under this part of the section applies only to persons between the ages of 16 and 70 years.
2. **Bodily injury** must occur in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man.

Claims conditions

1. **You** must provide all certificates, information and evidence required by **us** in the form prescribed by **us** at **your** expense. The **insured person** must as often as required submit to medical examination on **our** behalf and expense in connection with any claim. In the event of the death of an **insured person**, **we** are entitled to have a post mortem examination at **our** own expense.
2. **We** will not be affected by notice of any trust, charge, lien, assignment or other dealing with this section and **our** liability will be discharged when **you** or **your** personal representative receive any compensation payable.
3. The **insured person** or their personal representative has no right to claim from or sue **us**.
4. If more than one party has an interest in the **insured person**, the benefit will represent the total amount payable in respect of that **insured person** for all interests covered by this insurance.

Exclusions

We will not be liable for the following

1. loss arising elsewhere than in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man; or
2. loss more specifically insured under another policy except for any amount in excess of the amount payable under this policy; or
3. loss arising from consequential loss of any kind; or
4. no benefit is payable in respect of death or disablement consequent upon aggravated or prolonged by any pre-existing physical or mental defect, infirmity, pregnancy or childbirth.

Section 4 – Trade all risks

Definitions

The following words will have the same meaning wherever they appear in this section or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Alarmed premises

The **premises** or those parts of the **premises** protected by the **intruder alarm system**.

Intruder alarm system

The component parts including the means of communication used to transmit signals detailed in the alarm specification agreed by **us**.

Keyholder

You or any **responsible person** or keyholding company **you** authorise

1. to accept notification of faults or alarm signals relating to the **intruder alarm system**; and
2. to attend and allow access to the **premises**.

At least one keyholder must be available at all times.

Property insured

Property belonging to **you** or for which **you** are responsible for as set out in the **schedule**.

Responsible person

You or any person **you** authorise to be responsible for the security of the **premises**.

Territorial limits

The limits chosen by **you** and shown in the **schedule** attaching to this policy.

1. At **your business premises**;
2. Anywhere in the UK;
3. Anywhere in the EU; or
4. Anywhere in the world.

Insuring clause

We will indemnify **you** for **damage** by any cause not specifically excluded to **property insured** set out in the **schedule** anywhere in the **territorial limits**, provided the **damage** occurs within the **period of insurance** and subject to the limits specified in the **schedule**.

Conditions

1. **Our** liability for the repair or restoration of **property** partly **damaged** will not exceed the amount which would have been payable had such **property** been wholly destroyed.
2. If at the time of reinstatement the sum representing 85% of the cost which would have been incurred in reinstating the whole of the **property** covered by any item exceeds its sum insured at the start of any **damage**, **our** liability will not exceed that proportion of the amount of the **damage** which the sum insured will bear to the sum representing the total cost of reinstating the whole of such **property** at that time.
3. No payment beyond the amount which would have been payable in the absence of this clause will be made
 - 3.1. unless reinstatement commences and proceeds within 90 (ninety) days; and
 - 3.2. until the cost of reinstatement will have been actually incurred;
 - 3.3. if the **property insured** at the time of its **damage** will be insured by any other insurance effected by or on **your** behalf which is not upon the same basis of reinstatement.
4. All the other terms and conditions of the policy will apply in respect of any claim payable under this clause so far as they are able.

This clause does not apply to claims for **employees**, principals' or directors' personal effects.

Special condition

5. **Intruder alarm** It is a condition precedent to **our** liability in respect of **damage** that
 - 5.1. the **alarmed premises** are protected by the **intruder alarm system** whenever they are closed for **business** or left unattended; and
 - 5.2. the **intruder alarm system** is maintained in full and efficient working order under a contract to provide both corrective and preventative maintenance with the installing company or such other company agreed with **us**; and
 - 5.3. no alteration to or substitution of
 - 5.3.1. any part of the **intruder alarm system**; and
 - 5.3.2. the procedures agreed with **us** for police or any other response to any activation of the **intruder alarm system**; and
 - 5.3.3. the maintenance contract;will be made without **our** written agreement;
 - 5.4. no structural alteration of or changes in the layout to the **premises** that could affect the operation of the **intruder alarm system** will be made without **our** written consent; and
 - 5.5. the **alarmed premises** must not be left without at least one **responsible person** on them without **our** agreement unless
 - 5.5.1. the **intruder alarm system** is set in its entirety with the means of communication used to transmit signals in full operation; or
 - 5.5.2. the police have withdrawn their response to alarm calls;

Section 4 – Trade all risks

- 5.6. all keys to **the intruder alarm system** are removed from the **premises** when they are left unattended; and
- 5.7. the **keyholders** will keep all codes for the operation of the **intruder alarm system** secret and will not leave details of them on the **premises**;
- 5.8. **you** must appoint at least two **keyholders** and lodge written details (which must be kept up to date) with the police and the alarm company who are contracted to maintain the alarm;
- 5.9. if the **intruder alarm system** is activated or the communication signal interrupted then (unless alternative procedures have been agreed with **us** in writing) a **keyholder** will attend the **premises** as soon as **you** are notified and will not leave without there being at least one **responsible person** on the **premises** until the provisions of paragraph 15.5 have been complied with;
- 5.10. in the event of **you** receiving any notice
 - 5.10.1. that police response to alarm signals/calls from the **intruder alarm system** has been be withdrawn or the level of response reduced or delayed; or
 - 5.10.2. from a local authority or magistrate imposing any requirements for abatement of a nuisance; or
 - 5.10.3. from the installing company or other such company as agreed by **us** that the **intruder alarm system** cannot be returned to or maintained in fully working order;

you must advise **us** as soon as possible and in any event not later than 10.00 am on the next working day and comply with all **our** subsequent requirements

Special provision

It is a condition precedent to **our** liability that before **we** agree the alarm specification and maintenance contract arrangements, **you** comply with all the requirements detailed above as if **we** had agreed the specification and maintenance arrangements.

Extensions

1. Interest

It is understood that other parties can have an interest in certain **property insured** by this policy. The nature and extent of this interest must be disclosed in the event of **damage**.

2. Subrogation waiver

In the event of a claim arising under this policy, **we** agree to waive any rights, remedies or relief to which **we** are entitled to by subrogation against

- 2.1. any company standing in the relation of parent to subsidiary (subsidiary to parent) to **you** as defined in the Companies Act or Companies (N.I.) Order current at the time of the **damage**; and
- 2.2. any company which is a subsidiary of a parent company of which **you** are a subsidiary as defined in the Companies Act or Companies (N.I.) Order current at the time of the **damage**.

3. Reinstatement

Subject to the following special conditions, the basis upon which **we** will calculate the amount payable in respect of **property insured** by all items, other than stock or rent, will be the reinstatement of the **property damaged** to a condition equivalent to or substantially the same as but not better or more extensive than its condition when new.

For this purpose reinstatement means

- 3.1. the rebuilding or replacement of **property damaged** which is to be carried out in any manner suitable to **your** requirements or on another site as long as **our** liability is not increased; or
- 3.2. the repair or restoration of **property damaged**.

Exclusions

We will not pay for the following

1. any consequential loss; or
2. financial loss caused by the loss of use or malfunction of the **property insured**; or
3. **damage** arising from
 - 3.1. faulty or defective design materials, inherent vice or latent defect; or
 - 3.2. mechanical, electrical, electronic, computer breakdown, failure or derangement; or
 - 3.3. wear and tear, gradual deterioration, the action of light, atmospheric conditions or other gradually operating cause; or
 - 3.4. process of cleaning, restoring or repairing; or
 - 3.5. process of production, packing, treatment, testing or commissioning; or
 - 3.6. confiscation or detention by customs or government officials; or
 - 3.7. disappearance or shortage identified only by stocktaking; or
 - 3.8. riot, civil commotion occurring elsewhere than in great britain, northern ireland, the channel islands or the isle of man; or
4. **damage** resulting from theft or attempted theft or unexplained disappearance or shortages
 - 4.1. from an unattended car unless the item stolen is stored in a locked boot; or
 - 4.2. from an unattended commercial vehicle unless specified in the **schedule** and / or
 - 4.3. of **property insured** which is unattended unless there is forcible and violent entry or exit; or

Section 4 – Trade all risks

5. **damage** to
 - 5.1. **property insured** loaned or hired out by **you**; or
 - 5.2. glass and other fragile or brittle materials unless as a direct result of fire, theft or accident to the vehicle in which the **property insured** was being transported; or
 - 5.3. **property insured** left in the open by theft, attempted theft, storm or flood; or
 - 5.4. **property insured** carried on the outside of vehicles unless as a direct result of collision or overturning; or
6. **damage** caused by **pollution**; or
7. however **we** will cover **damage** to the **property insured** caused by
 - 7.1. **pollution** which itself results from fire, lightning, explosion, aircraft or other aerial devices dropped therefrom, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances, malicious persons other than thieves, earthquake, storm, flood, escape of water from any pipe, tank or apparatus, sprinkler leakage or impact by any road vehicle or animal; or
 - 7.2. any of the above named covers which itself results from **pollution**;

provided it is not otherwise excluded.
8. **damage** occurring outside the **territorial limits**; or
9. the **excess** shown in the **schedule**.

Section 5 - Goods in transit

Definitions

The following words will have the same meaning wherever they appear in this section of the policy or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

High value property

Cigars, cigarettes and tobacco, non-ferrous metals, wines and spirits, clocks and watches, photographic equipment, furs, jewellery, gold, silver, precious stones and precious metals, radio, TV, hi-fi and video equipment, computers, mobile phones, video tapes, cassettes, CDs and DVDs, antiques and works of art belonging to **you** or for which **you** are responsible.

In transit

The period of time beginning when the **property insured** comes under the control of the carrier and ending when it is delivered. This will include loading, temporary housing en route for a period not exceeding 30 days and unloading. This will also include return transits to **you** from **your** customers.

Property insured

Goods or merchandise belonging to **you** or for which **you** are responsible incidental to the **business**. This excludes any property carried for hire or reward.

Territorial limits

Great Britain, Northern Ireland, the Republic of Ireland, the Channel Islands and the Isle of Man including direct sea or air transit between these territories.

Vehicle

Vehicle including any trailer attached to it.

Insuring clause

We will at **our** option indemnify **you** by payment or reinstatement for accidental **damage** to the **property insured** while **in transit** within the **territorial limits** from any of **your premises** whilst being carried by **your vehicles** or **vehicles** operated by **your** hauliers, rail or by parcel post during the **period of insurance**.

We will not pay more than the limits shown in the **schedule** and **you** will be responsible for any **excess** that applies.

Conditions

1. **Due care** It is a condition precedent to **our** liability under this section that
 - 1.1. in respect of any **vehicle you** own or operate under **your** control that
 - 1.1.1. it is maintained in an efficient and roadworthy condition and is regularly serviced with particular attention to the roadworthiness of steering, brakes, tyres, lights and all security devices fitted;
 - 1.1.2. all protective devices specified in the **schedule** and all other security devices fitted are properly maintained and not changed without **our** written agreement; and
 - 1.1.3. whenever the **vehicle** containing the **property insured** is left unattended
 - 1.1.3.1. all doors and boot are locked and all windows and other openings are securely closed; and
 - 1.1.3.2. all protective devices are put into operation;
 - 1.1.4. **you** take all reasonable care in the selection and employment of drivers and must obtain satisfactory written references as to their ability, integrity and honesty from two previous employers before **property insured** is entrusted to them;
 - 1.1.5. **you** ensure the reasonable monitoring of the performance of **your** drivers and attendants is carried out;
 - 1.1.6. **you** take due care to make sure that each package or parcel insured is securely and adequately packed according to the nature of the **goods** and that each package or parcel is correctly and fully addressed. **You** must obtain proper receipts from the postal and rail authorities and any other carrier and keep them for **our** inspection at any time.
 2. **Alarm**
(Applies only if stated in the **schedule**)
We will not be liable for any **damage** by theft or attempted theft from any unattended **vehicle** unless the alarm system
 - 2.1. is maintained and inspected in accordance with the terms and conditions of the installing company's agreement; and
 - 2.2. put into operation and all alarm keys removed from the **vehicle**.

Claims condition

1. **You** must keep any merchandise or package for which **you** are making a claim together with its packaging as far as possible in the same state as delivered so **we** or any person authorised by **us** can inspect it.
2. **You** will assist **us** at **our** expense in providing details of any claim against carriers or others for any **damage** for which **we** are liable.
3. If **we** ask, **you** must assign the claim against the carriers or others to **us** so **we** can make the claim in **our** own name.
4. Once a claim has been paid, any compensation recovered from the carriers or others for any **damage** will belong to **us**, except that any amount recovered in excess of the sum paid by **us** as compensation will belong to **you**.
5. Once a claim has been paid, the **property** for which payment is made will belong to **us**.

Section 5 - Goods in transit

Extensions

We will extend this section to cover the following.

1. Extra costs and expenses necessarily incurred in reloading onto any vehicle any **property insured** which has fallen from the **vehicle** and removing debris of the **property insured** following **damage** which is not excluded or following accident to the **vehicle**. Our limit of liability will not exceed £2,500 (two thousand and five hundred pounds).
2. **Damage** to containers, tarpaulins, ropes, chains and other fastenings owned by **you** or in **your** charge and control while carried on any **vehicle**.
3. **Damage** to the personal effects of the driver and his attendant up to a maximum amount of £500 (five hundred pounds). We will not be responsible for the first £25 (twenty five pounds) of each claim. We will not indemnify **you** or **your** driver for **damage** to any item insured by any other policy.
4. Expenses reasonably incurred for which **you** are responsible in transferring the **property insured** to any other vehicle following fire, collision, overturning or impact of the **vehicle** including carrying the **property insured** to the original destination or to place of collection.
5. Costs and expenses reasonably incurred by **you** in re-securing the **property insured** following a dangerous movement of the load **in transit** for an amount not exceeding £500 (five hundred pounds) any one event.
6. Any vehicle used temporarily in substitution of any **vehicle** referred to in the **schedule** applicable to this section whilst it is out of use for maintenance, repair or official vehicle testing. Any substitute vehicle will be subject to the terms applicable to the original **vehicle**.

Exclusions

We will not be liable for **damage**

1. to **money**, deeds, bonds, documents, manuscripts, **business** books and **computer system** records, patterns, moulds, models, designs, plans; or
2. to **high value property** unless specifically insured; or
3. to livestock or other living creatures;
4. to explosives or **goods** of a dangerous nature;
5. to tools of trade;
6. caused by deterioration due to change in temperature of **property insured** carried in a chilled, refrigerated, frozen or insulated condition unless caused by an accident to the **vehicle**;
7. caused by
 - 7.1. wear and tear, gradual deterioration, contamination, depreciation, evaporation, leakage spillage or shortage of weight, inherent vice, insects, mildew, vermin or nature of the **property insured**;
 - 7.2. normal atmospheric conditions where the **property insured** is on an open vehicle unless it is properly protected;
 - 7.3. mechanical, electrical, electronic, computer breakdown, failure or derangement unless external **damage** occurs first to the **property insured**;
 - 7.4. delays, loss of market or other consequential loss;
 - 7.5. not making full and complete declarations or not getting receipts for parcels, packages or consignments; or
8. resulting from theft or attempted theft or unexplained disappearance
 - 8.1. from an unattended **vehicle** unless the item stolen is stored in a locked boot; or
 - 8.2. of **property insured** which is unattended unless there is forcible and violent entry or exit; or
9. caused by strikes, riots, civil commotion and malicious **damage** in Northern Ireland; or
10. to **property insured** carried on vehicles other than those listed in the **schedule**; or
11. to **property insured** in any **vehicle** you own or which is in **your** custody or control while it is being used for private purposes outside the normal course of **your business**; or
12. caused by nationalisation, confiscation, requisition or destruction by order of any government, public or local authority; or
13. to **property insured** arising as a result of packing which was inadequate to withstand normal handling during transit or from overloading of the **vehicle**; or to **property insured** more specifically insured.

Section 6 – Computer breakdown

Additional definitions

The following words will have the same meaning wherever they appear in this section of the policy or in the **schedule** relating to this section. To help identify these words they will appear in **bold** in the section wording.

Breakdown

Damage to an item of **equipment** resulting from the actual breaking, distortion or electrical burn-out of any part whilst in use at the **premises** arising from defects in the item of **equipment** causing sudden stoppage of its function and requiring its repair or replacement but excluding **damage** caused by fire or by any cause external to the **equipment**.

We will not be liable for breakdown of any **equipment** that is not the subject of a maintenance contract with a competent computer maintenance firm, affording free parts and free labour for repairs necessitated by breakdown arising from wear and tear or the fault of the maintenance firm. This proviso will be of no effect in respect of any **equipment** whilst it is the subject of a guarantee provided by the manufacturer or supplier under which equivalent services are afforded.

Computer virus

Any software program routine code or system or any part thereof which causes loss, distortion, destruction, corruption of or restricted access to any information **data** program routines or software forming part of any computer media.

Equipment

1. Computer equipment including fixed disks and interconnected wiring used for processing electronic **data** together with visual display units, printers and **data** carrying materials but excluding any such equipment controlling any manufacturing process.
2. Ancillary equipment solely for use with the computer equipment comprising air conditioning, cooling equipment, generating equipment, voltage regulating equipment, telecommunication links, electronic access equipment and temperature and humidity recording equipment.
3. **Data** carrying materials being current and back-up disks, tapes and other materials (excluding paper records of any description).

Insuring clause

We will indemnify you for **damage** to the **equipment** insured as stated in the **schedule** due to **breakdown** occurring whilst the **equipment** is at your **premises** during the **period of insurance**.

Limit of indemnity

We will not pay more than the sum insured against any one item of **equipment** or in total the sum insured stated in the **schedule** plus any extra amounts for which we are liable under the extensions specified above.

Special condition

Precautions

1. You must at all times take precautions to maintain efficient working conditions and available for immediate use any standby or spare machinery or any other loss-minimising factors in existence when this insurance was first effected.

Claims basis of settlement

1. In respect of **damage** to an item of **equipment** for which, at the time of the **damage**, all parts are obtainable from its manufacturer or the agent or factors of the manufacturer at list prices, the basis of the cover we will provide will be reinstatement of the **property damaged** and this means
 - 1.1. its replacement by similar **equipment** in a condition equal to but not better or more extensive than its condition when new; or
 - 1.2. the repair of the damage and the restoration of the **damaged** portion of the **equipment** to a condition substantially the same as but not better or more extensive than its condition when new;subject to the following
 - 1.3. the work must be carried out within 90 (ninety) days.
 - 1.4. If at the time of repair or reinstatement the sum representing 85% (eighty five per cent) of the cost which would have been incurred in reinstatement if all **equipment** had been destroyed or **damaged** exceeds its sum insured, the amount payable will be proportionately reduced.
 - 1.5. **Our** liability will not exceed the sum representing the cost which could have been paid if the **equipment** had been wholly destroyed.
2. In respect of **damage** to **equipment** not falling within the terms of 1 above, the basis of the cover we will provide will be
 - 2.1. the cost of replacement by similar property of similar capacity in a condition equal to but not better or more extensive than its condition when new;
 - 2.2. if all the necessary parts to repair the **damage** are obtainable from the manufacturer, their agent or factor at list prices, the cost of repair of the **equipment**; or
 - 2.3. if all the necessary parts to repair the **damage** to the **equipment** are not obtainable from the manufacturer, their agent or factor at list prices, the cost of an equivalent repair to similar **property** of similar capacity for which all spare parts are obtainable at list prices;subject to the following

Section 6 – Computer breakdown

- 2.4. the work of replacement or repair must be carried out within 90 (ninety) days.
- 2.5. ii) If at the time of repair or reinstatement the sum representing 85% (eighty five per cent) of the cost which would have been incurred in reinstatement if all **equipment** had been destroyed or **damaged** exceeds its sum insured, the amount payable will be proportionately reduced.
- 2.6. **Our** liability will not exceed the sum representing the cost which could have been paid if the **equipment** had been wholly destroyed.

Extensions

1. Incompatibility of computer records

In the event of a claims settlement resulting in the replacement of **equipment** insured with **equipment** which is incompatible with **your** undamaged computer **data** and programme records, **we** will indemnify **you** for

- 1.1. the costs of modification of the **equipment**; or
- 1.2. the costs of replacing or reinstating programmes or **data** necessarily and reasonably incurred with **our** consent to achieve compatibility.
- 1.3. **We** will not pay more than £10,000 under this extension.

2. Increased costs of working/reinstatement of data

In the event of

- 2.1. **damage** for which **we** are liable above, or would be liable but for the application of any **excess**, which causes interruption or interference with the computer operations of the **business** for a period of at least 24 consecutive hours;
- 2.2. total or partial failure for a period of at least 30 consecutive minutes of the supply of electricity to the **premises** which is not caused by a deliberate act of the supply undertaking, unless performed for the sole purpose of safeguarding life or protecting a part of the supply undertaking's system, or by a scheme of rationing, unless necessitated solely by physical damage to a part of the supply undertaking's system;
- 2.3. total failure for a period of at least 30 consecutive minutes of the electricity supply to an item of **equipment** resulting from sudden and unforeseen **damage** to the distribution equipment within the **premises**;
- 2.4. total failure for a period of at least 24 consecutive hours of the supply of telecommunication services at the **premises** which is not caused by a deliberate act of the supply authority, unless performed for the sole purpose of protecting their equipment, or by **your** use of machinery and **equipment** which is not accepted by the telecommunications authority as properly installed and compatible with the telecommunications system;
- 2.5. the accidental or malicious erasure, destruction, distortion or corruption of **data** or programmes on the **equipment** resulting from an identifiable cause but excluding the permanent or temporary loss of or loss of use of or inaccessibility of **data** or programmes directly resulting from pre-existing faults in or unsuitability of programmes or **computer systems** software and also excluding losses caused by a malicious act and discovered later than twelve months after the loss was initiated; or
- 2.6. prevention or hindrance of the use of or access for a period of at least 24 consecutive hours to an item of **equipment** caused by **damage** of any **property** at or in the vicinity of the **equipment** within the **premises**

we will indemnify **you** for

- 2.7. the increase in cost of working; and
- 2.8. the cost of replacement of and reinstatement of **data** on to **data** carrying media and the amount payable as indemnity is the additional expenditure necessarily and reasonably incurred for the sole purpose of avoiding or diminishing interruption of or interference with the **business** which but for such expenditure would have taken place in consequence thereof during the period beginning with the occurrence and ending not later than the indemnity period stated in the **schedule** immediately thereafter during which the results of the **business** are affected.

This indemnity includes the reasonable charges payable by **you** to **your** professional accountants or auditors for producing any particulars or details or any other proofs, information or evidence which is required under the claims conditions and reporting that such particulars or details are in accordance with **your** books of account or other **business** books or documents.

We will not pay more than the amounts stated in the **schedule** for

- 2.9. increased cost of working excluding the costs of reinstatement of **data** and replacing **data** carrying media; or
- 2.10. the costs of reinstating **data** and programmes and replacing **data** carrying media.

3. Consulting engineers' fees and claims investigation costs

We will indemnify **you** for all costs incurred with **our** consent, including consulting engineers' fees, in investigating possible repairs (whether or not successful) or the reinstatement of an item of **equipment** but not the costs of preparing any claim.

We will not pay more than £5,000 (five thousand pounds) in total in respect of such fees and costs.

4. Temporary repairs and expediting permanent repairs

We will indemnify **you** for the reasonable additional expenses incurred with **our** consent in making a temporary repair or in carrying out a permanent repair to an item of **equipment**.

Our liability under this extension will not exceed £25,000 (twenty five thousand pounds) or 50% (fifty per cent) of the cost of such damage whichever is the lesser.

Section 6 – Computer breakdown

5. Removal of debris/protection from further damage

We will indemnify you for the costs and expenses necessarily incurred with our consent in

- 5.1. removing debris, dismantling or demolishing any part of an item of **equipment** which has sustained **damage** insured under this section; and
- 5.2. protecting any part of an item of **equipment** whether **damaged** or not provided that this is necessitated by insured **damage**.

We will not pay more than £10,000 (ten thousand pounds) in total in respect of this extension.

6. Additional rental charge

If, as a direct result of **damage** insured, the lease or hire contract in force at the time of the accident in respect of the **damaged equipment** is cancelled by the owners of the **equipment** and replaced by a new one in respect of similar property to that **damaged** but at a rental charge rate above that payable under the cancelled contract, we will indemnify you for the additional rental charges to be paid during the 2 (two) years commencing from the time of such **damage**.

We will not pay more than £25,000 (twenty five thousand pounds) in total in respect of this extension.

7. Refilling charges

We will indemnify you for the cost of refilling the cylinders of any gas-flooding systems installed solely for the protection of the computer **equipment** arising out of the accidental discharge of such system.

We will not pay more than £5,000 in total in respect of this extension.

8. Additions

The insurance extends to include additions to **equipment** occurring after the commencement of the **period of insurance** up to next renewal provided that this cover will not exceed 10% (ten per cent) of the total sum insured on **equipment** or £30,000 (thirty thousand pounds) whichever is the lesser.

9. Anti-theft device

We will indemnify you to replace or repair any anti-theft device which is permanently fitted to **equipment** following **damage** covered under this section.

We will not pay more than £5,000 (five thousand pounds) in total in respect of this extension.

Exclusions

We will not provide cover for the following

1. repair or replacement necessitated solely by wasting, wearing away or wearing out caused by or resulting from ordinary use; or
2. working, rusting or gradual deterioration of any part of an item of **property** but we will be liable for the cost of **damage** insured by this section resulting from such causes; or
3. increase in cost of working incurred as a result of
 - 3.1. temporary interference with transmissions to and from satellites due to atmospheric weather, solar or lunar conditions; or
 - 3.2. failure of any satellite before it attains its full operating function or whilst in or beyond the final year of its design life; or
4. prototype **equipment**; or
5. **equipment** more than 10 years old at inception of the policy; or
6. loss of use of **equipment** or any other consequential loss except as provided for under extension 2; or
7. any loss recoverable under any guarantee, maintenance, rental, hire or lease agreement or contract; or
8. the **excess** shown in the **schedule**; or
9. **damage**, liability or expense arising from a **computer virus**

Section 7 – Employee dishonesty

Insuring clause

We will indemnify **you** for your direct **loss** which occurs during the **period of insurance** as a direct result of an act or series of related acts of fraud or dishonesty committed during the **period of insurance** by any identified **employee**, who is paid wholly or mainly by salary or wages, (acting alone or in collusion with others) with the principal intent to cause **you** to sustain a **loss** and to obtain financial benefit for such **employee** (other than salaries, commissions, fees, bonuses, promotions, awards, profit sharing, pensions or other **employee** benefits earned in the normal course of employment) which is first discovered by you during the **period of insurance**.

Conditions

1. Cancellation as to any employee

Cover under this section will be deemed cancelled in respect of any **employee** immediately upon discovery by **you** or by any of **your** directors or officers not in collusion with such **employee**, of any dishonest or fraudulent act on the part of such **employee**, and further dishonest or fraudulent acts committed by such **employee** are excluded.

2. Recoveries

Recoveries, less the actual cost of recovery, made after **loss** will be distributed as follows.

- 2.1. First, you will be reimbursed for **loss** exceeding the limit of liability or settlement (whichever is less) and the retention amount (if applicable).
- 2.2. Second, **we** will be reimbursed for the settlement made.
- 2.3. Third, **you** will be reimbursed for **loss** equal to the retention amount.

3. Management controls

It is a condition precedent to **our** liability under this section that **you** comply with the following statements at all times, evidence of which must be available at the time of claim

- 3.1. the statutory accounts are independently audited; and
- 3.2. **stock** is independently and physically checked (at least once every six months) by an **employee** not responsible for daily **stock** handling or ordering; and
- 3.3. cheque requisition/payment instructions and payment authorisation are segregated functions undertaken by separate people; and
- 3.4. the ordering, certification of receipt, and verification of supporting documentation before cheque or payment instructions are authorised for goods or services are performed by different **employees** acting independently; and
- 3.5. cash in hand and petty cash must be checked independently of **employees** responsible at least monthly; and
- 3.6. monthly reconciliation is performed on all bank accounts and debtors accounts, independently of **employees** in a position to receive payment of an account;
- 3.7. written references are obtained and checked for all new **employees** (except school-leavers) covering at least the preceding 2 (two) years of continuous employment, where the **employee** is to be responsible for money, securities, stock or accounts.

4. Change in control of the insured

If, during the **period of insurance** a change in control of the policyholder takes place, then the cover provided under this section is amended to apply only to acts committed which give rise to a loss occurring prior to the effective date of the change of control. **You** must give **us** written notice of the change in control as soon as possible, but not later than 30 (thirty) days after the effective date of the change in control.

Exclusions

This section does not cover for any

1. **loss** that results from the complete or partial non-payment or default under any credit arrangement, loan, lease or rental agreement, invoice, or payments made or withdrawals from any customer's account involving items which are not finally paid for any reason; or
2. **loss** caused by any **employee** from and after the time that **you** or **any** of your directors or officers have knowledge or information that such **employee** has committed any dishonest or fraudulent act whether such act be committed before or after the date of employment by **you**; or
3. **loss** the proof of which is dependent solely upon a profit and **loss** computation or comparison of inventory records with an actual physical count; or
4. **loss** which arises out of the voluntary giving or surrendering of property in exchange or purchase, unless such **loss** is caused by an **employee**, or by forgery, counterfeiting or fraud by any other person whether or not in collusion with an **employee**; or
5. indirect or consequential loss of any nature; or
6. costs, fees and other expenses incurred by **you** in establishing the existence of or amount of **loss**; or
7. costs of defending any legal proceeding brought against **you**; or
8. **loss** caused by any broker, factor, commission, consignee, contractor or any other agent or representative of the same general character.
9. **loss** due to **loss** of and/or damage to proprietary information, trade secrets, confidential processing methods, or other confidential information of any kind; or
10. **loss** **you** first discovered prior to, or subsequent to, the **period of insurance**; or
11. **loss** arising from any act or any series of related acts committed outside the territorial waters of the policy; or
12. **loss** committed by any **employee** who at the time of committing the fraudulent or dishonest act owns or controls more than 5% of **your** issued share capital.

Section 8 – Employers’ liability

Insuring clause

We will cover you under the terms of this policy in respect of:

1. All sums which **you** will become legally liable to pay as damages including claimants’ costs and expenses in respect of **injury** sustained by an **employee** of **yours** arising out of and in the course of their employment or engagement by **you** and caused during the **period of insurance** stated in the **schedule** in connection with the **business** and occurring within the geographical limits given below.
2. All costs and expenses incurred by **you** (except as described in 3 below) with **our** written consent in respect of any claim against **you** which are covered by this policy.
3. The payment of legal and other defence fees incurred with **our** written consent, up to a limit of £50,000 arising out of any one occurrence, for **your** representation at any Coroner’s Inquest or Fatal Accident Inquiry in respect of any death, and at which **your employee** or principal, including any director, partner, or senior official, has been requested to give evidence, and proceedings in any Court of Summary Jurisdiction arising out of any alleged breach of statutory duty resulting in **injury** which is covered by this policy.

Territorial limits

1. In Great Britain, Northern Ireland, the Channel Islands or the Isle of Man; and
2. whilst temporarily outside the countries named in 1. provided that any such **employee** is
 - 2.1. ordinarily resident in any of the countries named in 1; and
 - 2.2. engaged in non-manual work.

Limit of indemnity

The most **we** will pay under this section in respect of any one claim against **you**, or series of claims against **you** arising out of one occurrence, inclusive of all costs and expenses will not exceed, in the aggregate, the limit of liability stated in the **schedule**.

Rights of recovery

The cover granted by this insurance is deemed to be in accordance with the provisions of any law relating to compulsory insurance of liability to **employees** in Great Britain, Northern Ireland, the Channel Islands and Isle of the Man but **you** will repay to **us** all sums paid by **us** which **we** would not have been liable to pay but for the provisions of such law.

Extensions

These apply in addition to the general extensions:

1. Unsatisfied court judgements

Where a judgement for damages has been obtained by any **employee** or the legal personal representatives of any **employee**:

- 1.1. in respect of **injury** sustained by the **employee** arising out of and in the course of employment by **you** in the **business**; or
- 1.2. against any company or individual operating from or resident in premises within the geographical limits in any court situate in the geographical limits;

and such judgement remains unsatisfied in whole or in part 6 months after the date of judgement then at **your** request **we** will pay to the **employee** or the said legal personal representatives the amount of any such damages and any awarded costs to the extent that they remain unsatisfied;

provided that;

- 1.3. there is no appeal outstanding; and
- 1.4. if any payment is made by **us** the **employee** or the said legal personal representatives will assign the judgement to **us**; and
- 1.5. this section of the policy, Employers’ liability, is operative at the time that such **injury** is caused; and
- 1.6. **our** liability for damages costs and expenses will not exceed the amount stated as the limit of indemnity in the **schedule**.

We will not cover any judgment where an appeal remains outstanding.

2. Indemnity to principal

We will cover any principal under this section against liability in respect of **injury** or loss of, or damage to, **property**, to the extent that any contract or agreement entered into by **you** with any principal so requires;

provided that;

- 2.1. payment would be made against **you**; and
- 2.2. the principal will observe, fulfil and be subject to the terms conditions and endorsements of this policy as far as they can apply; and
- 2.3. no payment will be made by **us** in respect of liquidated damages or under any penalty clause; and
- 2.4. payment made by **us** under this section, Employers’ liability, will only apply in respect of liability to any person who is an **employee**.

3. Health and Safety at Work Act etc and Corporate Manslaughter

We will cover **you** and at **your** request any director, partner, senior official or **employee** of **yours**, in respect of legal costs and expenses incurred with **our** written consent in the defence of any prosecution or (subject to the provisions below) incurred in connection with appeal against conviction arising from such prosecution under the provisions of:

- 3.1. the Health and Safety at Work etc. Act 1974 or the Health and Safety at Work (Northern Ireland) Order 1978; and / or
- 3.2. the Corporate Manslaughter and Corporate Homicide Act 2007;

provided that the proceedings relate to an offence alleged to have been committed during the **period of insurance** and in the course of the

Section 8 – Employers' liability

business, and where there is also a claim or potential claim for damages against **you** or any of the additional persons insured, **you** are entitled to cover under this policy.

We will only pay the costs and expenses of legal representation for an appeal against conviction if;

- 3.3. any related claim against **you** for damages remains unsettled; and
- 3.4. in the opinion of the legal representatives acting for **you** an appeal is more likely than not to succeed; and

we will not cover **you** in respect of;

- 3.5. fines or penalties of any kind, remedial or publicity orders or prosecution costs imposed as a consequence of such prosecution, including any fee for intervention; or
- 3.6. any circumstances for which cover is provided by any other insurance; or
- 3.7. proceedings consequent upon a deliberate act by, or omission of, any person entitled to insurance under this extension if the result thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission; or
- 3.8. proceedings which arise out of any activity or risk excluded from this policy.

If a claim for damages is settled or is withdrawn, **we** will have no further liability other than in respect of costs and expenses of legal representation incurred before the date of the claim payment.

4. Court attendance costs

5. If any of the people mentioned below attend court as a witness at **our** request, in connection with a claim in respect of which **you** are entitled to insurance under this policy, **we** will provide compensation to **you** at the following rates per day for each day on which attendance is required;

- 5.1. £250 (two hundred and fifty pounds) for **you** or any of the directors or partners of **yours**; and
- 5.2. £100 for any **employee**.

6. Offshore

If **we** are required by compulsory insurance regulations then **we** will make a payment in respect of **injury** occurring offshore. The amount **we** will pay **you** or on **your** behalf will be limited to £5,000,000 (five million pounds) any one occurrence.

7. Terrorism

Injury as a result of **terrorism** to any **employee** of **yours** which arises out of and in the course of employment or engagement by **you**. The amount **we** will pay **you** or on **your** behalf will be limited to £5,000,000 (five million pounds) any one occurrence.

Exclusions

These apply in addition to the general exclusions.

We will not indemnify **you** under this section against liability for **injury** sustained by any **employee** of **yours**

1. in respect of which compulsory insurance or security is required to be arranged by **you** under the Road Traffic Act 1988 or the Road Traffic (Northern Ireland) Order 1981 or any subsequent legislation amending or replacing such Act or Order; or
2. whilst offshore.

If **we** are required by compulsory insurance regulations to make a payment in respect of **injury** occurring offshore then the limit of indemnity of £5,000,000 (five million pounds) any one occurrence will apply.

Section 9 – Public liability

Insuring clause

We will cover you under the terms of this policy in respect of:

1. All sums which **you** will become legally liable to pay as damages including claimants' costs and expenses in respect of;
 - 1.1. accidental **injury** to any person; and
 - 1.2. accidental physical loss of, or physical damage to property; and
 - 1.3. obstruction, trespass, nuisance or interference with any right of way, air, light or water or other easement; and
 - 1.4. wrongful arrest, wrongful detention, false imprisonment, or malicious prosecution;in connection with the **business** and occurring anywhere within the geographical limits given below during the **period of insurance** stated in the **schedule**.
2. All costs and expenses incurred by **you** (except as described in 3 below) with **our** written consent in respect of any claim against **you** which are covered by this policy.
3. The payment of legal and other defence fees incurred with **our** written consent, up to a limit of £50,000 arising out of any one occurrence, for **your** representation at any Coroner's Inquest or Fatal Accident Inquiry in respect of any death and at which **your employee** or principal, including any director, partner, or senior official, of **yours** has been requested to give evidence and proceedings in any Court of Summary Jurisdiction arising out of any alleged breach of statutory duty resulting in **injury** or loss of or damage to **property** which is covered by this policy.

Territorial limits

1. In Great Britain, Northern Ireland, the Channel Islands or the Isle of Man; and
2. whilst temporarily outside the countries named in 1. provided that any such **employee** is
 - 2.1. ordinarily resident in any of the countries named in 1; and
 - 2.2. engaged in non-manual work.

Limit of liability

The most **we** will pay under this section (including any extensions) for damages in respect of any one claim against **you** or series of claims against **you** arising out of one occurrence will not exceed, in the aggregate, the **limit of liability** stated in the **schedule**.

Any costs and expenses incurred by **you** in respect of this section under this policy will be payable in addition to the **limit of liability** stated in the **schedule**.

Extensions

These apply in addition to the general extensions.

1. **Defective premises act**

We will cover **you** in respect of liability arising under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 in connection with any premises previously owned or occupied by **you** for purposes pertaining to the **business** and which have since been disposed of by **you**.

We will not cover **you** against liability

 - 1.1. for which insurance is provided by any other insurance; and
 - 1.2. for the costs of remedying any defect or alleged defect in such premises.
2. **Leased or rented premises**

We will cover **you** in respect of liability for loss of, or damage to, premises including their contents being leased or rented to **you**. **We** will not cover **you** against liability assumed by **you** under any agreement, which would not have attached in the absence of such an agreement.
3. **Overseas personal liability**

We will cover

 - 3.1. **You; and**
 - 3.2. at **your** request
 - 3.2.1. any director partner or **employee** of **yours; and**
 - 3.2.2. any spouse or child of the persons stated in a) or b) i) above who are accompanying such persons;in respect of personal liability incurred by such persons for accidental **injury** to any person or accidental loss of or damage to property in connection with an event occurring in a country outside of the geographical limits of section 9 whilst on a temporary visit to such country in connection with the **business**;

provided that

 - 3.3. any insured person under this section extension will as though they were **you** be subject to the introduction, the customer service information, the general definitions, general conditions, general exclusions, sections, section extensions, the **schedule** and any endorsements to this policy;
 - 3.4. nothing in this section extension will increase **our** liability to pay any amount exceeding the limit of liability stated in the **schedule**, regardless of the number of persons claiming to be covered.

Section 9 – Public liability

We will not cover **you** in respect of

- 3.5. contractual liability; or
- 3.6. liability for which insurance is provided by any other insurance; or
- 3.7. liability in respect of damage to property belonging to or in the custody or under the control of any person insured under this section extension; or
- 3.8. liability in respect of **injury** to any insured person under this section extension; or
- 3.9. liability caused by or arising from
 - 3.9.1. the ownership or occupation of land or buildings; or
 - 3.9.2. the carrying on of any business profession trade or employment; or
 - 3.9.3. the ownership possession or use of animals other than domestic dogs or cats.

4. Data Protection Act

If **you** have registered in accordance with the terms of the Data Protection Act 2018, or have applied for such registration which has not been refused or withdrawn, or were previously registered in accordance with the terms of the Data Protection Act 1998, **we** will cover **you** under this section 9 extension in respect of compensation for damage arising out of any claim under Section 169 of the Data Protection Act 2018 not otherwise insured hereunder and first made against **you** during the **period of insurance** stated in the **schedule**.

We will not cover **you** for damages, costs and expenses that exceed the limits of liability stated in the **schedule**, and notwithstanding anything stated in the **schedule** or elsewhere in this policy to the contrary the said limit of liability will for the purpose of this section extension apply in respect of the total of all claims during the **period of insurance** stated in the **schedule**.

5. We will not cover you in respect of

- 5.1. fines levied by the Information Commissioner's Office or imposed as a result of conviction under the Data Protection Act 2018; or
- 5.2. 10% (ten per cent) of each claim subject to a minimum of £500 (five hundred pounds) and a maximum of £5,000 (five thousand pounds); or
- 5.3. liability caused by or arising from a deliberate act by or omission of any person entitled to insurance under this section extension if the result thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission; or
- 5.4. for the costs of replacing reinstating rectifying or erasing any personal **data**; or
- 5.5. liability caused by, or arising from, any incident or circumstances known to **you** at the start of the **period of insurance** stated in the **schedule** which could give rise to a claim; or
- 5.6. caused by or arising from the recording processing or provision of **data** for reward or the determining of the financial status of a person;
- 5.7. contractual liability; or
- 5.8. liability in respect of **injury** to any person or damage to property.

6. Health and Safety at Work Act etc and Corporate Manslaughter

We will cover **you** and at **your** request any director, partner, senior official or **employee** of **yours**, in respect of legal costs and expenses incurred with **our** written consent in the defence of any prosecution or (subject to the provisions below) incurred in connection with appeal against conviction arising from such prosecution under the provisions of

- 6.1. the Health and Safety at Work etc. Act 1974 or the Health and Safety at Work (Northern Ireland) Order 1978; and / or
- 6.2. the Corporate Manslaughter and Corporate Homicide Act 2007;

Provided that the proceedings relate to an offence alleged to have been committed during the **period of insurance** and in the course of the **business**, and where there is also a claim or potential claim for damages against **you** or any of the additional persons insured, **you** are entitled to cover under this policy.

We will only pay the costs and expenses of legal representation for an appeal against conviction if

- 6.3. any related claim against **you** for damages remains unsettled; and
- 6.4. in the opinion of the legal representatives acting for **you** an appeal is more likely than not to succeed; and
- 6.5. the total amount of any damages likely to be awarded against **you** exceeds the total cost of legal representation for an appeal.

We will not cover **you** in respect of

- 6.6. fines or penalties of any kind, remedial or publicity orders or prosecution costs imposed as a consequence of such prosecution, including any fee for intervention; or
- 6.7. any circumstances for which cover is provided by any other insurance; or
- 6.8. proceedings consequent upon a deliberate act by, or omission of, any person entitled to insurance under this extension if the result thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission; or
- 6.9. proceedings which arise out of any activity or risk excluded from this policy.

If a claim for damages is settled or is withdrawn, **we** will have no further liability other than in respect of costs and expenses of legal representation incurred before the date of the claim payment.

7. Court attendance costs

If any of the people mentioned below attend court as a witness at **our** request, in connection with a claim in respect of which **you** are entitled to insurance under this policy, **we** will provide compensation to **you** at the following rates per day for each day on which attendance is required

- 7.1. £250 (two hundred and fifty pounds) for **you** or any of the directors or partners of **yours**; or
- 7.2. £100 (one hundred pounds) for any **employee**.

Section 9 – Public liability

Exclusions

These apply in addition to the general exclusions.

We will not cover you under this section against liability

1. for loss of or damage to property belonging to **you** or in the custody or control of the **insured** or of any **employee** of **your** other than;
 - 1.1. personal effects (including vehicle and their contents) of **employees** or visitors; or
 - 1.2. any premises including their contents not being premises leased or rented to **you** which are temporarily occupied by **you** for the purpose of carrying out work therein or thereon; or
 - 1.3. any other property on which **you** or any **employees** or agent of **yours** is, or has been carrying out work but **we** will not indemnify **you** in respect of loss or damage to that part of any property being worked upon;
2. arising from the ownership possession or use under the control of **you** or of any **employee** of **yours** of
 - 2.1. any mechanically propelled vehicle including anything attached to it used in circumstances where insurance or security is required by any road traffic legislation or where indemnity is provided by any other policy or security;
 - 2.2. any craft intended to travel through air or space or other aerial devices hovercraft or watercraft (other than hand propelled watercraft or sailing craft not exceeding six metres in length);
3. for loss caused by any **goods** after they have left **your** the custody or control other than food or drink supplied primarily for the use of **your employees** or for entertainment purposes;
4. for loss arising from professional advice given separately for a fee or other charge by **you** or by anyone on **your** behalf or in circumstances where a fee would normally be charged;
5. for the amount of the **excess** stated in the **schedule**;
6. for **injury** sustained by an **employee** which arises out of and in the course of their employment or engagement by **you**;
7. for loss of, or damage, or legal liability occasioned by, happening through, or in consequence of war, invasion, acts of foreign enemies hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government, or public, or local authority;
8. for loss of, or damage to, or any costs or expense incurred in repairing, replacing, removing, rectifying, recalling, or making any refund in respect of **goods**;
9. for liability arising from **goods** used with **your** knowledge in connection with aircraft and other aerospace devices (including drones), watercraft, or offshore structures;
10. for **injury**, loss, damage, cost or expense of any kind caused by, resulting from or in connection with, any component building material that must be removed, encapsulated or otherwise abated because its presence or release is a hazard to human health;
11. for **injury**, loss, damage, cost or expense of any kind caused by, resulting from or in connection with any fungus of any kind, including but not limited to mildew, mould, spores or allergens;
12. any liability caused by, or arising out of pollution, or contamination of buildings or other structures or of water or land or the atmosphere, but this exclusion will not apply in respect of pollution or contamination caused by a sudden identifiable, unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during the **period of insurance** stated in the **schedule**;
13. for any loss of any kind caused by or attributable to
 - 13.1. an outbreak of a disease that becomes an epidemic whether or not declared to be an epidemic by any competent civil authority; and / or
 - 13.2. an outbreak of a disease declared or categorised by the World Health Organisation as a pandemic; or
 - 13.3. a Public Health Emergency of International Concern declared by the World Health Organisation.

For the avoidance of doubt, where an epidemic, pandemic or Public Health Emergency of International Concern occurs, this policy will not insure loss of any kind for any period prior to such epidemic, pandemic or Public Health Emergency of International Concern.

For the purposes of this exclusion **loss** means and includes all sums which you become legally liable to pay as damages including claimants' costs and expenses, and, in addition, includes but is not limited to, any kind of pecuniary losses whether described as compensation, legal costs, defence costs, other costs, expenses, fees, charges or similar terms.

Section 10 – Products liability

Insuring clause

We will cover you under the terms of this policy in respect of:

1. All sums which **you** become legally liable to pay as damages including claimants' costs and expenses in respect of
 - 1.1. accidental **injury** to any person; and
 - 1.2. accidental physical loss of, or physical damage to, property;caused by any **goods** occurring anywhere within the geographical limits given below during the policy **period of insurance** stated in the **schedule** which arises in connection with the **business**.
2. All costs and expenses incurred by **you** (except as described in 3 below) with **our** written consent in respect of any claim against **you** which are covered by this policy.
3. The payment of legal and other defence fees incurred with **our** written consent up to a limit of £50,000 arising out of any one occurrence for **your** representation at any Coroner's Inquest or Fatal Accident Inquiry in respect of any death and at which an **employee** or principal including a director, partner, or senior official, of **yours** has been requested to give evidence and at proceedings in any Court of Summary Jurisdiction arising out of any alleged breach of statutory duty resulting in **injury** or loss of or damage to property in respect of any **goods**.

Territorial limits

Anywhere in the world other than at **your** premises during the **period of insurance** stated in the **schedule** and caused by any **goods**.

Limit of liability

The most **we** will pay under this section (including any extensions) in respect of damages awarded against **you** will not exceed in the aggregate during the **period of insurance** the limit of liability stated in the **schedule**.

Any costs and expenses incurred by **you** in respect of this section, will be payable in addition to the **limit of liability**.

Extensions

These apply in addition to the general extensions.

1. Consumer Protection Act and Food Safety Act

We will cover **you**, and at **your** request any principal, including any director, partner, senior official, or any **employee** of **yours**, under this section 10 extension, for legal costs and expenses incurred with **our** written consent in the defence of any criminal proceedings brought for a breach of Part II of the Consumer Protection Act 1987 and Sections 7 and 8 of the Food Safety Act 1990, including such legal costs and expenses incurred in an appeal against conviction arising from such proceedings and prosecution costs awarded in connection;

provided that

- 1.1. the proceedings relate to an offence alleged to have been committed during the **period of insurance** and in the course of the **business**;
 - 1.2. the principal, including a director, partner or senior official, or **employee** will as though they were **you** be subject to the terms, conditions, exclusions and limitations of this policy insofar as they can apply.
2. **We** will not cover **you** in respect of
 - 2.1. fines or penalties of any kind;
 - 2.2. any proceedings arising from circumstances for which insurance is already provided by any other policy;
 - 2.3. proceedings consequent upon a deliberate act by, or omission of, any person entitled to insurance under this section 10 extension if the result thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission;
 - 2.4. proceedings which arise out of any activity or risk excluded from this policy.
 3. **Health and Safety at Work Act etc and Corporate Manslaughter**
We will cover **you** and at **your** request any director, partner, senior official or **employee** of **yours**, in respect of legal costs and expenses incurred with **our** written consent in the defence of any prosecution or (subject to the provisions below) incurred in connection with appeal against conviction arising from such prosecution under the provisions of
 - 3.1. the Health and Safety at Work etc. Act 1974 or the Health and Safety at Work (Northern Ireland) Order 1978; and
 - 3.2. the Corporate Manslaughter and Corporate Homicide Act 2007

provided that the proceedings relate to an offence alleged to have been committed during the **period of insurance** and in the course of the **business**, and where there is also a claim or potential claim for damages against **you** or any of the additional persons insured, **you** are entitled to cover under this policy.

We will only pay the costs and expenses of legal representation for an appeal against conviction if:

- 3.3. any related claim against **you** for damages remains unsettled; and
- 3.4. in the opinion of the legal representatives acting for **you** an appeal is more likely than not to succeed; and
- 3.5. the total amount of any damages likely to be awarded against you exceeds the total cost of legal representation for an appeal.

We will not cover **you** in respect of

- 3.6. fines or penalties of any kind, remedial or publicity orders or prosecution costs imposed as a consequence of such prosecution, including any fee for intervention;
- 3.7. any circumstances for which cover is provided by any other insurance;
- 3.8. proceedings consequent upon a deliberate act by, or omission of, any person entitled to insurance under this extension if the result

Section 10 – Products liability

thereof could reasonably have been expected having regard to the nature and circumstances of such act or omission;
3.9. proceedings which arise out of any activity or risk excluded from this policy.

If a claim for damages is settled or is withdrawn, **we** will have no further liability other than in respect of costs and expenses of legal representation incurred before the date of the claim payment.

4. Court attendance costs

If any of the people mentioned below attend court as a witness at **our** request, in connection with a claim in respect of which **you** are entitled to insurance under this policy, **we** will provide compensation to **you** at the following rates per day for each day on which attendance is required

- 4.1. £250 (two hundred and fifty pounds) for **you** or any of the directors or partners of **you**s;
- 4.2. £100 (one hundred pounds) for any **employee**.

Exclusions

We will not cover **you** under this section in respect of liability:

1. caused by, or in connection with, any **goods** which to **your** knowledge are for export to, or use in, the United States of America or Canada;
2. caused by any **goods** in **your** custody or control;
3. the amount shown as **excess** in the **schedule**;
4. for **injury** sustained by an **employee** which arises out of and in the course of their employment or engagement by **you**;
5. for loss of, or damage to, or legal liability occasioned by, happening through, or in consequence of war, invasion, acts of foreign enemies hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government, or public, or local authority;
6. for loss of, or damage to, or any costs or expense incurred in repairing, replacing, removing, rectifying, recalling, or making any refund in respect of **goods**;
7. for liability arising from **goods** used with **your** knowledge in connection with aircraft and other aerospace devices (including drones), watercraft, or offshore structures;
8. for **injury**, loss, damage, cost or expense of any kind caused by, resulting from or in connection with, any component building material that must be removed, encapsulated or otherwise abated because its presence or release is a hazard to human health;
9. for **injury**, loss, damage, cost or expense of any kind caused by, resulting from or in connection with any fungus of any kind, including but not limited to mildew, mould, spores or allergens;
10. any liability caused by, or arising out of pollution, or contamination of buildings or other structures or of water or land or the atmosphere, but this exclusion will not apply in respect of pollution or contamination caused by a sudden identifiable, unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during the **period of insurance** stated in the **schedule**;
11. for any loss of any kind caused by or attributable to
 - 11.1. an outbreak of a disease that becomes an epidemic whether or not declared to be an epidemic by any competent civil authority;
 - 11.2. an outbreak of a disease declared or categorised by the World Health Organisation as a pandemic; or
 - 11.3. a Public Health Emergency of International Concern declared by the World Health Organisation.

For the avoidance of doubt, where an epidemic, pandemic or Public Health Emergency of International Concern occurs, this policy will not insure loss of any kind for any period prior to such epidemic, pandemic or Public Health Emergency of International Concern.

For the purposes of this exclusion **loss** means and includes all sums which you become legally liable to pay as damages including claimants' costs and expenses, and, in addition, includes but is not limited to, any kind of pecuniary losses whether described as compensation, legal costs, defence costs, other costs, expenses, fees, charges or similar terms.

Section 11 – Legal expenses

Welcome to MSL

Thank you for choosing MSL Legal Expenses Limited to provide your Business Premier Legal Expenses Insurance Policy, which is underwritten by Financial & Legal Insurance Company Limited. As an MSL customer you now have legal expenses insurance to protect you in relation to the cover set out in this Policy.

A summary of the cover provided by this Policy is shown in your Keyfacts document.

You are entitled to cancel your Policy with a full premium refund within 14 days of it starting, provided that there have been no claims. Please see the cancellation condition under the Conditions.

Our Agreement

This insurance is a contract between us (MSL Legal Expenses Limited) and you (the Policyholder shown in the Certificate of Insurance). This is a claims made policy which means that for there to be a valid claim under the Policy, claims must be reported to us during the Period of Insurance.

We will, subject to the terms of this Policy, provide you with the insurance set out in the Policy in respect of claims reported to us during the Period of Insurance shown in the Certificate of Insurance and for any subsequent period for which we may accept a renewal premium.

You must ensure that all the information you have given to us is accurate to the best of your knowledge. We will be entitled to refuse to accept a claim where you do not take reasonable care not to make a misrepresentation.

The Policy, Certificate of Insurance and any endorsements must be read together as one document.

Signed on our behalf



Nick Garner, Chief Executive Officer
MSL Legal Expenses Limited

The Meaning of Words in this Policy

Each of the words or terms have a specific meaning which applies wherever they appear in **bold** type in this Policy

Appointed Representative:

means the claim negotiator, lawyer or other suitably qualified person appointed by **Us** to act on behalf of the **Insured Person**, in accordance with **Our** standard terms of appointment.

Basic Award:

means the award of an Employment Tribunal for an unfair dismissal and/or breach of discrimination legislation that is to compensate an **Employee** for the loss of their statutory rights.

Buildings:

means the buildings and land owned by **You** or for which **You** are legally responsible, shown in the Certificate of Insurance and used in connection with the **Business**.

Business:

means the Business shown in the Certificate of Insurance.

Compensatory Award:

means the award of an Employment Tribunal for an unfair dismissal and/or breach of discrimination legislation that is to compensate an **Employee** against financial loss that relates to their dismissal.

Costs and Expenses:

means all necessary and reasonable

1. Fees, costs, disbursements and expenses charged by the **Appointed Representative** and agreed by **Us**;
2. Opponents costs in civil cases where the **Insured Person** is ordered to pay them or where **We** agree to pay them; in pursuing the claim including the costs of any appeal or defending an appeal, provided the **Insured Person** tells **Us** within the time limits and provided that **We** agree to the appeal.

Cross-Tax Enquiry

Means an investigation by HM Revenue & Customs into **Your** business tax affairs, which also includes an investigation into **Your** Value Added Tax return and/or Employer's Compliance.

Employee:

means any person under a contract of service with **You** in connection with the **Business**. This includes any

1. Trainee under **Your** control in connection with a government approved training scheme;
2. Ex-employee or prospective employee.

Insured Person:

means **You** and any director, partner and **Employee** of **Your Business** provided that they have **Your** permission to claim under this Policy.

Legal Proceedings:

means a legal remedy for compensation, specific performance or an injunction.

Reasonable Prospects:

means that in respect of each claim there is always more than a 50% chance of the **Insured Person** recovering damages, defending a claim or

Section 11 – Legal expenses

prosecution or obtaining a legal remedy. This will be assessed by **Us** or the **Appointed Representative**.

Tax Enquiry

means an investigation by HM Revenue & Customs into **Your** business tax affairs.

We/Us/Our:

means MSL Legal Expenses Limited.

You/Your:

means the Policyholder shown in the Certificate of Insurance attached to this Policy.

What is Insured

We will, subject to What is NOT Insured, the Claims Settlement Provisions and Conditions of this Policy provide the insurance in relation to the Insured Incidents, shown as operative in the Certificate of Insurance, set out below.

Provided that

1. **Reasonable Prospects** exist for the duration of the claim.
2. The claim is reported to **Us**
 - a. during the Period of Insurance, and
 - b. immediately after the **Insured Person** became aware of circumstances which may give rise to a claim.
3. The **Insured Person** follows the advice provided to the **Insured Person** by **Our** Claims and Advice Service.
4. The **Insured Person** seeks and continues to follow the advice from **Our** Claims and Advice Service.
5. During the course of any dispute from the date that the **Insured Person** became aware of the dispute and throughout the duration of the dispute the **Insured Person** keeps **Us** up to date with all developments and the **Insured Person** follows and continues to follow the advice from **Our** Claims and Advice Service.
6. The **Business** is situated in the United Kingdom, the Isle of Man or the Channel Islands.
7. The **Buildings** are situated in the United Kingdom, the Isle of Man or the Channel Islands.
8. The event which leads to a claim arises in connection with the **Business**.

We will not pay

- a. In respect of any one claim and in total in any one Period of Insurance more than the relevant Limit of Liability and the annual aggregate limit shown in the Certificate of Insurance.
- b. The amount of any Excess shown in the Certificate of Insurance in respect of each claim.
- c. Any claim or incident which may lead to a claim and which the **Insured Person** knew about or ought reasonably to have known about before the start of this Policy.
- d. Any claim relating to an **Insured Person's** previous trade, business, occupation or profession.
- e. The first 10% of **Costs and Expenses** where the **Insured Person** chooses their own lawyer or other suitably qualified person in relation to a claim under this Policy.

Insured Incidents

1. Employment Disputes

We will pay the **Costs and Expenses** in relation to the defence of **Legal Proceedings** arising from or relating to a breach of an **Employee's** contract of service which will be dealt with in an Employment Tribunal under employment legislation.

Provided that

- i. In the event of any issues arising that could give rise to a legal dispute with an **Employee**, the **Insured Person** has followed the advice provided to the **Insured Person** by **Us**.
- ii. The **Insured Person** seeks and continues to follow all advice from **Us** as to the steps to be taken in the following situations
 - Before taking any disciplinary action or commencing a disciplinary procedure.
 - Before dismissing an **Employee**.
 - Upon receipt of notification of any form of grievance by an **Employee** or a complaint of discrimination.
 - Before starting any redundancy process or making an **Employee** redundant.
 - Before seeking to make a material change to an **Employee's** contract which is likely to have a negative impact upon that **Employee**.
 - Upon becoming aware of a situation that could give rise to a potential claim for constructive dismissal by an **Employee**.

We will not pay for

- a. Any claim relating to disciplinary hearings or internal grievance procedures.
- b. The costs of any disputes relating to a settlement agreement.
- c. Any dispute relating to a shareholding, partnership or directors contract.
- d. Any claim relating to the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).
- e. Any claim relating to future contracts of employment.
- f. Any claim in respect of personal injury or loss of or damage to property.
- g. Any claim relating to unpaid wages and commission or deduction from wages or commission.
- h. Any claim relating to benefits due under a contract of employment.
- i. Any claim relating to payment relating to redundancy.

Section 11 – Legal expenses

2. Employment Compensation Awards

We will pay a **Basic Award** and/or **Compensatory Award** which is awarded to an **Employee** by either a tribunal or through the Advisory, Conciliation and Arbitration Service (ACAS) Arbitration Scheme, or an amount agreed by **Us** in settlement of a dispute.

Provided that the **Basic Award** or **Compensatory Award** follows a claim which **We** have accepted under Insured Incident 1. Employment Disputes.

We will not pay for

- a. Any award arising out of the **Insured Person's** failure to provide any **Employee** with written reasons for their dismissal.
- b. Any award made as a result of the **Insured Person's** failure to provide a contract of employment or statement of terms and conditions of employment.
- c. Any award relating to any contractual rights to which the **Employee** is entitled.
- d. Any claim in relation to equal pay or the minimum wage employment legislation.

3. Health and Safety Appeals

We will pay the **Costs and Expenses** in relation to an appeal against the service of an improvement or prohibition notice, a suspension notice or an order of enforcement under the Health and Safety at Work Act 1974 or the Food Safety Act 1990.

Provided that upon becoming aware of the service of a notice or enforcement order under or in relation to the Health and Safety or Food Safety Acts, the **Insured Person** acts with due diligence in the event of any approach by the Environmental Health Office or the Health and Safety Executive.

We will not pay for any claim

- a. Relating to assault or violence, malicious falsehood, the manufacture or dealing in alcohol, illegal drugs, indecent or obscene materials or illegal immigration.
- b. In connection with an offence relating to the proceeds of any crime or criminal act.

4. Legal Defence

We will pay the **Costs and Expenses** for defending an **Insured Person's** rights relating to any

- a. Prosecution in a court of criminal jurisdiction brought or commenced against the **Insured Person** arising out of health and safety at work, occupational hygiene, food safety hygiene, food legality and the supply of safe goods.
- b. Civil action being taken against an **Insured Person** for wrongful arrest in connection with an accusation of theft.
- c. Civil action being taken against an **Insured Person**, but not **You**
 - i. under legislation for unlawful dismissal on the grounds of race, sex, sexual orientation, age, disability or religious belief arising from that person's work as an **Employee**;
 - ii. as a trustee of a pension fund set up for the benefit of **Your Employees**.
- d. Civil action for compensation under section 13 of the Data Protection Act 1998.
- e. Appealing against the refusal of the Information Commissioner to register **Your** application for registration.
- f. An **Insured Person** being served with an enforcement, de-registration or transfer prohibition notice or information notice or special information notice.

We will not pay for

- a. Any costs arising unless **You** have registered with the Data Protection Register or Data Protection Commissioner.
- b. Any claim relating to a Road Traffic Offence.

5. Contract Disputes and Debt Recovery

We will pay the **Costs and Expenses** for the pursuit or defence of **Legal Proceedings** relating to an agreement or alleged agreement that an **Insured Person** has entered for the buying, selling or hiring in of any goods or services.

Provided that:

- (i) Any claim for undisputed and unpaid monies owed is notified to **Us** within 45 days from the date the monies were first due and payable.
- (ii) All **Your** normal credit control procedures have been exhausted or **You** have made reasonable efforts to recover the monies owed.
- (iii) The amount in dispute exceeds the amount shown in the Certificate of Insurance.

We will not pay for

- a. Any claim relating to any land or buildings.
- b. Any claim relating to a lease or licence of any land or buildings.
- c. Any claim relating to a motor vehicle owned, driven, used, hired, leased, sold or purchased by an **Insured Person**.
- d. Any claim relating to the settlement payable or the cover provided under an insurance policy.
- e. Any claim relating to a loan, pension, investment or any other borrowing or financial instrument.
- f. A contract of employment.
- g. Arbitration arising out of an arbitration clause in any contract.
- h. Computer goods, systems or services.
- i. A breach or alleged breach of professional duty by an **Insured Person**.
- j. The monetary cost of putting right any damage caused or an alteration occasioned by or as a tenant.

Section 11 – Legal expenses

6. Property Disputes

We will pay the **Costs and Expenses** for the pursuit or defence of **Legal Proceedings** relating to

- a. An incident which causes or could cause physical damage to the **Buildings**.
- b. Any unlawful interference of **Your** use or enjoyment or right of the **Buildings**.
- c. The landlord's failure to maintain the **Buildings**.

Provided that

- i. The amount in dispute exceeds the amount shown in the Certificate of Insurance.
- ii. The **Buildings** are situated in the United Kingdom, the Isle of Man or the Channel Islands.

We will not pay for

- a. Any claim relating to an **Insured Person's** previous trade, business, occupation or profession.
- b. Any claim relating to the rent, service and maintenance charges or renewal of a tenancy agreement.
- c. Any claim relating to planning.
- d. Any claim where the **Insured Person** is the landlord of the **Buildings** or is leasing, sub-letting or renting out part of the **Buildings**.
- e. Any claim relating to work done by any government or local authority unless the claim is for accidental physical damage to the buildings.
- f. Any claim relating to subsidence, heave, landslip, mining or quarrying.

7. Court Attendance

For each day that an **Insured Person** is required to attend any court or tribunal at the request of an **Appointed Representative**, We will pay the actual loss of the salary or wages of an **Insured Person** for the time off work.

Provided that such salary or wages are not recoverable from the relevant court, tribunal or other party.

We will not pay for any loss incurred before an **Insured Person** makes a claim.

We will not pay for any claim where **You** are unable to support **Your** loss.

8. Tax Protection

We will pay the **Costs and Expenses** for the defence of **Legal Proceedings** relating to

- a. A **Tax Enquiry** or **Cross-Tax Enquiry**.
- b. An investigation by HM Revenue and Customs of **Your** compliance with Pay As You Earn regulations.
- c. An appeal to a VAT tribunal following an assessment by HM Revenue and Customs.

Provided that

- i. **You** have taken reasonable care to ensure that **Your** accounts and tax affairs and records have been properly maintained.
- ii. All returns to HM Revenue and Customs have been completed, are correct and submitted on time.

We will not pay for any claim

- a. Relating to **Your** failure to register for VAT.
- b. Arising from a tax avoidance scheme.
- c. Arising from any investigation undertaken by HM Revenue and Custom's Special Investigations unit.

9. Licence Protection

We will pay the **Costs and Expenses** in relation to an appeal against a statutory licensing authority following an act or omission, which leads to the suspending, revoking, altering the terms of or refusal to renew a statutory licence.

10. Personal Injury

We will pay the **Costs and Expenses** in relation to the pursuit of **Legal Proceedings** in respect of any incident causing bodily injury or death to an **Insured Person**.

Provided that the claim is the result of a sudden and specific incident.

We will not pay for any claim

- a. Which develops gradually unless it is the result of a sudden and specific event.
- b. Arising from actual or alleged clinical, medical or dental negligence.

What is NOT Insured

1. Prior Claims

Any claim or incident which may lead to a claim and which the **Insured Person** knew about or ought reasonably to have known about before the start of this Policy.

2. Prior Costs and Expenses

Any costs incurred before a claim is made and any **Costs and Expenses** which We do not authorise.

3. Motor Vehicles

Any claim relating to a motor vehicle owned, driven, used, hired, leased, sold or purchased by an **Insured Person**.

Section 11 – Legal expenses

4. Dishonesty, Deliberate Acts, Violence and Fraud

Any claim

- a. Involving actual or alleged dishonesty or violence by the **Insured Person**;
- b. Or statement which is overstated, false or fraudulent.

We will have the right to refuse to pay a claim or to void this insurance from the date of the act.

5. Judicial Review, Mediation and Arbitration, Marital and Family Disputes, Intellectual Property, Libel and Slander, Share Options, Pensions, Date Change and Mortgage Lender

Any claim directly or indirectly relating to or resulting from

- a. A judicial review.
- b. Mediation and arbitration.
- c. Divorce, matrimonial matters, cohabitation, maintenance, custody or access.
- d. Copyrights(s), trademark(s), merchandise mark(s), registered design(s) or other intellectual property rights or secrecy and confidentiality agreements.
- e. Libel or slander.
- f. Any share option or pension scheme or policy.
- g. Any device failing to recognise, interpret or process any date as its true calendar date.
- h. Any dispute arising between the **Insured Person** and any agent or mortgage lender.

6. Bankruptcy, Liquidation or Receivership

Any claim where the **Insured Person** is bankrupt, in liquidation, has made an arrangement with his or her creditors, has entered into a Deed of Arrangement or part or all of the **Insured Person's** affairs or property are in the care or control of a receiver or an administrator.

7. Other Insurance

Any **Costs and Expenses**, which can be recovered by an **Insured Person** under any other insurance or which would have been covered if this insurance did not exist, except for any amount in excess of that which would have been payable under such insurance(s).

8. Fines and Penalties

Fines, damages other penalties or punitive damages, which the **Insured Person** is ordered to pay by a court or other authority, except as provided for under Insured Incident 2. Employment Compensation Awards.

9. Disputes with Us

- a. Any claim against **Us**, Financial & Legal Insurance Company Limited or any company or subsidiary of the Drive Further collection of companies.
- b. Any dispute between an **Insured Person** and any domestic partner or family members permanently living with an **Insured Person**.

10. War Risks

Any claim arising from any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power, confiscation, requisition, terrorism or alleged acts of terrorism as set out in the Terrorism Act 2000, or damage to property by or under the authority of any government, public or local authority.

11. Radioactive Contamination and Pressure Waves

Any claim which arises from or is directly or indirectly caused by, contributed to, by or arising from any of the following, or from any similar reaction or event

- a. Ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel;
- b. The radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
- c. Pressure waves caused by aircraft or any other airborne devices travelling at sonic or supersonic speeds.

12. Territorial Limits

Any claim

- a. Where the dispute is pursued outside the jurisdiction of a court or other body within the United Kingdom, the Channel Islands or the Isle of Man;
- b. Which occurs outside the United Kingdom, the Channel Islands or the Isle of Man;
- c. Where the **Insured Person** permanently lives outside the United Kingdom, the Channel Islands or the Isle of Man.

Claims Settlement Provisions

1. Reasonable Precautions

The **Insured Person** must take all reasonable precautions to reduce or remove the risk of a claim and not take any deliberate acts, which will result in a claim.

2. When You Must Report a Claim to Us

The **Insured Person** must tell **Us** immediately of any circumstances which may give rise to a claim.

3. Acceptance of a Claim

On receipt of the claim it will be assessed and dealt with by **Our** in house claims negotiators and, if appropriate and if **Reasonable Prospects** exist and the claim is reported to **Us** immediately after the **Insured Person** becomes aware of circumstances which may give rise to a claim, **We** will then instruct an **Appointed Representative** to handle the claim on behalf of the **Insured Person**. If there is a dispute as to whether **Reasonable Prospects** exist, **We** may require the **Insured Person**, at the **Insured Person's** own expense, to obtain Counsel's opinion as to the merits of the case. The costs will be refunded to the **Insured Person** if Counsel's opinion clearly shows that there are merits in proceeding.

Section 11 – Legal expenses

4. Conduct of the Claim

i. We will be entitled

- To have direct contact with the **Appointed Representative**;
- To take over and conduct in the **Insured Person's** name any claim or **Legal Proceedings** at any time and negotiate any claim on behalf of the **Insured Person**;
- To refuse to accept a claim or continue with a claim where the **Insured Person** does not take reasonable care not to make a misrepresentation or has failed to supply relevant information and supporting evidence to **Us** or the **Appointed Representative**.

ii. What the **Insured Person** must do

- Provide, at the **Insured Person's** own expense, the **Appointed Representative** and **Us** with any proof, evidence, certificates and assistance as **We** may reasonably ask for in connection with the claim, including proof as to whether **Reasonable Prospects** exist;
- Cooperate fully with the **Appointed Representative** and **Us** and provide, within a reasonable time avoiding any unnecessary delays, any relevant requested information and documentation in relation to the claim;
- Take all reasonable steps to recover **Costs and Expenses** and to minimise the amount payable under this Policy;
- Take all reasonable steps to resolve disputes that otherwise may give rise to a claim;
- Notify **Us** and the **Appointed Representative** immediately of any offer to settle a claim and of any payments into court;
- Tell the **Appointed Representative** to have **Costs and Expenses** taxed, assessed and audited if **We** request.

iii. What the **Insured Person** must not do

- Withdraw from any claim or **Legal Proceedings** or withdraw instructions from **Us** without **Our** consent or the consent of the **Appointed Representative**;
- Pursue a claim in any way against the advice or Instructions from **Us** or the **Appointed Representative**;
- Incur any **Costs and Expenses** without **Our** consent or the consent of the **Appointed Representative**;
- Agree to settle any claim on any basis or reject any offer to settle a claim, without **Our** consent or the consent of the **Appointed Representative**.

Please Note

We will be entitled to be reimbursed by the **Insured Person** for any **Costs and Expenses** previously agreed or paid to or on behalf of the **Insured Person** if the **Insured Person** breaches any of the conditions in ii. and iii. above.

5. Payment Instead of Pursuing or Defending a Claim

At any time **We** will be entitled to pay the reasonable amount of damages claimed if in **Our** opinion this would be a more economic solution.

6. Legal Proceedings

Any **Legal Proceedings** must be dealt with in the jurisdiction of a Court or tribunal in the United Kingdom, the Channel Islands or the Isle of Man.

7. Choice of Appointed Representative

If there is a conflict of interest, or if the claim is not settled by negotiation and it then becomes necessary to start court proceedings, only then will the **Insured Person** be entitled to choose their own lawyer for **Us** to instruct as the **Appointed Representative** to handle the claim. If there is any dispute about the choice of lawyer **We** will ask the president of the relevant national Law Society to choose a suitably qualified lawyer.

Where the **Insured Person** chooses their own lawyer or other suitably qualified person, **We** will not pay the first 10% of any **Costs and Expenses** charged by the **Insured Person's** own lawyer or other suitably qualified person.

Conditions

1. Observance of Terms

Anyone making a claim under this Policy must have **Your** permission and observe the terms under this Policy.

2. Cancellation

You may cancel this Policy within 14 days of its inception without any premium charge provided that there have been no claims. Thereafter **You** may cancel the Policy at any time however no refund of premium will be available. If **You** cancel the Policy **You** must contact **Your** insurance adviser.

We may cancel this Policy at any time provided that **We** give **You** 7 days notice of cancellation and there is a valid reason for doing so. Valid reasons for cancellation include, but are not limited to fraud, dishonesty and any outstanding amount due from **You** in relation to any other claim under the Policy.

Where **We** cancel this Policy no refund of premium will be available. If **We** cancel the Policy **We** will write to **You** at **Your** address shown in **Our** records.

Section 11 – Legal expenses

3. Arbitration

Any dispute or difference of any kind between **Us** and an **Insured Person** will be referred to arbitration by a single arbitrator who will be either a barrister or solicitor. If the parties are unable to agree on the appointment of an arbitrator, all parties agree to accept an arbitrator nominated by the President of the relevant national Law Society. The arbitrator's decision will be final and binding on all parties and the unsuccessful party will be responsible for any costs incurred by the successful party in the arbitration proceedings as well as their own costs.

4. New Rules

If during the Period of Insurance, any changes should be made (whether issued or implemented by any relevant authority or otherwise) to applicable rules, laws, legislation, judgements, regulations, directives, guidance, codes of conduct, recommendations or requirements or any other rules, instruments and provisions in force from time to time which alter or affect (or may alter or affect) in any way the legal costs regime to **Our** or **Your** material detriment, **We** reserve the right to amend this Policy to deal appropriately (fairly to both **You** and **Us**) with such changes. In those circumstances **We** will issue an endorsement to this Policy notifying **You** within 21 days of the proposed changes by sending to **You** details of those changes to **Your** last known address. **You** will, however, be free to accept or reject those changes in line with the procedure set out in the endorsement.

5. Third Party Rights

Unless expressly stated in this insurance, nothing in this insurance will create any rights in favour of any person pursuant to the Contracts (Right of Third Parties) Act 1999.

6. Waiver

If **We** or any **Insured Person** fail to exercise or enforce any rights conferred on them by this insurance, the failure to do so will not be deemed to be a waiver, nor will it bar the exercise or enforcement of, such rights at any subsequent time.

7. Recoveries

We reserve the right, at **Our** own expenses, to take proceedings in the name of the **Insured Person** to recover any payment made under this Policy. If an **Insured Person** recovers **Costs and Expenses** previously paid under this Policy such **Costs and Expenses** must be immediately repaid to **Us**.

8. Governing Law

This Policy is subject to the law applicable to **Your Business** being registered in the United Kingdom, the Isle of Man or the Channel Islands.

9. Assignment

This insurance is between and binding upon **Us** and **You** and their respective successors in title, but this insurance may not otherwise be assigned by **You** without **Our** prior written consent.

How to Make a Claim and Advice Service 0161 495 4490

If **You** need to contact **Us** or need to make a claim **You** can call **Us** on the above number, email **Us** at info@msl.co.uk or write to MSL Legal Expenses Limited, No.1 Lakeside, Cheadle Royal Business Park, Cheadle, Cheshire, SK8 3GW.

If there is a claim, which is covered by the Policy **We** will then send the **Insured Person** a claim form to be completed and returned to **Us**.

If the claim is reported to **Us** during the Period of Insurance and is accepted and **Reasonable Prospects** exist, the claim will be handled by **Our** specialist claims unit or **We** will instruct an **Appointed Representative** or other suitably qualified representatives to act on behalf of the **Insured Person**.

Please note that

- Any costs incurred before a claim is made and any costs which **We** do not authorise are not insured by this Policy.
- Under this Policy there must be **Reasonable Prospects** for any claim to proceed. This does not apply to Insured Incident 7. Court Attendance and 8. Tax Protection.
- If there is any conflict of interest or if court proceedings are to be issued only then will the **Insured Person** be entitled to choose their own lawyer.

How to Make a Complaint

Our aim is to provide a first class standard of service at all times.

If **You** feel that **You** have been let down and **You** wish to raise a Complaint about the sale of this Policy, please contact **Your** insurance adviser.

If **You** feel that **We** have let **You** down and **You** wish to raise a complaint, please contact **Us** on 0161 495 4490 or in writing to The Compliance Department, MSL Legal Expenses Limited, No. 1 Lakeside, Cheadle Royal Business Park, Cheadle, Cheshire SK8 3GW. Please quote the Certificate number on **Your** Certificate of Insurance on all correspondence.

Our staff will attempt to resolve **Your** complaint immediately. Where this is not possible, **We** will acknowledge **Your** complaint within 5 business days of receipt. If the complaint is not resolved within 4 weeks of receipt, **We** will write to **You** and let **You** know what further action **We** will take. A final response letter will be issued within 8 weeks of receipt. Upon receipt of the letter, if **You** remain dissatisfied **You** may refer **Your** complaint to the Financial Ombudsman Service. **You** can contact the Financial Ombudsman Service at Exchange Tower, London, E14 9SR.

The use of these facilities does not affect **Your** right to take legal action.

Section 11 – Legal expenses

Financial Services Compensation Scheme

MSL Legal Expenses Limited and Financial & Legal Insurance Company Limited are covered by the Financial Services Compensation Scheme, established under the Financial Services and Markets Act 2000 (the “Compensation Scheme”). If they are unable to meet their obligations under this Policy an **Insured Person** may be entitled to compensation from the Compensation Scheme.

Data Protection

We act as the Data Controller. How **We** use and look after the personal information is set out below.

Information may be used by **Us**, agents and service providers for the purposes of insurance administration, underwriting, claims handling or for statistical purposes. The lawful basis for the processing is that it is necessary for **Us** to process **Your** personal information to enable the performance of the insurance contract, to administer **Your** policy of insurance and/or handle any insurance claim **You** may submit to **Us** under this policy. The processing of **Your** personal data may also be necessary to comply with any legal obligation **We** may have and to protect **Your** interest during the course of any claim.

What we process and share

The personal data **You** have provided, **We** have collected from **You**, or **We** have received from third parties may include **Your**:

- Name; date of birth, residential address and address history.
- Contact details such as email address and telephone numbers.
- Financial and employment details.
- Identifiers assigned to **Your** computer or other internet connected device including **Your** Internet Protocol (IP) address.
- Health or criminal conviction information.
- Vehicle or household details.
- Any information which **You** have provided in support of **Your** insurance claim.

We may receive information about **You** from the following sources:

- **Your** insurance broker.
- From third parties such as credit reference agencies and fraud prevention agencies.
- From insurers, witnesses, the Police (in regards to incidents) and solicitors, **Appointed Representatives**.
- Directly from **You**.

We will not pass **Your** information to any third parties except to enable **Us** to process your claim, prevent fraud and comply with legal and regulatory requirements. In which case **We** may need to share **Your** information with the following third parties within the EU:

- Solicitors or other **Appointed Representatives**.
- Underwriters, Reinsurers, Regulators and Authorised/Statutory Bodies.
- Fraud and crime prevention agencies, including the Police.
- Other suppliers carrying out a service on **Our**, or **Your** behalf.

We will not use **Your** information for marketing further products or services to **You** or pass **Your** information on to any other organisation or person for sales and marketing purposes without **Your** consent.

Data Retention

We will hold **Your** details for up to seven years after the expiry of **Your** policy, complaint and/or claims settlement.

Your rights

Your personal data is protected by legal rights, which include **Your** rights to:

- Object to **Our** processing of **Your** personal data.
- Request that **Your** personal data is erased or corrected.
- Request access to **Your** personal data and data portability.
- Complain to the Information Commissioner’s Office, which regulates the processing of personal data.

You can request to see what data **We** hold on **You**, there is no charge for this service.

If **You** have any questions about **Our** privacy policy or the information **We** hold about **You** please contact **Us**.

Please read your policy document carefully and keep it in a safe place

The insurance provided by this policy is underwritten by Financial & Legal Insurance Company Limited authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under No. 202915. Registered in England under Company No. 03034220.

MSL Legal Expenses Limited, Registered Office: No.1 Lakeside, Cheadle Royal Business Park, Cheadle, Cheshire, SK8 3GW. Registered in England No. 2210857. MSL Legal Expenses Limited is authorised and regulated by the Financial Conduct Authority under No. 311676.

Form reference: BPP MSL 03/2018