



NEW INDIA

Offices & Surgeries Policy

Product Summary

keyfacts®

This is a summary of the main features, benefits and limitations of the Insurance Policy provided by The New India Assurance Co Ltd for your business. Full details of the cover including entire terms conditions and exclusions are set out in your Insurance Policy.

Type of Insurance and Cover: The policy provides cover in packaged form for retail **Offices & Surgeries** with a turnover of under £1,000,000. It is a non-investment insurance contract. Its duration is 12 months unless you and / or your Insurance Intermediary have arranged a different period with The New India Assurance Company Limited.

Basic Cover

- 1 Contents of your Premises, excluding personal possessions (which should be separately insured)
- 2 Fixed Glass, Sanitaryware and Signs
- 3 Loss of Income following damage to Contents, Glass and Buildings
- 4 Money
- 5 Assault suffered at the hands of thieves
- 6 Liability to Others for damages

Additional Options

- 7 Buildings
- 8 Losses from Theft by Employees
- 9 Loss of Gross Fees resulting from damage to Accounts Books/Records
- 10 Legal Expenses (arranged by ARAG plc, the Insurer is Brit Insurance Ltd.)

Terrorism

Terrorism Cover can be provided in selected cases at an additional premium, which must be paid to New India within 30 days.

Terrorism cover is not available for risks in Northern Ireland

The Cost

The cost of the Basic Covers depends upon just two factors:

- The value of your Contents
- Where your Premises are situated

Average

If you do not insure for the full value of your premises, contents, stock or gross profit any payments made under Section 1, 3, 7 and 9 will be proportionately reduced. Be sure to avoid this penalty by insuring for full amounts.

Excesses

You are asked to bear the first £250 of each claim for loss or damage under the following:

- Section 1 - Contents
- Section 2 - Glass
- Section 4 - Money
- Section 7 - Buildings
- Section 8 - Theft by Employees

Where the sum insured on Electronic Equipment is £5,000 or more, you are asked to bear the first £500 for theft losses involving forcible and violent entry to the premises unless the premises are protected by an alarm installed by a N.S.I. approved alarm installer. In respect of Public Liability third party property damage an excess of £250 applies to each claim.

Significant and unusual exclusions or limitations

- Property in the open
- Erasure or distortion of data
- Pollution unless sudden and accidental
- Water table changes
- Shutters
- Minimum security conditions
- Intruder alarm may be required
- Cooking conditions
- Money in transit conditions
- Housekeeping and maintenance warranties
- Electrical inspection requirement
- Waste
- Portable heaters
- Unoccupied premises
- Hot Work Permit
- Loss of money arising from dishonesty of an Employee not discovered within 14 days

For Employer liability, exclusion of offshore activities and limit of £5,000,000 arising out of Terrorism.

For Public and Products liability exclusion arising from Genetically Modified Organisms , asbestos, offshore activities, transmissible spongiform encephalopathy (TSE) (including bovine spongiform encephalopathy (BSE) and new variant Creutzfeld-Jakob disease (vCJD)), electro magnetic fields, physical or sexual abuse or molestation, terrorism, motor, professional indemnity, products guarantee, products recall and North American exports.

Cancellation Rights

Customers defined as Retail Customers by the Financial Services Authority have the right to cancel the policy during a period of 14 days from the day of purchase of the contract or the day on which you receive your policy documentation, whichever is later. If you wish to do so after the insurance cover has already commenced, you will be entitled to a refund of the premium paid minus a proportion of the premium for the time for which cover has been in force.

Claims Contact

In the event of a Legal Expenses claim please contact the legal helpline on 0844 576 5803
In the event of any other loss please contact the New India Assurance Co. Ltd
on 0845 3000 989.

Caring For Our Customers

We are proud of our reputation for high quality and fair service. If on any occasion our service falls below the standard you expect **you should contact your insurance adviser** or alternatively the Manager of the local New India Assurance Company office which issued the Policy. Your complaint will be given immediate attention.

If following contact with the above you feel that you require further assistance then you can write to our Chief Executive at:

New India Assurance Company Ltd

14 Fenchurch Avenue

London EC3M 5BS

New India Assurance Company Ltd is a member of the Financial Ombudsman Service. If after following the above procedure, your complaint has not been resolved to your satisfaction you have the right to refer the matter to the Financial Ombudsman at the following address:

Financial Ombudsman Service

South Quay Plaza

183 Marsh Wall

London

E14 9SR

Referral to the Financial Ombudsman Service does not affect your right to take legal action against New India Assurance Company Ltd.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation should we be unable to meet our obligations. You may contact the FSCS on 020 7892 7300 or further information is available at www.fscs.org.uk

The Law Applicable To This Contract

The parties to this contract have the right to choose the law that should apply. New India propose to apply English law except for those customers who at inception of the contract are domiciled:- in Scotland where Scots law will apply or in Northern Ireland where the law of Northern Ireland will apply.

In the absence of any written agreement to the contrary, the appropriate law as detailed above will apply.

Authorised and Regulated by the Financial Services Authority

