



Office Protector Policy Summary

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This is a policy summary of the significant features, benefits and limitations of the cover provided by Argus Insurance Office Protector Policy. For full details of the cover including complete terms, conditions and exclusions please refer to the policy booklet.

Argus Insurance Company (Europe) Limited has used many years experience of taking risks to design a special package for offices - OFFICE PROTECTOR. The standard cover is a package of essential insurances that we believe are necessary for the majority of office premises.

We also realise that no two businesses are the same so to enable your to “tailor” the policy to your individual requirements you can add Supplementary cover to the Standard Cover.

STANDARD COVER

DEFINITION OF CONTENTS

The property of the insured or for which the insured is responsible for; Stock-in-trade, consumable stores, furniture, furnishings, fittings, utensils, printed books, unused stationary, machinery and equipment. Decorations or tenants improvements, goods and equipment held in trust documents and business books, including computer systems.

SECTION 1 CONTENTS “ALL RISKS”

We will provide cover for accidental destruction or damage of the contents while contained in a building or up to 15% of the Sum Insured while temporarily removed and contained in another building. We will also cover theft of contents involving forcible or violent entry.

LIABILITY

The liability of the insurer in any one period shall not exceed the sum stated in the schedule. There are certain extensions applying to this section.

- Trace and access of escaping water
- Automatic Reinstatement
- Damage to the premises by theft
- Replacement locks
- Accidental damage to underground services
- Debris removal
- Temporary removal of contents in transit
- Samples not intended for resale

- rent of insured’s office
- Wine, Spirits / Tobacco kept for entertainment purposes.

We will not provide cover for

- The first £250 of each and every claim.
- Property more specifically insured
- Any property hired out
- Precious metals and articles of Jewellery or furs
- Subsidence Heave or landslip
- Storm or Flood damage to movable property
- Consequential loss
- Shortages revealed during stocktaking
- Fraud or dishonesty.
- Electricity Supply failure
- Mechanical or electrical breakdown
- Loss or distortion of Computer Systems Records
- Frost Damage other than burst water tanks

Conditions to this section of the policy with regards to contents:

- Reinstatement as New based on the cost at time

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- of the damage
- Inflation. Each item forming part of the total sums insured will be increased from renewal date by 5% of the total contents sum insured.
- Unattended Premises
- All locks & Bolts are in full operation
- All keys are removed from the premises

GLASS

We will provide glass cover for:

- Breakage of all fixed glass including the cost of temporary boarding up where necessary
- Mirrors lavatory pans washbasins, cisterns and other sanitary ware
- The expense or removal and reinstatement of obstructions to the replacement of glass
- Damage to lettering and alarm foil
- Signs on the insured's premises
- Window contents, window frames and framework

LIMIT OF INDEMNITY

The liability of the Insurer shall not exceed the replacement value of the glass stated in the schedule

We will not provide cover for:

- The first £250 of each and every claim
- Interruption or Damage after breakage during the time intervening between the occurrence and the replacement
- Cracked panes which were cracked prior to inception
- Disfiguration or Damage other than fracture extending through the thickness of the glass
- Damage originating inside the premises to window contents or frames and framework

SECTION 2 LEGAL LIABILITIES

We will provide cover against liability for damages and claimant costs and expenses for

- Employers liability = Limit = £10,000,000
- Public Liability = Limit = Shall not exceed the Sum insured stated in the Schedule

We will not provide cover for:

- Liability arising from use of Motor, Aviation and Plant
- Injury, Loss or damage through Products Liability or Work Carried out away from the premises
- Loss or damage to Own Property
- Treatment for injury loss or damage administered

- by insured or employee
- Professional negligence
- Asbestos
- The first £250 of each loss in respect of accidental loss or damage to material property

SECTION 3 MONEY

We will provide cover for:

Loss of money belonging or legally held by the insured.

- Money on premises / In transit during business hours £2,000 or the limit stated in the schedule
- Out of business hours in safe £1,000
- Out of business hours in a private dwelling £250
- Crossed cheque, postal orders, drafts £250,000

Extensions to this section are in respect of theft. We will provide cover if money is lost or damaged to

- Safes and strong rooms
- Clothing and personal effects
- Carrying receptacle of money

We will not provide cover for

- The first £250 of each and every claim
- Fraud or dishonesty
- Unattended Vehicles
- Shortages
- Depreciation
- Holiday with Pay Stamps
- Gaming and amusement Machines
- Wages for No clerical staff

There are certain conditions which apply to this section.

These can be found in full in the policy booklet, however the most significant are.

- A complete record shall be kept and stored elsewhere
- Keys shall not be left on the premises out of business hours.
- The insured shall at all times take reasonable care in Employee selection obtaining written references for those handling money.

PERSONAL INJURY

We will cover the insured and their employees for any personal injury sustained during robbery or

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attempted robbery while engaged in the business which results in death or disablement.

SUPPLEMENTARY COVER

SECTION 4 BUILDINGS

We will cover for Loss, destruction or Damage to the buildings including landlords fixtures and fittings caused by;

- Fire, lightening, explosion, earthquake
- Aircraft and other aerial devices falling thereon
- Riot and Civil Commotion
- Malicious Damage
- Storm and Flood
- Bursting, Overflowing and leakage from water tanks or pipes
- Impact by road vehicles
- Theft
- Falling trees or Falling Rocks

LIMIT OF LIABILITY

The liability of the insurer in any one periods shall not exceed the sum stated in the schedule

We will not provide cover for:

- The first £250 of each claim
- Damage to fixed Glass and Mirrors
- Consequential Loss or damage of any description
- Damage caused by mechanical or electrical breakdown.

SECTION 5 BUSINESS INTERRUPTION

We will provide cover for interruption or interference business arising from Loss Destruction or damage any peril in the contents section

- The Liability of the insurer shall not exceed the sum insured stated in the schedule
- Loss of Gross profit sustained
- Additional expenditure reasonably incurred consequence of the damage

Extensions to this section include

- Public utilities
- Infectious diseases
- Damage to premises caused by suppliers £5000
- Professional fees reasonably incurred

We will not provide cover for

- The first £250 of each and every claim

SECTION 6 INFIDELITY OF EMPLOYEES

We will cover against any loss of money or goods belonging to the insured, caused by any act of fraud or dishonesty committed by an employee. The limit of the Liability shall not exceed the sum insured stated in the schedule.

We will not provide cover for:

- The first £250 of each claim.
- Any loss for which Proof is dependent upon an inventory computation, or profit and loss computation.
- Normal audit fees and costs incurred by the insured employees.
- Any money belonging to or collected on behalf of a building society.
- Damage occurring through Industrial action.

SECTION 7 LOSS OF BOOK DEBTS

We will provide cover for loss or damage to books of accounts at the premises which results in untraceable outstanding debt balances.

The limit of liability shall not exceed:

- The difference of Outstanding Debit Balances and total amount received or traced.
- Costs and expenses incurred.
- The sum insured stated in the schedule

We will not provide cover for:

- Mislaidd or misfiled books
- Loss resulting from Erasure or distortion
- Loss arising from deliberate falsifications or
- Fraud or dishonesty.

SECTION 8 PERSONAL ACCIDENT

We will provide cover for any named person in the schedule, whom sustains accidental bodily injury in the course of their employment.

Description of One Unit of Benefit. Please refer to your schedule for number of units insured

Death	£1,000
Total Loss of limbs or both eyes	£1,000
Total Loss of both hands or feet	£1,000
Permanent total disablement	£1,000
Temporary total disablement	£10 per week

Extensions that apply to Personal Accident:

- For purposes of travel only cover is provided

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Worldwide.

- Accidental bodily injury directly or indirectly caused by Aircraft or other conveyance were travel is permitted.
- Disappearance of an Employee.
- Accidents sustained by employee travelling to and from work

SECTION 9 SPECIFIED ALL RISKS

We will provide for property listed in the schedule, for Loss or Damage by any accidental cause provided that the Liability does not exceed the sum insured.

We will not provide cover for

- Subsidence
 - Breakage of Bulbs, Photographic films.
 - The following excess' shall apply
- | Item Value | Excess |
|-----------------------|-------------|
| up to £100 | £25.00 |
| From £101 to £250 | £50.00 |
| From £251 to £500 | £75.00 |
| From £501 to £750 | £100.00 |
| From £751 to £1,000 | £125.00 |
| From £1,001 to £2,500 | £150.00 |
| From £2,501 to £5,000 | £175.00 |
| Over £5,000 | 5% of value |

GENERAL EXCLUSIONS

Your policy excludes some situations. Please refer to your policy booklet Sections 1 to 6 for full details. The most significant or unusual exclusions are outlined below.

- War & terrorism
- Radioactivity
- Sonic Bangs
- Asbestos
- Fungus, Mildew and Mould
- Electromagnetic Fields (EMF)

DURATION

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

YOUR RIGHT TO CANCEL

You have a statutory right to cancel your policy within 14 days of the date of purchase of the contract or the day on which you receive your policy documentation. If you wish to cancel your policy you should contact your insurance advisor and return your certificate. For your cancellation rights outside the statutory "cooling off" period, please see the General Conditions section of your policy booklet.

COMPLAINTS PROCEDURE

Our aim is at all times to provide a first class standard of service. However, there may be occasions when you feel that this objective has not been achieved. Should you have any query or complaint regarding this insurance please contact us at Argus Insurance Company (Europe) Limited, PO Box 45, Regal House, 3 Queensway, Gibraltar.

If you are dissatisfied with the response you receive you should write to the Department of Consumer Affairs, 10 Governor's Lane, Gibraltar.

LAW APPLICABLE TO CONTRACT

You and the insurer are free to choose the law to this contract but in the absence of agreement to the contrary, the law of the country in which you reside at the date of the contract (or, in the case of a business, the law of the country in which the registered office or principle place of business is situated) will apply.

If you are not resident (or, in the case of a business, the registered office or principle place of business is not situated) in Gibraltar, the law which will apply is the law of Gibraltar.

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