

Office Policy summary



This leaflet provides a summary of the significant features, benefits and limitations of the cover provided by Zurich Insurance plc Office policy. For full details of the cover including complete terms, conditions and exclusions please refer to the policy document.

Type of insurance and cover

This policy provides packaged insurance cover for professional offices.

The duration of this non-investment contract is 12 months.

Significant features and benefits

- Completion of a proposal form is not required.

Buildings

(If selected)

- 'All Risks'.
- Loss of rent up to 15% of the sum insured on buildings.
- Property Owners' Liability limit of indemnity £2 million.

Contents

(If selected)

- 'All Risks'.
- Full theft cover subject to adequate access control.
- Employers' Liability to a limit of indemnity of £10 million (£5 million in respect of terrorism).
- Public Liability to a limit of indemnity of £2 million – a Third Party Property Damage excess of £250 applies.
- Money in transit, in the premises during business hours, and in any bank night safe covered to £7,500.
- Money in a safe outside business hours covered to £2,500.

- Contents up to £20,000 for homeworkers.
- Contents cover for property temporarily removed or at exhibitions.
- £2,500 loss of metered water.
- £2,500 exhibition cover.
- £2,500 trace and access.
- £1,000 theft of keys.

Optional covers available

- Business Interruption.
- Book Debts.
- Personal Accident.
- Fidelity.
- Legal Expenses – an excess of £75 applies.
- European and world-wide 'All Risks' cover provided for specified and unspecified items – an excess of £50 applies, unless shown separately in the schedule.
- Terrorism.

Policy ref: ZCYP5193

Target company size

Small

SME

Corporate

Type of Policy

Consumer Commercial

Significant and unusual exclusions or limitations

- Damage caused by pollution or contamination (Special Exclusion applying to section A and Special Exclusion applying to section B 1 – 6 and Special Exclusion applying to section C and Special Exclusion applying to section D).
- First £250 for each loss, £1,000 for subsidence (section A – Excess and section B – Excess).
- Theft of contents or money from unattended road vehicles (no. 5 of section B, What is Not Insured).
- Loss of money arising from acts of dishonesty not discovered within 14 days (no. 5 of section B, What is Not Insured).
- Where Fidelity Cover applies – Loss of money or contents by fraud or dishonesty by any employee who cannot be named (section E – What is Not Insured).
- Damage to glass or fixed sanitaryware resulting from repairs or alterations to the premises (no. 4 of section A, What is Not Insured and no. 3 of section B, What is Not Insured).

- Damage caused by faulty or defective design or workmanship or wear and tear (General Exclusion 1).
- Public Liability arising from professional advice given (no. 8 of section B, What is Not Insured).
- Public Liability arising out of computer programming (no. 8 of section B, What is Not Insured).
- Products Liability (no. 8 of section B, What is Not Insured).
- Any loss arising from war, civil war or terrorism (General Exclusion 8 and endorsement T990 as shown on the schedule).

Cancellation rights

This policy entitles you to a 14 day cooling-off period.

Claims

To notify a claim please call **08453 002 055**.

Complaints Procedure

We want to provide a first class service. If you have any cause for complaint you should, in the first instance, contact either the intermediary who arranged the policy for you, or the branch that issued your policy. Please quote the details of your policy (your surname and initials, policy number, departmental reference, etc).

If you remain dissatisfied with the response, we will refer your complaint to our Customer Relations Team for a separate review.

They will notify you once they receive your complaint and will provide you with a final response when they have completed their inquiries.

If we are unable to resolve your complaint to your satisfaction within 8 weeks, or if we have provided you with a final decision letter, you may be able to refer your complaint to the Financial Ombudsman Service (FOS). This is a free and impartial service.

The FOS can be contacted on 0845 080 1800 or emailed at complaint.info@financial-ombudsman.org.uk

The FOS will only consider your complaint if, at the time of notification, you are a private individual, a business with a group annual turnover of less than £1 million, a charity with an annual income of less than £1 million or a trustee of a trust with a net asset value of less than £1 million.

Following the Complaints Procedure does not affect your legal rights.

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

Law applicable to the contract

UK law allows both you and us to choose the law applicable to the contract. The contract will be subject to the relevant law of the United Kingdom, the Isle of Man or the Channel Islands relating to your address as will be shown in the schedule. If there is any dispute as to which law applies it shall be English law.

The partners agree to submit to the exclusive jurisdiction of the English courts.

How we will use your data

Zurich Insurance plc holds data in accordance with the Data Protection Act 1998. It may be necessary for us to pass data to other organisations that supply products and services associated with this contract of insurance. In order to verify information, or to prevent and detect fraud, we may share information you give us with other organisations and public bodies, including the Police, accessing and updating various databases. If you give us false or inaccurate information and we suspect fraud, we will record this and the information will be available to other organisations that have access to the database(s). We can supply details of the databases we access or contribute to, on request.



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Zurich Insurance plc

A public limited company incorporated in Ireland. Registration No. 13460.

Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985.

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Services Authority. Details about the extent of our regulation by the Financial Services Authority are available from us on request. FSA registration number 203093. These details can be checked on the FSA's register by visiting their website www.fsa.gov.uk/register or by contacting them on 0845 606 1234.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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