

Prospectus & Proposal

This document provides a summary of cover and application form for the Retailer Insurance Policy

Retailer



Summary of Cover

This is a summary of the wide range of cover available for retailers. Full details of the terms, conditions and exclusions which apply are contained in the policy itself, a specimen copy of which is available on request.

The Structure (Optional)

Buildings are covered on a specified contingencies basis including fire, storm, flood and theft.

Swimming pools, boundary walls, fences, car parks and underground services are included.

Extensions of cover provided at no extra charge are:

- accidental damage to underground services
- loss of ground rent if the premises are rendered uninhabitable - maximum of 10% of the buildings sum insured
- alterations and additions to buildings - maximum of £50,000
- restoration costs for gardens damaged by emergency services - limit £1,000 in any one period of insurance

Additional costs and expenses covered include debris removal, architects' and surveyors' fees and cost of complying with public authority requirements.

Optional extensions of cover available for an additional premium:

- all risks on buildings
- subsidence cover on buildings - subject to a £1,000 excess

A £200 excess applies to each claim except those resulting from fire and a number of other specified contingencies.

Trade Contents (Standard)

Trade contents at the premises are covered on a specified Contingencies basis including fire, storm, flood, and forcible theft. Except for stock in trade and customers' goods repair or replacement cost will be paid without any deduction for depreciation.

Theft of property in the open or from outbuildings detached from the main building is not covered.

Included within contents are:

- cost of reproducing business books and computer records (excluding production of the information to be recorded) - limit £25,000 on computer records
- employees' and customers' personal effects - limit £500 per person

Extensions of cover provided at no extra charge are:

- accidental damage to underground services
- damage to the premises caused by thieves
- temporary removal of contents from the premises for cleaning or repair - limit 20% of the sum insured for trade fixtures and fittings
- cost of changing locks if keys are stolen - limit £1,000
- seasonal stock increase for Christmas and bank holiday periods - sums insured increased by 25%
- loss of metered water - limit £5,000 for each period of insurance
- accidental damage to business machinery and apparatus - limit £1,000

Additional costs and expenses covered include debris removal, architects' and surveyors' fees.

Optional extensions of cover available for an additional premium:

- all risks on trade contents
- all risks on external signs and apparatus
- deterioration of frozen foods in freezers or cold stores due to temperature change

A £200 excess applies to each claim except those resulting from fire and a number of other specified contingencies.

Liabilities (Standard)

- Employers liability
 - indemnity limit £10M (inclusive of legal costs) for all claims arising from one cause
- Public and products liability
 - indemnity limit £2M for all claims arising from one cause with legal costs paid in addition

Extensions of cover provided at no extra charge include liability:

- for injuries to working partners
- under the Defective Premises Act
- for damage to rented premises with a £100 excess
- for wrongful arrest
 - limit £25,000 in any one period of insurance
- for motor contingent liability.

Cover also includes:

- legal costs in connection with prosecutions under the Health and Safety at Work Act and the Consumer Protection Act
- compensation for court attendance (£250 per day for directors and partners, £100 per day for employees)
- settlement of unsatisfied court judgements for employees
- indemnity to principals to the extent required by any agreement.

Loss of Income and Loss of Book Debts (Standard)

Loss of income for up to 2 years from the date of damage at your premises which causes interruption to your business is covered, provided we have accepted a claim for such damage under the Trade Contents, Glass or Buildings Sections of the policy. The standard sum insured is £500,000 but this can be increased for an additional premium.

You are also covered for:

- book debts i.e. debts you are unable to recover because your accounts records are damaged - limit £10,000, which can be increased for an additional premium
- accountant's fees for preparing claim details

Cover is extended at no extra charge to include loss of gross income resulting from:

- disease, food poisoning, murder, suicide
- closure by a public authority due to vermin or defective sanitary arrangements
- denial of access (including bomb alert/public emergency cover) - subject to a 4 hour excess
- failure of gas, electricity or water supplies - subject to a 30 minutes excess
- damage at the premises of telecommunications providers
- damage at the premises of suppliers - limit 10% of the sum insured on gross income.

Other Contingencies (Standard)

Glass

Fixed glass and sanitaryware are covered against breakage, with the benefit of a 24 hours a day glass replacement service.

Damage to frames and goods on display, and the cost of moving fixtures in order to replace glass and of replacing alarm foil, lettering and ornamental work are covered with a limit of £1,000 in all.

Goods in Transit

Goods in transit are covered against accidental damage anywhere in the UK and Ireland for the following standard limits:

- trade contents - £2,000
- cigarettes, tobacco, wines and spirits - £750

All of the above limits can be increased for an additional premium. A £100 excess applies to each and every claim.

Loss of Money (Standard)

Money is covered against loss by any cause, subject to policy exclusions and the following limits:

- non-negotiable money - £250,000
- negotiable money in:
 - the premises during business hours (or out of business hours in locked safe), transit or bank night safe - £3,000*
 - the premises out of business hours out of safe, or residences away from the premises - £500

*This limit can be increased for an additional premium provided your safe and security arrangements are suitable.

Extensions of cover provided at no extra charge are:

- damage to safes, and containers or waistcoats used to carry money
- mis-use of credit cards following their loss - £500 for each period of insurance

Personal Accident Assault (Standard)

Compensation is provided for injury caused by assault during robbery as follows:

- death and permanent disablement - £10,000
- temporary total disablement - £100 per week
- temporary partial disablement - £30 per week
- incurred medical expenses - £250 maximum

Cover also extends to include £500 for damage to personal effects.

Loss of License (Optional)

If you lose your liquor license cover is provided for:

- loss of income for up to 12 months from the date of the loss of license
- depreciation in value of the premises.

Personal Accident (Optional)

Compensation is provided for accidental injury whether at work or not, in Units as follows (up to 5 Units available):

- death, loss of sight, hands or feet, or permanent total disablement - £10,000
- disablement from attending to usual business - £50 per week

Weekly compensation payable will not exceed normal net weekly earnings.

Index Linking

The sums insured under the Trade Contents and Buildings Sections will be increased monthly in line with an index chosen by us as a guard against inflation. You do not pay any additional premium for this but at renewal date your renewal premium will be based on the index-linked sums insured applicable at that time.

Under-Insurance

It is important that all sums insured are adequate at the inception date of insurance, and that you ask us to effect any increases required when, for example, you buy additional property or an increasing trend in income becomes apparent. If any item is under-insured, claim payments will be proportionately reduced.

Terrorism

Limits of £100,000 for losses caused by terrorism apply individually to buildings, trade contents, loss of income and book debts. We will be pleased to quote separately for the limits to be increased to the full sums insured if required.

Contract Law

The parties to an insurance contract are allowed to agree which country's law will apply to the contract. In the absence of any written agreement to the contrary, English law will apply.

Premium Payment Plan

Paying by the NIG 3D's scheme can ease your cash flow by spreading out the cost of the premium payment. We require a 20% deposit and spread the balance plus a small credit charge over 10 equal instalments, commencing the first month after the date cover commences. Your Broker or Agent can advise you on the amount of the charge and the interest rate it is based on.

Helplines

Free helpline services available 24 hours a day, 7 days a week for:

Emergency Assistance

Rapid response from reputable local contractors to deal with any sort of emergency on your premises, including burst pipes, drainage problems, gas electricity failures, serious roof damage.

Legal Advice

On any business problem including Employment, Tax, Contract Disputes etc.

Glass replacement and locksmith services

Rapid call outs for any glazing or door and window security problems.

Minimum Security

Theft cover is subject to a Minimum Security Requirement which is as follows:

Minimum Level of Security

The following constitutes the minimum standard for fastenings and protections

- Doors**
- all external doors (and internal doors leading to other premises not in the Insured sole occupation):
 - Aluminium Doors - Cylinder mortice deadlock
 - Other Doors - Mortice deadlock conforming to BS3621 with boxed steel striking plate of a minimum 6 inches in length
 - Double Doors
 - i on the first closing leaf flush or barrel bolts at least 200mm (8") long top and bottom
 - ii on the second closing leaf a mortice deadlock conforming to BS3621, or a good quality padlocking bar and padlock with at least 5 levers.

Note

- 1 Any single or double leaf outward opening doors to have hinge bolts fitted top and bottom.
- 2 In respect of fire exit agreement should be sought from the Fire Prevention Officer.

- Windows**
- all external basement, ground floor and other accessible (accessible being adjacent to roofs, fire escapes, down spouts) windows fanlights or skylights which were originally constructed to open:
 - Key operated window locks
 - or
 - Solid steel bar (not less the $\frac{3}{4}$ " diameter and not more than 5" apart) securely fixed to the brickwork or masonry surrounding the window

Any alternative fastenings or protections must be agreed by the Company.

YOUR DETAILS

Full Name of Proposer	<input type="text"/>		
Trading Name	<input type="text"/>		
Company Registration Number	<input type="text"/>		
Postal Address	<input type="text"/>		
			Postcode
Business	<input type="text"/>		Tel. No.
Situation of Property to be Insured (if different from Postal Address, Postcode must be shown)			
<input type="text"/>			
			Postcode
How many years have you been in business?	<input type="text"/>		
Period of Insurance	Inception Date	/ /	Renewal Date / /

THE STRUCTURE (OPTIONAL)

Do you wish to increase the scope of cover to All Risks YES NO

State REBUILDING COSTS of the following

1 Buildings (including shop fronts but EXCLUDING outbuildings) when your responsibility is as owner	£	<input type="text"/>
2 Shop fronts (including glass, shop blinds & fitments) when your responsibility is as occupier/tenant	£	<input type="text"/>
3 Internal decorations & tenants improvements effected by you as occupier/tenant	£	<input type="text"/>
4 Trade outbuildings detached or non-communicating with the main shop premises. Please attach a description of the construction and roofing of these outbuildings	£	<input type="text"/>
5 Does any felt on timber flat roof area exceed 50 square feet?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

TRADE CONTENTS (STANDARD)

Do you wish to increase the scope of cover to All Risks YES NO

State FULL VALUE of:

1 Stock in Trade (excluding 4-7 below)	£	<input type="text"/>	2 Customers Goods	£	<input type="text"/>
3 Trade fixtures, fittings, plant machinery, utensils, office equipment etc	£	<input type="text"/>	4 Cigarettes, cigars and tobacco	£	<input type="text"/>
5 Wines and spirits	£	<input type="text"/>	6 Video tapes	£	<input type="text"/>
7 Contents of any Trade Outbuildings detached from or not communicating with the main shop premises	£		<input type="text"/>		

Please attach description of the construction and roofing of any outbuildings, as well as the nature of the contents.

Do you wish to insure any of the following? YES NO

1 ACCIDENTAL DAMAGE to specified equipment (cash tills, registers etc.) beyond basic cover of £1,000 any one loss?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'yes' state increased sum to be insured	£ <input type="text"/>	
2 FROZEN FOODSTUFFS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'yes' state sum to be insured	£ <input type="text"/>	
3 ALL RISKS on external signs and/or automatic machines?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If 'yes' give detail below	£ <input type="text"/>	

Description of sign/machine	Value
<input type="text"/>	<input type="text"/>

LOSS OF INCOME AND LOSS OF BOOK DEBTS (STANDARD)

If the standard cover is insufficient please state your requirements

	Standard Cover	Requirements
Gross Income sum insured	£500,000	£
Maximum indemnity period	24 months	months
Book debts sum insured	£10,000	£

GOODS IN TRANSIT (STANDARD)

State load limit required if more than the standard £750 on wines, spirits and tobacco, or £2,750 in total.

Wines, spirits and tobacco £ Total £

LOSS OF MONEY (STANDARD)

1 If the standard £3,000 limit on negotiable money in the situations mentioned in the Summary of Cover is insufficient, please state your requirements: £

2 If the required limit in locked safe exceeds £3,000, state make, model and age of safe, and whether anchored to the floor:

LOSS OF LICENSE (OPTIONAL)

1 Please state sum insured required. £

2 During the past 5 years has there been:

a any opposition to the grant, renewal or transfer of the license? YES NO

b any circumstance or incident which might prejudice your license or affect its renewal? YES NO

If 'yes' give details

PERSONAL ACCIDENT (OPTIONAL)

Is cover required? YES NO

Name of person to be insured:

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Duties

Date of birth

1	<input type="text"/>	1	<input type="text"/>
2	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	3	<input type="text"/>

Number of cover units (maximum 5) 1 2 3

Is each person in good health and not physically or mentally disabled to the best of your knowledge and belief YES NO

If 'no' please attach full details

EXTENSIONS TO BASIC COVER

Do you wish to extend the basic policy to include:

1 SUBSIDENCE, GROUND HEAVE and LANDSLIP on the Buildings? YES NO

If 'yes' please state whether:

a the Premises suffered or are showing signs of damage from these Perils YES NO

b the properties either side of your own have suffered or are now showing signs of this damage YES NO

c to your knowledge the vicinity is susceptible to this damage YES NO

d the Premises are in the immediate vicinity of any river bank, railway embankment, cliff, quarry, mine or other underground working or on made up ground? YES NO

e there are any trees or shrubs over 20ft in height within 30ft of the premises. YES NO

If 'yes' please provide full details (ie type of trees number and distance from the premises)

2 HAIRDRESSERS TREATMENT INDEMNITY? YES NO

If 'yes' please ask your Broker/Agent for a separate form to complete and then attach to the Proposal

3 POST OFFICE LIABILITY? YES NO

4 WORK AWAY from the shop premises? YES NO

If 'yes' please state

a estimated wages for this work drawn by yourself £

b estimated wages for this work paid to employees £

c the type of work involved

GENERAL QUESTIONS

1 Have you or any principal in the business:

a ever had a proposal for insurance declined, renewal refused, cover terminated increased premium required or special conditions imposed by any Insurer? YES NO

b sustained any loss or had any claim made against you, whether insured or otherwise in respect of any of the insurances required at this or any previously occupied premises during the last 3 years? YES NO

c ever been convicted of or is any prosecution pending for any offence involving arson, violence or dishonesty of any kind (e.g. involving fire, fraud, theft or handling stolen goods)? YES NO

2 a Have you or any other director or partner or any Company of which any of you have been a director or any partnership of which any of you have been a partner been the subject of a County Court Judgement (or the Scottish equivalent) or been declared bankrupt or insolvent? YES NO

3 Have you been in business for less than 3 years? YES NO

If 'yes' please provide previous business history

IF YOU HAVE TICKED ANY OF THE SHADED BOXES, PLEASE GIVE DETAILS OVERLEAF

GENERAL QUESTIONS - continued

- 4 Are you at present insured or have you ever proposed for insurance in respect of any of the covers to which this proposal applies? YES NO

If 'yes' state name of insurer.

- 5 Are the buildings:
- a built solely of brick, stone or concrete and roofed solely of slates, tiles, asphalt, concrete, metal or other incombustible materials? YES NO
 - b heated only by low pressure hot water apparatus, or fixed gas or electric appliances? YES NO
 - c fitted with an electric wiring system which has been checked by a qualified electrician within the last 5 years? YES NO
 - d in a good state of repair? YES NO
 - e especially exposed to storm or flood? YES NO
 - f in your sole occupation? YES NO
- 6 Do you or a responsible employee reside at the premises? YES NO
- 7 Do you have a deep fat frying range? YES NO
- 8 Do you keep records of stocks sales and purchases which are examined by a professional accountant? YES NO
- 9 In the event of a claim under this Policy do you for a reduction in premium wish to bear (in addition to any imposed excess) a further £300? YES NO
- 10 Does the level of security at your Premises meet our minimum security requirements? YES NO
- 11 Are there any additional interests to be noted? YES NO

IF YOU HAVE TICKED ANY OF THE SHADED BOXES, PLEASE GIVE DETAILS BELOW

DECLARATION

IMPORTANT NOTE

You are reminded that you must provide all material information likely to influence the acceptance and assessment of this insurance. If you have any doubts as to whether a fact is material it should be disclosed above. Failure to disclose all material facts may invalidate your Policy or may result in your Policy not operating fully.

I DECLARE that the sums insured represent the FULL REBUILDING COST of the Buildings to be insured and in the case of Trades Contents they represent the FULL VALUE of the property to be insured.

The statements made by me in ANY PART of this Proposal to the best of my knowledge and belief are true and complete and if any answer has been given by any other person that person shall be deemed to be my agent for the purpose. Also I have not omitted any material facts and agree that this Proposal and Declaration shall be the basis of the contract between me and the Company and to accept a Policy (a specimen of which is available upon request) in the form issued by the Company for the insurance now proposed and to pay the premiums thereon.

Signature

Date

ADDITIONAL INFORMATION

Blank area for additional information.

Retailer

NIG, Crown House,
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