Something Special

Insuring the needs of **Giftware & Novelty Shops**



Insurance Prospectus

(Including Policy Summary)

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SOMETHING SPECIAL – GIFTWARE & NOVELTY SHOPS; GREETING CARD SHOPS AND ASSOCIATED TRADES INSURANCE

TAILORED BUSINESS INSURANCE PACKAGE

"Something Special" is a tailored insurance package devised by Morgan Richardson Ltd., insurance brokers established in 1994, specialising in tailored insurance products. "Something Special" is designed for the needs of Giftware & Novelty Shops; China & Glassware; Greeting Card Shops and Stationers; Art & Craftware Shops.

Special Features – Automatically Included

- All Risks "New for Old" claims settlement.
- Unforced Theft.
- Subsidence, Landslip and Heave.
- Index Linking of Sums Insured.
- Automatic 50% Seasonal Increases for Stock and Money.
- Business Interruption/Alternative Domestic Accommodation.
- Failure of Public Utilities Supply to the Premises.
- Public/Products Liability Limit of Indemnity £5,000,000 (£5m).
- 24 hour Legal Advice Helpline.
- 24 hour direct access to Fast Track Claims Helpline every day of the year.
- · Monthly Premiums.
- No Claims Discount (subject to previous satisfactory claims record).

Insurance Values and Protection Against Inflation

It is very important that you insure your business at its correct value. You should review and update your cover periodically to ensure it remains adequate. If you underinsure you may receive a reduced payment in the event of a claim.

All Contents (other than Stock and Goods in Trust) should be insured for their replacement value as new (excluding betterment). When assessing your overall sum insured, you should take into account a sum for all Contents, including, but not limited to Stock Furniture, Fixtures and Fittings, Shop Fronts, Improvements and Decorations, Personal Effects and Plant and Equipment.

Buildings should be insured for the cost of rebuilding, not for their market value. A sum should also be added for Architects' Fees, Debris Removal, the cost of meeting any Local Authority requirements and Loss of Rent, where applicable. It is important that the Sums insured for all contents and the rebuilding cost of the building is adequate, if you are unsure you should seek the guidance of a professional quantity/buildings surveyor.

The Policy is automatically index-linked where applicable, to protect the value of your insured property against the effects of inflation. This means the amounts insured are adjusted annually to reflect changes in the index tables.

POLICY SUMMARY

Important Notice

This is a summary of the cover provided by the Policy. It does not contain the full Terms & Conditions of the Insurance Contract. Full details of the cover and the relevant Terms, Conditions & Exclusions are contained in the Policy document, a copy of which will be sent to you on completion of your contract or which you may obtain at any time on request from Morgan Richardson Ltd.

The "Something Special" Policy is a Morgan Richardson Ltd product arranged with American International Group UK Limited. The Policy is an annual contract of insurance, which may be renewed each year subject to your needs and the Insurers' Terms & Conditions.

Important Information

The Customer Service Section of this Policy Summary gives you important information on the following:

- Your Cancellation Rights
- How to make a Claim
- What to do if you have a Complaint
- The Financial Services Compensation Scheme (FSCS)

Section A – Standard Covers		
SECTION A1 – TRADE CONTENTS	 Trade Contents including stock, fixtures and fittings, tenants improvements, decorations or alterations, business records up to £10,000, computer hardware, and personal effects of directors and employees up to £1,000 per person are covered against: Accidental damage and loss or damage caused by fire, lightning, explosion, aircraft or earthquake, theft or attempted theft (including unforced theft), malicious persons, riot, civil commotion, storm or flood, falling objects, escape of water, impact by vehicles, and subsidence, landslip or heave. 	Replacement as new. Sum Insured as shown in the Schedule.
Additional Covers:		
• Exhibitions and Displays	 damage to Trade Contents whilst at or en route to or from any exhibition, trade fair or fete situated within the territories. 	£10,000 for any one event.
• Temporary Removal	 damage to Trade Contents whilst temporarily removed for cleaning, renovation, repair or other similar purpose. 	Limited to 15% of the sum insured for Trade Contents.
 Collection and Delivery 	 damage to Trade Contents whilst in the course of collection or delivery. 	£2,500 any one event.
• Trade Contents at Private Residence	– damage to Trade Contents whilst at your private residence.	£5,000 any one event.

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• Seasonal Increase	 increase in the sums insured for stock during the months of November, December, January, February and for 30 days prior to Easter and for Public holidays. 	50%
Replacement of Locks	 replacement of locks, safe or alarm control keys following theft of keys from the premises or from the home of any director, partner or employee authorised to hold such keys. 	£2,500 for any one event.
• Loss of Metered Water	 for the increase in water charges charged by the water authority following damage to the Trade Contents and/or Buildings. 	£2,500 any one period of insurance.
• Theft Damage to Buildings	 damage to Buildings for which you are responsible as tenant but not as owner following theft or attempted theft. 	Limited to £2,500 or 15% of the sum insured for Trade Contents, whichever is the greater for any one event.
• Damage by Emergency Services	 damage to the premises caused by the emergency services. 	£1,000 for any one event.
• Debris Removal	 expenses necessarily incurred in removing Trade Contents debris following damage occurring at the premises. 	
• Rent	 legal liability as tenant to pay rent up to 2 years if the Buildings become unusable as a result of damage. 	Limited to 25% of the sum insured for Trade Contents, for any one event.
• Trace and Access	 Locating the source of damage and making good. 	event.
• Excess	 the first part of every claim for which you are responsible. 	£250
SECTION A2 – BUSINESS INTERRUPTION	- if damage occurs to or within your premises preventing you from being able to trade as normal, the policy will compensate you for any loss of income.	£500,000
	Indemnity Period	24 months.
Book Debts	 loss of income as a result of damage to records of amounts owed by customers. 	£25,000
Additional Expenditure	 any reasonable additional expenditure for the provision of alternative domestic accommodation, or necessarily incurred to minimise or avoid a reduction in income. 	£5,000

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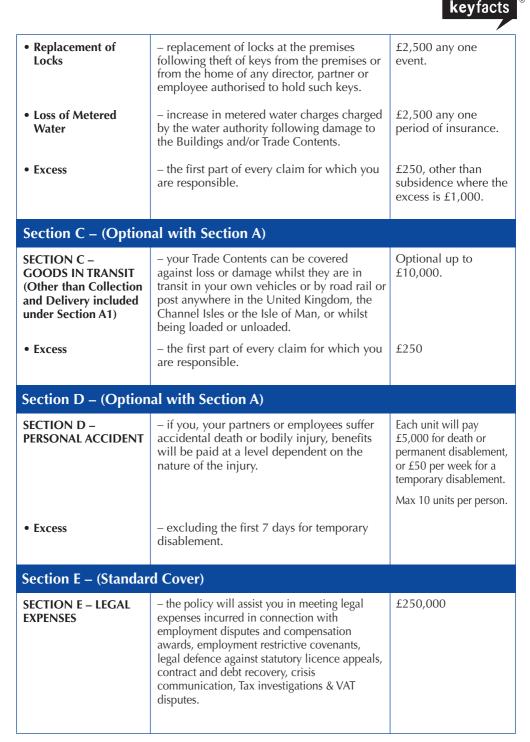
Additional Covers	 includes; Failure of Public Utilities (£50,000) Denial of Access Murder and Suicide (£50,000) Defective Sanitation (£50,000) Damage to Third Party Suppliers Premises (£50,000) Loss of Attraction (£25,000) Property in Transit 	
SECTION A3 – GLASS	 damage to fixed glass, windows and door frames, and the cost of boarding up prior to repair. 	Replacement Value
	 damage to ceramic basins, sinks, lavatory bowls, lettering and canopies. 	£2,000
Excess	– the first part of every claim for which you are responsible.	£250
SECTION A4 – EMPLOYERS LIABILITY	 to protect your legal liability in the event an employee suffers bodily injury arising out of and in the course of their employment. Work experience schemes are included. 	£10,000,000
Excess	 the first part of every claim for which you are responsible. 	Nil
SECTION A5 – PUBLIC & PRODUCTS LIABILITY	 to protect your legal liability towards members of the public following bodily injury or damage as a direct result of your business activities, arising from a product sold or supplied by your business, or your ownership of the building. 	£5,000,000
Excess	- the first part of every claim for which you are responsible.	£250, except bodily injury where there is a nil excess.
SECTION A6 – HEALTH & SAFETY AT WORK ACT 1974	- the policy will pay for legal costs and expenses awarded or incurred in defence of alleged breaches of the Health and Safety at Work Act 1974.	£100,000 any one cause.
Excess	Including Corporate Manslaughter and Corporate Homicide Act 2007	£2,000,000 any one claim or series of claims.
	– the first part of every claim for which you are responsible.	Nil
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SECTION A7 – MONEY Seasonal Increase	 loss of business money on the premises during business hours in transit or bank night safe outside business hours contained in a locked safe outside business hours not contained in a locked safe in private residence in vending or gaming machines increase in the sums insured for money during the months of November, December, January, and for 30 days prior to Easter and for Public holidays and for Lottery outlets on official rollover weeks. 	£5,000 £5,000 £5,000 £500 £500 £1,000 50%
Excess	– the first part of every claim for which you are responsible.	£250
SECTION A8 – ASSAULT	 you are covered if you or an employee suffers bodily injury as a direct result of violent or criminal assault in the course of the business. 	£15,000 for a permanent disablement or death, or £150 per week for a temporary disablement.
SECTION A9 – REFRIGERATED STOCK	 following damage to refrigerated stock as a result of an accidental failure of refrigeration equipment you will be reimbursed with the cost of replacing the stock. 	£2,500 for any one event.
Excess	– the first part of every claim for which you are responsible.	£250
SECTION A10 – LOSS OF LICENCE	- if you lose your licence to sell excisable liquors at your premises for reasons which are no fault of your own, a sum equal to the loss in value of the business will be paid.	£10,000
Excess	 the first part of every claim for which you are responsible. 	£250
SECTION A11 – COMPUTER BREAKDOWN	 breakdown or failure of any part of the computer equipment arising from either mechanical or electrical defect. Additional Expenditure Incompatibility of Electronic Data Additional Rental 	£10,000 £10,000 £5,000 £1,000
Excess	- the first part of every claim for which you	£250

SECTION A12 – EMPLOYEE DISHONESTY	 loss of Money or Trade Contents resulting directly from an act of fraud or dishonesty committed by an employee. 	£5,000
Excess	– the first part of every claim for which you are responsible.	£250
Section B – (Option	al with Section A)	
SECTION B – BUILDINGS	- the structure at the premises including landlords' fixtures and fittings, shop fronts, awnings, external signs and flood lights, outbuildings, boundary and garden walls, fences, gates and posts, and underground cables and pipes from the premises to the public mains are covered against:	The cost to rebuild. Sum Insured as shown in the Schedule.
	Accidental damage and loss or damage caused by fire, lightning, explosion, aircraft or earthquake, theft or attempted theft (including unforced entry), malicious persons, riot, civil commotion, storm or flood, falling objects, escape of water, impact by vehicles, and subsidence, landslip or heave.	
Additional Covers :		
• Architects' Fees	 architects', consulting engineers' and surveyors' fees necessarily incurred in the reinstatement following damage to Buildings. 	
• Local Authority Requirements	 the additional cost of reinstatement following damage to Buildings necessary to comply with statutory building regulations or municipal or local authority bye-laws or European Community Legislation. 	
• Debris Removal	- expenses necessarily incurred in removing debris, dismantling, or demolishing, and shoring or propping up of Buildings to make safe following damage.	
• Rent	 loss of rent receivable, including up to 3 years ground rent, if the Buildings become unusable as a result of damage. 	Limited to 20% of the sum insured for Buildings.
Contracting Purchaser	 if selling the Buildings this insurance will be operative in favour of the buyer. 	
• Emergency Services	 damage to paths, gardens, driveways and car park surfaces caused by the attendance of the emergency services. 	£1,000 any one event.

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	Extra benefits include: 24 hour legal advice helpline, 365 days of the year – for confidential advice on legal matters in connection with the business.	
	Araglegal.co.uk – access to a business legal services website with a wide range of documents from employment contracts and settlement agreements, Health and Safety statements, and much more.	
Section F – (Optional with Section A)		
SECTION F – DOMESTIC CONTENTS AND PERSONAL POSSESSIONS	If you live on your business premises, you will be able to include your Domestic Contents and Personal Possessions as part of your business policy. The sum insured should represent the full cost of replacing all household goods. Valuables, Personal Effects and Money can also be insured whilst anywhere in the world.	Replacement as new. Sum Insured as shown in the Schedule.
Excess	- the first part of every claim for which you are responsible.	£50

CONDITIONS AND EXCLUSIONS

Please refer to the Conditions and Exclusions in the Policy Wording/Schedule for further details.

General Conditions

- 1. The Policy and Schedule shall be read together as if they are one document.
- 2. Reasonable Precautions.
- 3. Notification of Changes in Circumstances.
- 4. Cancellation by Us.
- 5. Cancellation by You.
- 6. Monthly Instalments.

Claims Conditions

- 1. 1.1 Immediate written notice to Insurer.
 - 1.2 Immediate notice to Police.
 - 1.3 Writ and Summons.
 - 1.4 Supply full details of claim, including supporting documentation.
 - 1.5 Minimise the Damage.

General Exclusions

- 1. Radioactive Contamination.
- 2. War and Similar Risks.
- 3. Sonic Bangs.
- 4. Confiscation.
- 5. Terrorism.
- 6. Pollution.

Special Conditions

- 1. Flammable Oils.
- 2. Inspection of Plant and Equipment.
- 3. Security.
- 4. Minimum Standards of Security.
- 5. Unoccupied Premises.

- 7. Arbitration.
- 8. Your Death.
- 9. Contract Rights.
- 10. Subrogation.
- 11. Alterations.
- 12. Sanctions.
- 2. Written Consent and Conduct of Claim.
- 3. The Insurer's right to settle a claim.
- 4. The Insurer's Liability.
- 5. Salvage Rights.
- 6. Dual Insurance Rights.
- 7. Mould.
- 8. Asbestos.
- 9. Communicable Disease.
- 10. Cyber.
- 11. Cyber Employers' Liability.
- 12. Cyber Public and/or Products Liability.
- 6. Frying Equipment.
- 7. Source of Damage.
- 8. Flat Roof Maintenance.
- 9. Electrical Inspection.

Flat Roof Maintenance

(operative in respect of Policy Section A – Trade Contents and Policy Section B – Buildings) It is a condition precedent to Insurer's liability that

- any flat roof area of the Buildings shall be inspected by a professional roofing contractor not less than once every two years and any recommendations from such inspection are implemented within 14 calendar days from the date such recommendations are received; and
- (2) You make and retain a record of all inspections and any recommendations from such inspections.

Electrical Inspection

(operative in respect of Policy Section A – Trade Contents and Policy Section B – Buildings) It is a condition precedent to Insurer's liability that

- (1) the electrical system of the Premises is inspected every 5 years by an IET18th Edition, or later, qualified electrician or a NICEIC or SELECT accredited electrical contractor;
- (2) any defects identified by the inspection must be rectified within 14 calendar days from the date such recommendations are received; and
- (3) a copy of the report and repair invoices must be retained.

PROTECT YOUR BUSINESS

Minimum Standards of Security

It is a condition precedent to Insurer's liability in respect of Loss, Destruction or Damage occurring more than 30 days after the inception of the policy that

(1) final exit doors must be secured as follows:

- (a) timber doors by mortice deadlocks having five or more levers or conforming to BS3621 with matching boxed striking plate
- (b) aluminium doors by cylinder mortice lock operating a swinging lock bolt
- (c) uPVC doors by key operated multi-point locking devices having three or more locking points
- (d) the first closing leaf of double leaf doors must be fitted internally with bolts top and bottom.
- (2) all other external doors and internal doors leading to common areas or other premises must be secured:
 - (a) by the means set out in (1), or
 - (b) by key operated security bolts fitted top and bottom.
- (3) all opening windows or rooflights accessible from the ground or via roofs, pipework or other structures must be secured by key operated locking devices or screwed permanently shut.
- (4) any security measures stipulated or agreed by Insurers in writing.

Any door or window officially designated a fire exit by the Fire Authority is excluded from these requirements.

CUSTOMER SERVICE SECTION

Your "Right to Cancel"

If, once you have checked your policy, you decide not to proceed with the insurance you may cancel your policy during a period of 14 days either from the day of purchase of the contract or on the day on which you received your policy documentation, whichever is the later. If the insurance cover has not yet commenced, you will be entitled to a full refund of the premium paid. If the cover has commenced and should you wish to cancel the policy during the 14 day period, you will be entitled to a full refund of the premium paid, except where you have already made a claim under your policy, in which case there will be a deduction for the time you have been covered. After the 14 day period the 'Cancellation Rights' are as set out in the policy. If you do not exercise your right to cancel your policy, it will continue in force for the term of the policy and you will be required to pay the full premium. To cancel your policy, please contact Morgan Richardson Ltd.

How To Notify a Claim

To make a claim please telephone the dedicated Claims Helpline which is available 24 hours a day, please have your Policy Number ready when calling; Telephone: **0330 124 1242**.

Complaints Procedure - What To Do If You Have A Complaint

We aim to ensure that you are totally satisfied with our service. However, there may be occasions when you feel this objective has not been achieved. If you are unhappy because we have not delivered the service you expect, we would like to put things right. We would encourage you, in the first instance, to contact our Customer Services Manager at Morgan Richardson Ltd, Westgate Court, Western Road, Billericay, Essex CM12 9DY or telephone 01277 630666. You will be sent a copy of our Complaint Handling Procedure which contains information on how to take your complaint further, if we cannot resolve your complaint to your satisfaction. You may subsequently be able to refer your Complaint to the Financial Ombudsman Service.

The Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme ("FSCS"). You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Further information about compensation scheme arrangements is available from the FSCS.

"SHOP ECONOMY" ALTERNATIVE

An Economy Version of this Policy is also available, certain sections of which are part of the Standard Cover in our Something Special Policy, and there are reduced limits in some Sections. Whether this Policy (Shop Economy) is right for your Business will only be ascertained after we have discussed your demands and needs.

COMPARISON SUMMARY OF THE MAIN DIFFERENCES IN COVER BETWEEN "SOMETHING SPECIAL" AND "SHOP ECONOMY"

For full details of these and Exclusions & Limits, please read the Policy Wording/Schedule

MR SHOP "SOMETHING SPECIAL" COVER

Trade Contents (including all stock) Insured for: All Risks

Theft including Unforced Entry

Accidental Damage

Subsidence

Business Records -£5.000

Trade Contents at Insured's Private Residence - £5,000 Business Interruption (Insured for: All Risks -

Accidental Damage and Theft including Unforced Entry)

- Loss of income -£500.000
- Book Debts -£25.000
- Alternative Domestic Accommodation £10,000
- Murder and Suicide
- Defective Sanitation
- Denial of Access
- Subsidence
- Accidental Damage
- Loss of Attraction, Damage to Suppliers' Premises, Failure of Public Utilities, Property in Transit.

Glass Employers Liability

Employers Liability
Public & Products Liability
Health & Safety at Work
Money]
Assault }
Loss of Licence
Refrigerated Stock
Computer Breakdown
Employee Dishonesty
Buildings
-

Goods in Transit Personal Accident

Legal Expenses **Domestic Contents &** Personal Possessions Trace and Access

Replacement value £10,000,000 £5,000,000 £100.000 See Limits Under Policy Sections £10,000 £2,500 £10.000 £5,000 Optional Cover -All Risks including Accidental Damage and Subsidence. Optional Optional £5,000 per unit up to 10 units £250.000 Optional based on sum insured

Locating source of Damage

"SHOP ECONOMY" COVER

Trade Contents (including all stock) **Covered against:**

Fire, Lightning, Explosion, Aircraft or Earthquake; Malicious Persons; Riots; Storm or Flood; Escape of Water and Impact:

Theft following entry or exit to or from the premises by forcible and violent means or following actual or threatened violence or assault to the Insured.

NOT COVERED NOT COVERED

Business Records - £5,000

Trade Contents at Private Residence - NOT COVERED

Business Interruption (Covered against:

- Fire, Specified Perils and Theft, all as defined above).
- Loss of income -£500.000 ٠
- Book Debts -£25.000
- Alternative Domestic Accommodation £10,000
- Murder and Suicide
- 4 Defective Sanitation
- Denial of Access
- NOT COVERED
- NOT COVERED

NOT COVERED

Glass	Replacement value
Employers Liability	£10,000,000
Public & Products Liability	£2,000,000
Health & Safety at Work	£100,000
Money	See Limits Under
Assault ∫	Policy Sections
Loss of Licence	£10,000
Refrigerated Stock	£2,500
Computer Breakdown	Not available
Employee Dishonesty	Not available
Buildings	Optional Cover - Fire, Specified Perils (as above). Subsidence is excluded from this Policy.
Goods in Transit	Not available
Personal Accident	Not available
Legal Expenses	Not available

Domestic Contents & Personal Possessions Trace and Access

Not available NOT COVERED

INSURANCE PROSPECTUS



Morgan Richardson Ltd Insurance Brokers

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