



Product Summary

Please read this document carefully. Full terms and conditions can be found within the Policy Document.

Direct Line Shop Insurance Policy

The Shop policy is underwritten by U K Insurance Limited and will run for 12 months or as shown on the schedule. Please refer to your policy schedule for full details of any endorsements or excesses that may apply.

Standard Cover

Trade Contents (Policy Section 2)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Available on an "All Risks" basis Subsidence is available as an option in most cases 	<ul style="list-style-type: none"> Underground Services Theft damage to buildings Temporary removal of contents for cleaning, renovation, repair or similar purposes up to a limit of 20% of the sum insured Cost of replacing locks following loss of keys, by theft or robbery (up to £1,000) Seasonal Increases for Stock Removal of debris Loss of Oil and Metered Water (up to £5,000 during any one period of insurance) Attractive Commodities – Cover includes tobacco and/or wines and spirits up to £200 when not specifically mentioned in the schedule Damage by Emergency Services (up to £1,000 during any one period of insurance) Capital Additions up to a limit of 10% of the sum insured or £50,000, whichever is less Cover whilst at exhibitions, excluding theft unless involving forcible and violent entry to or exit from the exhibition premises (up to £1,000) Lottery Equipment 	<ul style="list-style-type: none"> Sums Insured subject to Index Linking Basis of settlement varies for Stock and Trade Contents Reinstatement of Sum Insured following a loss Flat Roof Condition 	<ul style="list-style-type: none"> Various exclusions apply to vacant or disused premises Change in water table level Theft, other than theft involving forcible and violent entry to or exit from buildings Damage to property in the open Damage to Stock in Trade resulting from storm, flood, escape of water, leakage of fuel or beverages unless stored at least six inches above floor level Property more specifically insured Damage by confiscation by authorities Damage to any particular piece of equipment or appliance by self ignition, short circuit excess pressure etc Damage to glass and sanitaryware other than resulting from fire, lightning or explosion Damage to electrical signs Any loss only discovered during stocktaking Wear and tear; the action of light and atmosphere Any process of cleaning, dyeing, restoring or repairing Corrosion, wet or dry rot, scratching or bruising Inherent vice, latent defect, gradual deterioration Faulty or defective workmanship Erasure or distortion of information on computer systems Damage to property in transit

Public and Employers Liability (Policy Section 3)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Employers Liability, indemnity limit up to £10 Million (inclusive of legal costs) unless otherwise shown on the schedule Public Liability, indemnity limit up to £2 Million (any one occurrence) unless otherwise shown on the schedule Products Liability, indemnity limit £2 Million (in total during any one period of insurance) unless otherwise shown on the schedule 	<ul style="list-style-type: none"> Cross Liabilities Motor Contingent Liability Personal Liability Defective Premises Act 1972 Health & Safety at Work Act 1974 Consumer Protection and Food Safety Acts Damage to Leased & Rented Premises Employees Personal Effects Wrongful Arrest Compensation for Court Attendance connected to a claim (up to £250 per day) Unsatisfied Court Judgements Additional Persons Insured Injuries to Working Partners Non-Manual Work Overseas Data Protection Act 1998 	<ul style="list-style-type: none"> Operation/maintenance requirements apply in respect of solarium & sun-bed equipment 	<ul style="list-style-type: none"> Injury to Employees resulting from being in or on any of Your vehicles whilst on the road under terms of part VI of the Road Traffic Act 1988 Excluding manual work away from Your premises (other than collection or delivery) Any mechanically propelled vehicle Any water or aircraft Professional negligence, wrongful or inadequate treatment, examination, prescription or advice given Damage to that part of property worked on Pollution or contamination unless from a sudden and identifiable unintended and unexpected incident Products supplied Liquidated damages, fines or penalties Punitive, exemplary or aggravated damages

Loss of Income and Loss of Book Debts (Policy Section 4)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Cover for Loss of Income up to £500,000 Up to 2 years indemnity period Loss of Book Debts up to £10,000 Cover follows the Trade Contents section 	<ul style="list-style-type: none"> Prevention of access Failure of public utilities - gas, electricity, water (for at least 30 minutes) or telecommunications Unspecified suppliers or booking agencies (up to 10% of the sum insured) Local Authority closure of premises due to vermin or defective sanitation Pollution of beaches or waterways (limit £25,000) Disease, food poisoning, murder, suicide occurring at the premises Prevention or hindrance of access to Your premises resulting from the actions or advice of a competent public authority due to an emergency as described within the policy (excluding any loss during the first four hours) 	<ul style="list-style-type: none"> Reinstatement of the sum insured following a loss Cover avoided if business wound up Current Cost accounting adjustments disregarded Payments will be exclusive of VAT First Financial Year clause Outstanding debit balance recording and storage 	<ul style="list-style-type: none"> Deliberate loss or corruption of electronically stored information Failure of public utilities and/or unspecified suppliers cover does not apply following engineering damage

Glass (Policy Section 5 Sub Section 1)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Breakage of fixed glass and sanitary ware Reasonable boarding up costs 	<ul style="list-style-type: none"> Damage to frames or framework Cost of necessary removal or replacement of fixtures and fittings Cost of replacing alarm foil, lettering, painting etc on Glass following breakage 		<ul style="list-style-type: none"> Fire, Lightning or Explosion or consequent salvage operations Removal, installation or repairs/alterations to the Premises Damage from theft unless covered under Section 2 of Policy Any flawed or broken item at commencement of policy Vacant or disused premises

Goods in Transit (Policy Section 5 Sub Section 2)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Trade Contents and Stock in Trade whilst in transit by vehicles owned, hired or leased by You Up to £2,000 for contents Up to £750 for cigarettes, tobacco, wines and spirits 		<ul style="list-style-type: none"> Reinstatement of Sum Insured following a loss 	<ul style="list-style-type: none"> Theft from unattended vehicles Deterioration of goods due to faulty stowage or incorrect setting or operation of the equipment Natural deterioration Consequential loss due to delay Damage to money, jewellery and living creatures Spillage, leakage, contamination, deterioration or breakdown unless traceable to fire or road accident

All Risks on Fixed Signs (Policy Section 5 Sub Section 3)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Fixed Signs on the exterior and in the immediate vicinity of the Premises 			<ul style="list-style-type: none"> Wear and tear, action of light or atmosphere, moths, vermin or insects Any process of cleaning, dyeing, restoring, adjusting or repairing Corrosion, dampness, dryness, wet or dry rot, marring, scratching, bruising or deterioration Erection, fitting, installation or removal Mechanical, electrical or electronic breakdown or derangement or from adjustment, maintenance or repair

Money (Policy Section 6)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
Loss of Money <ul style="list-style-type: none"> In transit In a bank night safe In Your home, or that of your partners, directors or employees In Your premises 	<ul style="list-style-type: none"> Damage to Safes and Carrying Cases Unauthorised Use of Company Credit Cards (up to £500 during any one period of insurance) 	<ul style="list-style-type: none"> Accompaniment requirements for money in transit Safe keys and notes of combinations are to be removed from the premises outside business hours All cash till drawers must be left open or removed outside business hours 	<ul style="list-style-type: none"> Losses arising from fraud or dishonesty unless discovered within 14 days of the event Shortages due to error or omission Losses from unattended vehicles Losses in Northern Ireland resulting from riot or civil commotion Losses covered by a fidelity guarantee policy

Personal Accident (Assault) (Policy Section 7)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
Benefits are payable for injury sustained during robbery or attempted robbery resulting in: <ul style="list-style-type: none"> Death Loss of limbs or sight Permanent total disablement Temporary total disablement Temporary partial disablement Incurred medical expenses 	<ul style="list-style-type: none"> Damage to Personal Effects (up to £500 per person) 	<ul style="list-style-type: none"> Persons Insured (partners, directors & employees) must be aged not less than 16 years nor more than 70 years 	<ul style="list-style-type: none"> Illness or disease not resulting from bodily injury Bodily injury due to a gradually operating cause Self-injury, provoked assault or willful exposure to needless peril Death or disablement contributed to or accelerated by the influence of alcohol or non-prescribed drugs

Policy Extensions

Extension I: Equipment Breakdown

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Equipment Breakdown 	<ul style="list-style-type: none"> Contamination by a Hazardous Substance (up to £6,000) Computer Equipment (up to £100,000) Loss of Income and Loss of Book Debts caused by an Accident to Covered Equipment (up to £30,000) Perishable Goods (up to £15,000) Expediting Expenses (up to £15,000) 		<ul style="list-style-type: none"> Damage to any Computer Equipment which is recoverable under any maintenance agreement, warranty or guarantee Loss of Income resulting from the delay in resuming operations resulting from the need to reconstruct or re-input data or programs on media

Optional Sections

The Structure (Policy Section 1)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<ul style="list-style-type: none"> Cover follows that chosen under the Trade Contents section 	<ul style="list-style-type: none"> Accidental Damage to Underground Services Ground Rent (2 years, up to 10% of the Buildings sum insured) Public Authorities Professional Fees Capital Additions Removal of Debris Damage by Emergency Services (up to £10,000 during any one period of insurance) Contracting Purchaser's Interest 	<ul style="list-style-type: none"> Index Linking Reinstatement of Sum Insured following a loss Flat Roof Condition 	<ul style="list-style-type: none"> Property more specifically insured Damage to Glass or Sanitaryware Damage to electrical signs Various exclusions apply to vacant or disused premises Damage due to testing of any boiler, pressure vessel or electrical equipment Wear and tear; the action of light and atmosphere Any process of cleaning, dyeing, restoring or repairing Corrosion, wet or dry rot or scratching The normal settlement or bedding down of new structures Inherent vice, latent defect, gradual deterioration Faulty or defective workmanship The collapse or cracking of Buildings The cost of normal maintenance, redecoration or repair

Loss of Licence (Policy Section 8)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
<p>Loss of an excisable liquor licence from causes beyond Your control giving rise to:</p> <ul style="list-style-type: none"> Reduction in gross income Reasonable additional expenses incurred in maintaining Your gross income Reduction in the value of Your premises and/or business Other costs and expenses incurred by You with Our written consent Auditors or accountants charges incurred whilst dealing with a claim 		<ul style="list-style-type: none"> VAT excluded Alternative Trading Change of circumstances must be notified Transfer of licence Forfeiture or refused licence renewal 	<ul style="list-style-type: none"> Any loss where you are entitled to compensation under legislation If alteration permission is not granted Closure not required by law Premises not maintained in a fit state of sanitary condition Failure to comply with licensing authority requirements Forfeiture or failure to renew licence due to Your misconduct, neglect or failure to keep the licence in force Non-renewal of the licence where you had been told that the licence would not be renewed due to town or country planning decisions Changes to water table level

Personal Accident (Policy Section 9)

Cover	Extensions included as standard (subject to certain limits)	Conditions	Exclusions
24 hour cover for specified employees suffering bodily injury resulting in: <ul style="list-style-type: none">• Death• Loss of limbs or sight• Permanent total disablement• Temporary total disablement		<ul style="list-style-type: none">• Change in Circumstances	<ul style="list-style-type: none">• Flying other than as a passenger on bona fide airline• Winter sports and other hazardous pursuits• Illness or disease or gradually operating cause• Self-injury, provoked assault or willful exposure to needless peril• Influence of alcohol or non-prescribed drugs• Pre-existing defect• Failure to obtain or follow proper medical advice

General Conditions

<ul style="list-style-type: none">• Observance of Conditions• Cancellation• Minimum Protections• Security	<ul style="list-style-type: none">• Interest Clause• Policy voidable for non-disclosure• English Law• Changes to Your cover	<ul style="list-style-type: none">• Unoccupancy• Reasonable Precautions• Fire Extinguishment• Fire Extinguishing Appliances	<ul style="list-style-type: none">• Change of Risk• Deep Fat Frying Range and Frying Equipment• Contracts (Rights of Third Parties) Act 1999• Payment of Premium
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Other features

24 hour business assistance services

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

- Legal Advice on any business problem including Employment, Tax, Contract Disputes etc
- 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
- Glass Replacement and Locksmith Services - rapid call outs for glazing or door & window security problems
- Stress Counselling – A confidential telephone service for employees and their family
- Health and Medical Assistance concerning pregnancy, nutrition, sports injuries, giving up smoking etc.

Instalment Payment Method available in most cases.

Your right to cancel

If this cover does not meet your requirements, please return all your documents within 14 days of receipt. We will return any premium paid in full provided that no claims have been made on the policy during that time. If you cancel your cover outside this period, there will be a cancellation charge as shown in your schedule.

How to make a claim

To notify us of a claim in the first instance please telephone **0845 303 1753**.

How to complain

Should there ever be an occasion where you need to complain, please call us on our priority number **0845 303 1760**. If your complaint relates to a claim please contact your claims handler whose details will be shown on your claims documentation.

If you wish to write, then please address your letter to:

- *Claims complaints to the Technical Operations Manager at the address shown on your claims documentation*
- *All other complaints to the Customer Services Team at Direct Line for Business, Commercial Direct, PO Box 106, 37 Broad Street, Bristol BS99 7NQ*

If we cannot resolve the differences between us, you may refer your complaint to the Financial Ombudsman Service (FOS). The address is: South Quay Plaza, 183 Marsh Wall, London E14 9SR (Telephone number **0845 080 1800**).

Details about our Regulator

U K Insurance Limited is authorised and regulated by the Financial Services Authority. The Financial Services Authority website, which includes a register of all regulated firms can be visited on **www.fsa.gov.uk**, or the Financial Services Authority can be contacted on **0845 606 1234**.

The Financial Services Authority registration number for U K Insurance Limited is 202810.

Under the Financial Services and Markets Act 2000, should the company be unable to meet all its liabilities to policyholders, compensation may be available. Insurance advising and arranging is covered for 90% of the claim without any upper limit. For compulsory classes of insurance, Insurance advising and arranging is covered for 100% of the claim, without any upper limit. Information can be obtained on request, or by visiting the Financial Services Compensation Scheme **www.fscs.org.uk**.

Direct Line shall also be happy to send you any of our brochures, letters or statements in Braille, large print or audio, upon request.

Direct Line insurance policies are underwritten by U K Insurance Limited, The Wharf, Neville Street, Leeds LS1 4AZ.
Company No.1179980. U K Insurance Limited is authorised and regulated by the Financial Services Authority. Calls may be recorded.



direct line
for business
