

#### Need to claim?

0345 303 1753

Lines open: 8am-6pm Mon-Fri

# Can we help?

Call 0345 305 0504

Lines are open: 8am-6pm Mon-Fri, 9am-3pm Sat, closed Sunday

# Your Hair and Beauty cover summary

Please read this document carefully. It's a summary of the key benefits, exclusions and conditions of this policy. It doesn't contain the full terms and conditions – you can find these in your policy booklet.

## Hair and Beauty Insurance Policy from Direct Line

This policy is underwritten by U K Insurance Limited, an Insurance Undertaking, and runs for 12 months. Your policy schedule and policy booklet show the sums insured, limits, conditions and excesses. Please read your policy documents carefully and regularly review your cover, to make sure the levels of cover you've chosen meet your needs.

The core cover of this policy meets the demands and needs of hair and beauty businesses requiring cover for liability claims for injury or property damage made by customers, visitors, people they visit, and members of the public. It also provides cover for stock, business equipment and buildings.

The optional Legal Expenses cover meets the demands and needs of those who need cover for legal costs up to £250,000 for things like contract disputes with suppliers or customers, employment disputes, statutory licence appeal, legal defence of criminal prosecutions relating to your business.

The optional Personal Accident cover meets the demands & needs of those who need compensation if anyone working in the business between the ages of 16 and 75 has an accident, whether it occurs in a business or personal capacity, resulting in death, or temporary or permanent total disablement.

Just to let you know, our consultants may receive a bonus if you purchase any cover with us.

You are under a duty to make a fair presentation of the risk to us before the inception, renewal and alteration of your policy.

This means that you must tell us about and/or provide to us all material information or tell us and/or provide to us sufficient information to alert us of the need to make further enquiries to reveal such material information. This information needs to be provided in a clear and accessible manner.

Material facts are those which are likely to influence us in the acceptance of the terms or pricing of your policy. If you have any doubts as to whether any information is material you should provide it to us.

Failure to disclose any material fact may invalidate your policy in its entirety or may result in your policy not responding to all or part of an individual claim or class of claims.

In order to comply with your duty to make a fair presentation you must also have conducted reasonable searches for all relevant information held:

- within your business (including that held by your senior management and anyone who is responsible for your insurance); and
- by any other person for whom cover is provided by this insurance.

Update us if there are changes to the information provided.

Public and Products Liability (standard cover)

Public and Products Liability (standard cover)			
What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers your legal liability for compensation awarded to any claimant	Motor contingent liability - covers your legal liability when your employees are driving a vehicle not owned by your	The excess shown in your schedule for each property damage claim	
in connection with your business:	business in the course of their work  Health and Safety at Work Act legal costs	The cost of replacing faulty goods or putting faulty workmanship right	
for accidental injury to your customers, visitors, people you	and expenses  Compensation for court attendance	Products you supply which you're aware will be exported	
visit or members of the public	connected to a claim (up to £500 per day for partners/directors and £250 for each employee)	Pollution or contamination unless it's caused by a sudden and unintended incident	
for accidental damage to property that doesn't belong to you	Corporate manslaughter up to the indemnity limit		
This includes:  • your legal costs if	Cover for your legal liability for damage to leased, rented or hired premises		
we're defending the claim  the claimant's legal	Data Protection Act cover, up to a limit of £500,000		
costs if you're found liable			
Up to the limit shown in your schedule			
Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless			

otherwise specified in your schedule. (See also Overseas Personal Liability Extension)		

Hair and Beauty Treatment (standard cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to
What it's 101	Ney beliefies	Rey exercisions	meet
Extends the Public and Products Liability section to cover your legal	As shown in the Public and Products Liability Section	As shown in the Public and Products Liability Section	The person performing the treatment must:
liability while carrying out treatments  Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in your schedule. (See also Overseas Personal Liability Extension)		These additional exclusions apply:  Work carried out on your behalf by medically qualified clinicians unless you have an established procedure for ensuring they have their own public liability insurance which:  • covers their work as a medically qualified clinician  • has an indemnity limit at least equal to this policy  • includes an 'Indemnity to Principals' clause	<ul> <li>have the relevant qualification for that treatment, or be directly and continuously supervised by someone else who has the relevant qualification</li> <li>give pre-care advice and carry out an after-care consultation and keep a copy of the consultation</li> <li>keep to the manufacturers' and</li> </ul>
Up to the limit shown in your schedule		Laser treatments, semi or permanent make-up or any treatment involving injectable beauty and aesthetic treatments or body piercing	distributors' treatment standards and industry best practice standards

Material Damage (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
To pay for repair or to replace your property damaged or lost due to causes insured by the policy; for example fire, storm, flood, escape of water, theft, accidental damage  Cover available for:  buildings  shop fronts and glass fixtures and fittings  outbuildings  business contents  stock  household contents  Subsidence is available in most cases	Trace and access pays up to £25,000 per claim to find the source of leaks which have caused damage to your property  Accidental damage to underground service pipes and cables  Seasonal increase in your stock sum insured  Alternative accommodation costs up to £50,000 not longer than 24 months from the date of the damage if working from home  Replacement locks if your keys are stolen, up to £25,000  Loss of metered water or heating oil, up to £15,000  Unauthorised use of gas, water or electricity, up to £25,000	The excesses shown in your schedule  The £500 excess for damage caused by storm to a flat roof or a roof made from felt on timber  Damage to walls, gates and fences caused by storms or floods  Malicious damage, theft, and escape of water after the property's been unoccupied for more than 30 days  Damage caused by corrosion, dampness, dryness, or wet or dry rot  Damage caused by wear and tear or gradual deterioration  Disappearances or shortages of property that you only discover when doing a stock take, which can't be traced to a specific event  Loss or damage you can claim for under a maintenance agreement, warranty or guarantee  If you've selected Subsidence, damage caused by the normal bedding down of new buildings	If any part of your property has a flat roof, or a roof made from felt on timber, you need to have it inspected every two years by a competent roofing contractor, and get any work done that they recommend.  If you have a burglar alarm, you need to meet the burglar alarm conditions in your policy under 'Additional Condition A - Intruder Alarm  You need to meet the minimum security conditions as shown in your schedule  If you've selected Subsidence, you need to tell us immediately about any demolition, groundworks, excavation or construction being carried out on an adjoining site.

Property Away from the Premises (or Business Property if the business doesn't have its own premises) (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
We offer cover for:  Business tools and equipment  Stock  Stock in transit by carriers  to pay for repair or to replace your property accidentally damaged or lost within the Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in your schedule.  We also offer cover to pay for repair or to	Damage to any property other than stock while in transit to, from or at exhibitions and trade shows up to £1,000  Personal effects belonging to the driver and anyone accompanying them in a vehicle up to £500	The excess shown in your schedule  Any damage caused by wear and tear or gradual deterioration  Damage caused by corrosion, dampness, dryness, or wet or dry rot  Damage to moveable property in the open or in open-sided buildings caused by wind, rain, hail, sleet, snow, flood or dust  Theft or attempted theft between 9pm and 6am unless the property is in the custody of you, your partners, directors or employees or in a securely locked building  Theft from a vacant building	If you leave a loaded vehicle unattended at any time, you must:  make sure it's locked  remove all keys  close all windows  switch on any immobilisers or alarms  Between 9pm and 6am, the vehicle must also be in a locked building or an open vehicle enclosure which is securely locked and/or constantly guarded
replace Personal Belongings accidentally		Property hired out	
damaged or lost anywhere in the world.			

Business Interruption at your own premises (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
To cover turnover lost following damage to the property you operate from due to causes insured by the policy for example fire, storm,	To replace lost turnover following damage due to an insured cause to:  • your property  • the property of one of your suppliers  • a nearby property which stops you gaining access to your property		If your business is registered for Value Added Tax, we'll make any claims payments exclusive of VAT

flood, escape of water, theft, accidental damage	third-party sites where you store your property	
	It also pays for costs you incur solely to try to avoid losing turnover, or to reduce the amount of lost turnover	

Business Interruption at third party premises where you rent a space (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
It pays for costs you incur solely to try to avoid losing turnover, or to reduce the amount of lost turnover following damage to the property you use or occupy due to causes insured by the policy for example fire, storm, flood, escape of water, theft, accidental damage			If your business is registered for Value Added Tax, we'll make any claims payments exclusive of VAT

Employers' Liability (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers injury to your employees in the course of their employment.	Compensation for court attendance connected to a claim (up to £500 per day for partners/directors and £250 for each employee)	Claims by employees who normally live somewhere other than Great Britain, Northern Ireland the Channel Islands or the Isle of Man.	You'll need to get our agreement in writing before you incur any legal costs in relation to a claim
This includes:  • your legal costs if we're defending the claim	Corporate manslaughter up to the indemnity limit	Injury to employees, other than the driver, which happens while they're in a motor vehicle being used by your business.	
	Can be extended to include injury to working partners		

the claimant's legal costs if you're found liable		
Up to £10 million of cover		
Territorial Limits being the United Kingdom, the Channel Islands and the Isle of Man unless otherwise specified in the Schedule.		

Theft of Takings (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Covers loss of takings that are stolen or damaged while they're:  in transit  in a bank night safe  in your premises (if you work from a salon)  in the home of an authorised person working in the business  on you or anyone in	Clothing and personal effects (including money) belonging to people working in your business, as a result of a theft or attempted theft up to £1,000 per person for each claim.  Fraudulent use of business credit cards up to £1,000  Injury caused to your directors, partners and employees aged between 16 and 75 during the course of a theft or attempted theft	The excess shown in your schedule  Losses due to fraud or dishonesty of your partners, directors or employees, if it isn't discovered within 14 working days of the loss happening  Money stolen from unattended motor vehicles  Money left overnight in outbuildings  Death or disablement made worse by a preexisting physical or mental condition following	You must keep a record of money on the premises in a different secure place to where the money is being stored  All safe keys and codes must be in the custody or you, your partners, directors or authorised employees, or deposited in a secure place that's not near the safe  Outside of business hours, you must leave the drawers of cash tills open
your business at any third party premises where you work  Territorial Limits being the United Kingdom, the Channel Islands and the		injury during the course of a theft or attempted theft	with all contents deposited in a secure place that's not near the cash tills.  For claims for fraudulent use of credit cards, once you discover the loss, you must tell:

Isle of Man unless otherwise specified in		<ul><li>the issuing company immediately</li><li>the police within 24 hours</li></ul>
your schedule		

Commercial Legal Expenses (claims are administered by DAS Legal Expenses Insurance Company Limited) (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Pays legal expenses in connection with your business  Territorial Limits  For Legal Defence Insured Incidents (excluding 5 Statutory Notice Appeals), and H Personal injury:  The European Union, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.  For all other Insured Incidents: The United Kingdom of Great Britain and Northern Ireland, the	Pays up to £250,000 per claim  Pays for legal costs incurred in connection with:  Employment disputes and compensation awards  Legal defence Statutory licence appeal Contract disputes Tenancy disputes Debt recovery Property protection Personal injury Tax protection	Civil claims which DAS decide have a less than 51% chance of succeeding  Expenses incurred before DAS have accepted your claim in writing  Fines and compensation you're ordered to pay, other than compensation for sections Employment disputes and Legal defence  The first £500 of any contract dispute claims for more than £5,000  Total payments for compensation awards of more than £1 million during the term of the policy  Employment disputes which started within 90 days of the policy start date  Personal injury claims due to:  an illness or injury which develops gradually  psychological injury or mental illness unless it follows a specific or sudden accident that's caused physical bodily injury  clinical negligence	You need to inform DAS of any claims within 180 days of the date you should've known about the incident you wish to claim for  DAS need to have agreed to the legal action you want to take  You must tell DAS if anyone offers to settle a claim and mustn't negotiate or agree to any settlement without DAS's agreement in writing.

Isle of Man, the Channel Islands		

Personal Accident (optional cover)

ersonal Accident (optional cover)				
What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet	
Compensation if anyone in your business between the ages 16-75 is unable to work because they've been injured in an accident, whether in a business or personal capacity.	£50,000 as a lump sum for accidental: Death Loss of limbs Loss of sight Permanent disablement  Your net weekly wage up to £500 if someone in your business is temporarily unable to work because of an accident. We'll pay you until you recover for up to 104 weeks.  In addition to any compensation payable, we'll pay Medical Expenses incurred: £25 per £1,000 of compensation in respect of death or permanent disablement or 20% of the weekly compensation in respect of temporary total disablement, but not exceeding £1,000 per Person Insured per claim.	The excess shown in your schedule  Intentional self-injury, suicide or attempted suicide, provoked assault, fighting (except in bona fide self-defence), wilful exposure to needless peril (except in an attempt to save human life), violation or attempted violation of the law or resistance to arrest;  Injury suffered while under the influence of intoxicating liquor or drugs (other than for drugs taken under medical supervision unless for the treatment of drug or alcohol addiction) or insanity (whether temporary or otherwise) or any sexually transmitted or communicable disease;  aviation other than as a fare-paying passenger in an aircraft operated by a regular commercial airline or in an aircraft of a recognised charter operator;  winter sports, mountaineering or rock climbing requiring the use of guides or ropes, sub-aquatic or subterranean pursuits, white water rafting, bungee jumping or aeronautic sports;  riding or driving in or practising for any race, polo playing, steeplechasing, hunting, showjumping, motor cycling (the term "motor cycling" includes motor scooters but not motor-	Compensation for temporary total disablement will not exceed normal weekly net earnings and will only be payable for up to 104 weeks.  No further Benefit will be payable in respect of the same Person Insured after payment of any Benefit for Accident under Results 1 or 2, except for any unrelated Injury.  Benefit under permanent disablement is not payable before 104 weeks from the date of Injury.  Any payment made in respect of weekly Benefit under temporary total disablement will be deducted from any lump sum Benefit becoming payable under this Section, in respect of any related Injury.  In the event of death of a Person Insured, we will be entitled to have a post-mortem examination at Our expense.  In the event of disablement of a Person Insured, they must immediately place themselves under the care of a qualified medical	

assisted pedal cycles) or pillion riding of any	practitioner and, as often as may be
kind;	required, submit to medical
	examination at Our expense.
illness or disease not resulting from bodily injury	
or suffering from bodily injury due to any	All certificates, information and
gradually operating cause.	evidence will be provided when
	required.
travel to areas where the Foreign &	
Commonwealth Office has advised against 'all	
travel'. Please check with the Foreign &	
Commonwealth Office at <a href="https://www.gov.uk/foreign-">www.gov.uk/foreign-</a>	
<u>travel-advice</u> .	
any pre-existing physical or mental defect or	
infirmity;	

Terrorism (optional cover)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to
			meet
This covers the cost of repairing or replacing your property if it's damaged by a Terrorist event or events. It will also cover any loss of turnover resulting from the Terrorist event and non-damage business interruption if you take the business interruption cover on your policy.		<ul> <li>The territorial seas adjacent to England, Scotland and Wales as defined by the Territorial Seas Act 1987.</li> <li>Riot or civil commotion, war, invasion, Act of Foreign Enemy Hostilities (whether war was declared or not), civil war, rebellion, revolution, insurrection or military or usurped power (to seize or take over a country without authority).</li> <li>Losses or consequential losses from any nuclear installation or nuclear reactor.</li> <li>Damage to or the destruction of any</li> </ul>	<ul> <li>Cover is subject to:         <ul> <li>HM Treasury has certified that an event or events have been an Act of Terrorism.</li> <li>A Tribunal constituted under the terms of Schedule 3 to a Retrocession Agreement between Pool Reinsurance Company Ltd and HM Treasury has determined that any damage was caused by an Act of Terrorism.</li> </ul> </li> </ul>
Cover is only available in England, Wales and Scotland.  The following are eligible for Terrorism cover but		computer system or any alteration, modification, distortion, erasure or corruption of data, caused by viruses, hacking, phishing or denial of service attacks.  • Damage to any homes insured in the name of a private individual (see the full wording for the definition of a private individual).	

only if you have taken the covers on your policy:  Buildings Business Interruption Property Away from the Premises	Cover is not available for household contents if you take them on your policy.	
The most we will pay in one period of insurance is:  the total sum insured for any item its sum insured or the limit shown on the schedule or elsewhere in the policy, whichever is the lower.		
The same limits and excesses as your premises, property away from premises and business interruption covers apply to Terrorism cover.		

Home Emergency (optional cover if this is your home)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
<ul> <li>Carry out a temporary repair (or permanent repair if this is no more expensive) or to take other reasonable action to assist or</li> </ul>		<ul> <li>Assistance costs (including parts and materials) which exceed the Emergency Assistance Limit shown on the schedule (not including hotel accommodation costs)</li> <li>Walls, gates, hedges, fences, sheds or anything outside of the boundary of the Insured Property</li> </ul>	Insured Person to complete inspections and maintain the Insured Property where necessary and follow manufacturer's recommendations of services of fittings are followed

gain access to the	
Insured Property	
under the insured	
incidents for private	
residence(s) used for	
business purposes	
only with 15 or less	
bedrooms with	
domestic boilers up	
to a maximum	
individual output of	
70kilowatt (kW).	
Emergency	•

- Emergency
   Assistance Limit not exceeding the limit shown on the schedule for each insured incident
- Territorial Limits –
   United Kingdom of
   Great Britain and
   Northern Ireland, the
   Isle of Man or the
   Channel Islands
- Insured Incidents:
  - Roof damage –

     any damage to
     the roof of the
     Insured Property
     where internal
     damage has been
     caused or is likely
  - Plumbing and drainage – Damage to, or blockage or leaking of the drains or plumbing system

- Any claim where the Insured Property is left unoccupied for 60 or more consecutive days
- Any claim following an insured incident relating to an Insured Property which has been added mid-term, where the insured incident arises during the first 7 days of their addition
- Costs you incur before DAS have agreed to cover the Insured Person's claim
- Claims relating to normal day to day property maintenance
- Claims relating to shared roofs or communal parts of a property including shared fixtures and fittings, facilities or services outside the legal boundary of the Insured Property
- The costs or any contribution towards the costs of replacing a boiler, storage heater or any other heating or domestic appliance
- Any repair to a boiler, storage heater or any other heating or domestic appliance that is more than the cost of replacing it
- Damage caused where it is necessary to gain access to carry out repairs
- Leaks which have not caused or are unlikely to cause damage to the Insured Property
- Plumbing and drainage claims relating to rainwater drains, soakaways, septic tanks, cesspits or fuel tanks
- Heating failure claims relating to cold-water supply or drainage pipes, solar heating, warm air heating or any non-domestic heating or non-domestic hot-water systems
- Power supply failure claims relating to a failure of the mains supply
- Claims relating to damage to or failure of doors, windows or locks if the Insured Property remains secure

Insured Person to take reasonable steps to avoid claims and incurring unnecessary costs

that You are	Costs incurred where the DAS contractor
responsible for in	has attended at an agreed time, but nobody
the Insured	aged 18 or over was at the Insured Property
Property	
<ul> <li>Heating failure of</li> </ul>	
the main heating	
system in the	
Insured Property	
<ul> <li>Power supply</li> </ul>	
<b>failure</b> of the	
electricity or gas	
supply at the	
Insured Property	
<ul><li>Toilet unit –</li></ul>	
Impact damage	
to, or mechanical	
failure of a toilet	
bowl or cistern	
that results in	
complete loss of	
function of any	
toilet in the	
Insured Property	
whether or not	
there are other	
working toilets	
<ul> <li>Property security</li> </ul>	
– Damage to key	
operated internal	
lockable doors to	
access a room in	
the Insured	
Property, or	
external doors,	
windows or locks	
resulting in the	
Insured Property	
becoming	
insecure	

<ul><li>Keys – the only</li></ul>		
available set of		
keys to the		
Insured Property		
is lost, stolen or		
damaged and the		
Insured Person		
cannot replace		
them, or gain		
access to internal		
rooms or the		
Insured Property		
<ul><li>Vermin – An</li></ul>		
infestation by		
Vermin in the		
Insured Property		
which prevents		
the use of the loft		
or one or more		
rooms in the		
Insured Property		
Claims under this Section		
are dealt with and		
managed by DAS Legal		
Expenses Insurance		
Company Limited on Our		
behalf		
Extensions included as		
standard		
Hotel     Assertions		
Accommodation –		
room only costs up		
to £300 including VAT if the Insured		
Property is		
uninhabitable		

following an insured incident		

# **Policy Extension**

Equipment Breakdown policy extension (claims are administered by HSB Engineering) (covered when you've chosen Material Damage)

What it's for	Key benefits	Key exclusions	Key conditions you'll need to meet
Pays to repair or replace electrical and mechanical	Cover is automatically included as standard for business property you've insured in the	The £200 excess for each claim	You need to make sure all equipment is adequately maintained
equipment that has broken down	Material Damage section	Equipment whilst in a private dwelling unless the Equipment is your property owned by the	You must back up original data at
broken down	Cover is up to £5 million for a single accident. Within this amount, cover is up to:	business or for which the business is responsible.	least once every 7 days
	·	·	You must take precautions to make
	£500,000 for a single accident to computer equipment while it's at the	Breakdown caused by wear and tear	sure that all data is stored safely
	<ul><li>premises shown in the schedule</li><li>£5,000 for a single accident to</li></ul>	Maintenance and servicing of equipment	
	computer Equipment while in a member country of the EU	Equipment you've manufactured for sale	
	£5,000 for a single accident to portable computer equipment anywhere in the world.	Damage to data, discs or tapes caused by programming errors, computer viruses or introduction of malicious code	
	It also covers costs up to £50,000 per accident for reinstating onto tapes or discs data lost or damaged following an accident	Costs you can recover under a maintenance agreement or a warranty or guarantee	
	to computer equipment. Software is insured as part of the computer equipment.	20% of any loss for perishable goods where the refrigeration unit is more than 10 years old.	
	Cover for damage to perishable goods due to a change in temperature caused by an accident or failure of the electricity supply. This is up to £15,000 per accident for	Business interruption resulting from damage to own surrounding property.	

rozen or chilled foods and £5,000 for any other perishable goods.	
Damage to property resulting from the explosion of a steam boiler, economiser, superheater, or steam vessel, up to £1 million per accident.	
Up to £10,000 for hire of substitute equipment until the broken down equipment is repaired or replaced	

Conditions and exclusions applying to the whole policy

What's not covered	Conditions you'll need to comply with
Damage or loss due to computer viruses or hacking. This exclusion doesn't apply to the Public and Products Liability section or the Employers' Liability section.  Damage or loss caused by pollution and contamination. This exclusion doesn't apply to the Public and Products Liability section or the Employers' Liability section.  Fraudulent or exaggerated claims	You must give us a fair presentation of the risk, which means telling us all material information about you and your business, which you're aware of, or ought to be aware of. Material information is information which could affect whether we accept your application for insurance, or the premium, terms or conditions we offer.  You must let us know about any changes to your business as soon as possible  You need to take reasonable precautions to reduce the likelihood of claims
	You need to comply with any security requirements we've asked for  If your property has been unoccupied for more than 20 days, you need to:  • turn off all services at the mains (except electricity if needed to maintain a fire or burglar alarm system)  • drain the water and heating system  • inspect your property weekly and take away any combustible materials like newspapers and junk mail  • secure your premises against unauthorised entry
	If you need to make a claim, you should tell us about it as soon as possible, and give us any help or information we ask for  If your claim is for vandalism, theft, attempted theft or loss of money, you must tell the police immediately

#### Other features

**DAS Businesslaw** – Providing you with useful resources for creating ready-to-sign contracts, agreement and letters in minutes. The service also provides useful tools, articles and information on matters such as new legislation, employment issues, property law and taxation. (supplied by DAS Legal Expenses Insurance Company on our behalf).

#### How to Pay

You will have an option to pay either annually by Direct Debit, Credit or Debit card, or if eligible, by instalments on a date selected by you.

#### Your right to cancel

If this cover doesn't meet your needs, you can cancel it by calling us on 0345 305 0504.

If you cancel your policy within 14 days of your cover start date or the date you receive your policy documents (whichever is later), we'll return the premium you paid us in full, as long as you haven't made any claims. If you cancel your policy after that time, as long as you haven't made any claims since the policy started, we'll refund any premium paid for the remaining term of the policy, less an administration fee of £25 plus Insurance Premium Tax.

#### How to make a claim

To make a Legal Expenses claim, please call 0345 878 5024.

For any other claim, please call us on 0345 303 1753.

## How to complain

If you need to complain, please call us on **0800 051 0538 or 01239 636 082**. If your complaint is about a claim, please call your claims handler, whose details will be shown on your claims documents. If you'd prefer to write, please address your letter to:

Claims complaints - The Technical Operations Manager at the address shown on your claims documents

For all other complaints - The Customer Relations Team at Direct Line For Business, Churchill Court, Westmoreland Road, Bromley, BR1 1DP.

If we can't settle the matter with you, you can refer your complaint to The Financial Ombudsman Service (FOS) at Exchange Tower, London E14 9SR. Phone **0800 023 4567** or **0300 123 9123**.

# Details about our regulator

Direct Line for Business policies are underwritten by U K Insurance Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 202810. The Financial Conduct Authority website, which includes a register of all regulated firms, is <a href="https://www.fca.org.uk">www.fca.org.uk</a>, or you can call them on **0800 111 6768**.

# Financial Services Compensation Scheme

Under the Financial Services and Markets Act 2000, if a company becomes unable to meet all of its liabilities to policyholders, compensation may be available. Insurance is covered for 90% of the claim without any upper limit. For compulsory classes of insurance, insurance is covered for 100% of the claim, without any upper limit. You can get more Information by asking us or visiting the Financial Services Compensation Scheme website <a href="https://www.fscs.org.uk">www.fscs.org.uk</a>.

If you ask us to, we'll be happy to send you any of our brochures, letters or statements in Braille, large print or audio.