

## Commercial Insurance Covers Available

This document forms part of the quotation for Commercial Insurance and details all covers available for selection, the attached quotation only details the covers you have requested cover for. It is your responsibility to peruse this document and request any additional cover that you require to be added to the quotation. A replacement quotation will then be supplied to you.

### 1. FIRE SECTION

Damage to property such as buildings, stock, plant & machinery and other contents caused by a number of perils such as fire, lightning and explosion.

**Cover available:**

- Building
- Stock
- Plant/Machinery
- Contents

**Cover can be extended to include the following Perils:**

Earthquake  
Special Perils (storm, wind, water, hail, snow, aircraft, impact by animals/vehicles)  
Malicious Damage (this is not SASRIA)  
Leakage (Sprinkler)  
Subsidence/Landslip (subject to a satisfactory geotechnical survey report produced at your expense)  
Riot and Strike (Excluding RSA/Namibia)

SASRIA - this is a separate policy

**Extensions that can be included:**

Rent  
Stock Declaration  
Escalator Clause  
Disposal of Salvage  
Additional Claims Preparation Costs

### 2. BUILDINGS COMBINED SECTION

This section is intended to cover buildings only and occupied by certain types of occupations only. Cover is similar to that of the fire section but automatically includes earthquake, storm, wind, water, hail, snow, aircraft, impact by animals/vehicles, malicious damage (this is not SASRIA). It also includes theft of parts of the building, accompanied by forcible and violent entry into or exit from such building, accidental damage to sanitaryware loss of rent (up to 25% of the buildings sum insured), accidental damage to connections to the public supply of utilities, and property owner's liability.

Loss of or rent to a maximum of 25% of the Insured amount  
Property owners legal liability – R1 000 000  
Theft accompanied by forcible and violent entry or exit from the building

**Cover can be extended to include:**

Subsidence/Landslip (subject to a satisfactory geotechnical survey report produced at your expense)  
Riot and Strike (Excluding RSA/Namibia)  
Loss of Rent following Prevention of Access (10km radius)  
Escalator Clause  
Additional Claims Preparation Costs

SASRIA (For SASRIA purposes include 25% of the sum insured for Loss of Rent) – this is a separate policy

### 3. OFFICE CONTENTS SECTION

This cover is suitable for contents of offices & consulting rooms. Computer Equipment cannot be covered under this section, it is more suitably covered under the Electronic Equipment Section. Loss of or damage to the contents of these

offices as a result of fire, lightning and explosion, earthquake, storm, wind, water, hail, snow, aircraft, impact by animals/vehicles and malicious damage (this is not SASRIA) is insured under this section.

**Cover includes:**

Loss of rent up to 25% of the insured amount

**Cover available:**

Contents  
Documents  
Legal Liability Documents  
Increase in cost of working

**Extensions that can be included:**

Theft – forcible entry/exit  
Theft – non-forcible entry/exit  
Riot and Strike (Excluding RSA/Namibia)  
Additional Claims Preparation Costs

SASRIA (For SASRIA purposes include 25% of the Sum Insured for Loss of Rent) – this is a separate policy

**4. BUSINESS INTERRUPTION SECTION**

Cover for this section must be taken together with cover for Fire, Buildings Combined or Office Contents Sections referred to as the Material damage. The cover under the Business Interruption section relates to the loss of income that the client will suffer should the business be impacted as a result of a claim under the Material section. Note that only the perils insured under the Material Damage section will be covered under this section.

**Cover available:**

Gross Profit (On either a Difference or Additions basis)  
Gross Rentals  
Revenue  
Additional increase in cost of working  
Wages (number of weeks basis)  
Fines and penalties for breach of contract  
Dual Wages

**Extensions that can be included:**

Specified Suppliers  
Unspecified Suppliers  
Customers  
Prevention of Access (Extended)  
Public Utilities – insured perils  
Public Utilities – extended  
Public Telecommunications – insured perils  
Public Telecommunications – extended  
Accidental Damage (Only if cover is also taken under the Accidental Damage section. Also the maximum payable under both the Accidental Damage and Business Interruption sections is limited to the limit under the Accidental Damager section)  
Additional Claims Preparation Costs

SASRIA Uninsured Costs / Standing Charges

(List of Costs/Charges must be supplied)

Indemnity Period (minimum 12 months) – this is a separate policy

**5. ACCOUNTS RECEIVABLE SECTION**

Debit balances the insured is unable to collect as a result of accident or misfortune to the insured books or records. This also includes the cost of tracing debtors. Certain losses are excluded.

**Cover available:**

Outstanding Debit Balances  
Additional Claims Preparation Costs

**Extensions**

Riot and Strike (Excluding RSA/Namibia)

Duplicate Records  
Protections  
Transit

6. **THEFT SECTION**

Covers contents as a result loss of or damage to all contents of any insured building at the insured premises described in the schedule as a result of theft accompanied by forcible and violent entry into or exit from such building or any attempt thereat or as a result of theft, or any attempt thereat, following violence or threat of violence.  
Cover is on a first loss basis i.e. average is not applicable.

**Cover available:**

Locks and Keys – R2 000 (excess R200)  
Personal effects of employees up to R2 000 per person  
Covers buildings as a result of loss or damage to a limit of R5 000 (limit can be increased by specific request) as a result of theft or attempt thereat.

**Extensions**

Buildings increased limit  
Additional Claims Preparation Costs

7. **MONEY SECTION**

Cover is provided for money at your specified premises or while in transit to and from the bank.

**Cover available:**

Money contained in a locked safe or strongroom outside of business hours (limit subject to safe SABS category grading)  
Money not contained in a locked safe or strongroom during business hours (specific conditions are applicable)  
Money not contained in a locked safe or strongroom outside of business hours – limited to R1 500  
Seasonal Increase in Limit of Indemnity (details of period for which the increased limit is required)  
Collectors, roundsmen or petrol attendants (Specify number.....)  
Receptacles (tills, safes, franking machine, etc) and clothing  
Locks and keys – R2 000 (excess)  
Crossed cheques – R100 000

**Extensions**

Riot and Strike (Excluding RSA/Namibia)  
Crossed cheques increased limit  
Personal Accident Assault extension  
Additional Claims Preparation Costs

SASRIA – this is a separate policy

8. **GLASS SECTION**

Loss of or damage to internal and external glass (including mirrors), signwriting and treatment thereon at the premises.  
**Important:** the full replacement value is required as the condition of Average applies.

**Extensions**

Riot and Strike (Excluding RSA/Namibia)  
Special Reinstatement (National Building Regulations)

SASRIA – this is a separate policy

9. **FIDELITY GUARANTEE SECTION**

Loss of money and/or other property belonging to you or for which you are responsible, stolen by an insured employee during the currency of this section. Direct financial loss sustained by you as a result of fraud or dishonesty of an insured employee

**Important:** you are required to fully complete and sign a proposal form.

**Basis of cover**

Blanket basis (all employees are insured) – total number of employees is required, or  
Named or Position Basis (only specified employees) – names and positions to be provided

**Extensions**

Retroactive Cover

Superseded Policy

Reduction/Reinstatement of Insured Amount

Cost of Recovery Extension

Computer Losses Extension (**Important:** a fully completed and signed proposal form is required)

Extension for losses discovered more than 24 months after being committed but not more than 36 months thereafter

Extension granted on receipt of a satisfactory systems audit in respect of losses discovered more than 24 months after being committed

Additional Claims Preparation Costs

**10. GOODS IN TRANSIT SECTION**

Covers property in the course of transit caused by any accident or misfortune not specifically excluded.

**Basis of cover**

Specified vehicle basis: - based on a load limit for each specified vehicle  
- details of vehicles is required

Annual carry basis: - based on a limit for any one consignment  
- premium is based on estimated value of all consignments in the period of insured  
- details of means of conveyance is required

**Extensions/Restriction**

Fire Extinguishing Charges extension – R1 000 but can be increased on request

Debris Removal extension

Riot and Strike (Excluding RSA/Namibia)

Fire, Explosion, Collision, Derailment and Overturning Limitation

Fire, Explosion, Collision, Derailment, Overturning and Theft following

Additional Claims Preparation Costs

SASRIA – this is a separate policy

**11. BUSINESS ALL RISKS SECTION**

Covers items described in the policy schedule, such as cellular phones, tools and equipment, car radio/CD players, pedal cycles, two way radios, etc, anywhere in the world by any accident or misfortune not otherwise excluded.

**Important:** miscellaneous items such as employees' clothing & personal effects or tools and equipment are subject to a limit per item.

**Extensions**

Replacement Value Condition

Increase in Cost of Working

Riot and Strike (Ex RSA/Namibia)

Additional Claims Preparation Costs

SASRIA – this is a separate policy

**12. ACCIDENTAL DAMAGE SECTION**

Covers accidental physical loss of or damage to the tangible property (not otherwise insured) at the premises. Certain types of property and losses are excluded.

**Extensions**

Additional Claims Preparation Costs

Reinstatement

**13. PUBLIC LIABILITY SECTION**

Covers the insured against legal liability for damages arising out of accidental death of or bodily injury to or illness of third party persons or accidental loss of or physical damage to tangible property belonging to third parties occurring in the course of or in connection with the business. Certain exclusions apply and the section is generally issued on a claims made basis which covers claims which occurred on or after the retroactive date but which are first made in writing against the Insured during the period of insurance.

**Extensions that can be included:**

- Products Liability (Turnover is required)
- E.U. Liability (Turnover for exports is required)
- Defective Workmanship (Workshop wages figure is required)
- Legal Defence Costs
- Wrongful Arrest
- Any other Extensions (please specify).....

**Important:** Proposal forms may be required

**14. EMPLOYERS LIABILITY SECTION**

Legal liability for claims for occupational death, injury to or illness of employees which occurred on or after the retroactive date but which are first made in writing against the Insured during the period of insurance. Note that the Compensation for Occupational Injuries and Diseases act 1993 places restriction on when an employee may sue the employer for occupational death, injuries or illness.

**15. GROUP PERSONAL ACCIDENT SECTION**

Provides fixed monetary compensation to insured employees or their estate as a result of bodily injury caused by accidental, violent, external and visible means.

**Cover available:**

- Death
- Permanent Disablement
- Temporary Total Disablement
- Medical Expenses

**Extensions/Restrictions that can be included:**

- Burns Disfigurement Extension
- Business Hours Limitation
- Passive War Risks
- Repatriation of Mortal Remains
- Emergency Transportation/Search and Rescue
- Hi-Jacking, Abduction or Kidnapping
- Trauma Counselling
- Mobility Costs
- Rehabilitation Costs
- Motor Vehicle Accident (24 Hours) Limitation
- Motor Vehicle Accident (Business Hours) Limitation
- Business Hours plus Commuting Limitation

**16. STATED BENEFITS SECTION**

Cover is similar to Group Personal Accident Section but is directly related to the employee's earnings.

**Cover available:**

- Death
- Permanent Disablement –
- Temporary Total Disablement
- Medical Expenses

**Extensions/Restrictions that can be included:**

- Burns Disfigurement Extension
- Business Hours Limitation
- Passive War Risks

Repatriation of Mortal Remains  
Emergency Transportation/Search and Rescue  
Hi-Jacking, Abduction or Kidnapping  
Trauma Counselling  
Mobility Costs  
Rehabilitation Costs  
Motor Vehicle Accident (24 Hours) Limitation  
Motor Vehicle Accident (Business Hours) Limitation  
Business Hours plus Commuting Limitation

## 17. **MOTOR SECTION**

Cover to specified motor vehicles for;

- loss or damage
- liability to third parties caused by the specified motor vehicle
- passenger liability in respect of private type vehicles (as defined in the policy schedule)
- medical expenses, limited to R1 000 per occupant but not exceeding R20 000 any one occurrence

but limited to the territories of South Africa, Namibia, Botswana, Lesotho, Swaziland, Zimbabwe, Mozambique and Malawi

### **Extensions**

Contingent Liability  
Passenger Liability (Commercial Vehicles)  
Unauthorised Passenger Liability  
Parking Facilities  
Windscreen Extension  
Riot and Strike (Excluding RSA/Namibia)  
Loss of keys  
Fire Extinguishing Charges – limited to R5 000  
Wreckage Removal  
Credit Shortfall – the limit of indemnity stated in the schedule must include the additional amount required for Credit Shortfall  
Loss of use – available to private type vehicles and goods carrying vehicles up to gross vehicle mass of 3500kg

### **Optional Limitations**

Third party only  
Third party fire and theft only

SASRIA – this is a separate policy

### **Important:**

1. As with any other section, the obligation to ensure that the values of insured items are adequate (neither over nor underinsured) rests with you, the insured, and not the insurance company. In view of the numerous factors which can influence the vehicle value, it would be nearly impossible, if not prejudicial to you, for us to attempt to value your vehicle (ongoing vehicle condition, mileage and accessories will not be known to us – refer below for more details on how these affect your insured value). This obligation is an ongoing one and unlike some other assets, motor vehicles are generally continually depreciating assets that require regular downward revision of insured values. Usual practice is to do so once a year at renewal/anniversary date.

It is important to note that usual insurance practice is to settle any Motor total loss own damage claims on reasonable market value. 'Reasonable market value' is normally determined by reference to certain publications available to the Motor Trade. Some insurers will take the average between the lower 'trade value' and higher 'retail value' (adjusted for mileage and condition) contained in these publications to arrive at the settlement figure. Mutual & Federal will however now settle losses of this nature by using the higher 'retail value' (adjusted for mileage, condition or additional accessories) which should (depending on mileage and condition) result in a higher settlement figure.

To gain full benefit from the above, motor vehicle insured values must be adequate and must be set at the higher retail amount adjusted for any accessories, etc.

2. If a quotation is accepted the VIN (Vehicle Identification Number) and Engine Numbers must be provided for each vehicle together with a copy of the Registration papers.

**18. ELECTRONIC EQUIPMENT SECTION**

**Material Damage**

Cover for desktop (or personal) computers, laptop computers, notebooks and other portable computer equipment as well as other electronic office equipment such as fax machines and photocopiers.

Cover given is for physical loss or damage to the property insured not otherwise excluded while:

- at work or at rest in the premises specified
- in transit including loading and unloading and/or temporarily removed from the premises specified, such as while being used over night at home or away on business

**Consequential Loss**

Cover can be provided for:

- Increased Cost of Working - please provide the Indemnity Period in number of months
- Reinstatement of Data

**Extensions**

Telkom Access Lines

Incompatibility Cover

SASRIA – this is a separate policy

**19. MOTOR TRADERS INTERNAL & EXTERNAL SECTION**

Cover provided by this section is specifically designed to provide insurance for your customer's motor vehicles if you are a motor repair garage or for motor vehicles if you are a motor dealer selling new and second hand motor vehicles. There are three sub-sections of cover in this section, namely:

- cover for motor vehicles away from the premises insured
- cover for motor vehicles whilst on the premises insured
- liability to third parties

**Important:** this section does not provide cover for your own motor vehicles, as they must be specified in the Motor section.

**20. MOTOR FLEET SECTION**

Cover provided by this section is similar to the cover provided by the Motor section (see details above) but is specifically designed for large fleets of motor vehicle. If you have 25 or more motor vehicles (excluding trailers, implements, etc), then you may qualify to look to cover your motor fleet in this section.

**The attached quotation is based on our Multisure product, there are other covers and policies available from Mutual & Federal wide of this policy, for example:**

**1. MACHINERY BREAKDOWN AND MACHINERY BREAKDOWN LOSS OF PROFITS**

Covers physical damage to machinery caused by the insured events. The profits cover will cover the loss in profits/revenue due to the material damage loss.

**2. DETERIORATION OF STOCK**

Deterioration of goods stored in cold rooms due to temperature fluctuation.

**3. CONTRACTORS ALL RISKS AND ANY OTHER ENGINEERING TYPE RISKS**

Covers building operations and liabilities arising there from.

**4. AFFINITY SCHEMES**

- Dentist Scheme
- Veterinary Scheme

} Refer to Mutual & Federal with Gross Annual Fees figure

- Doctors Scheme
- Pharmacy Scheme                      Refer to Mutual & Federal with Annual Turnover figure
- Florist Scheme

5. **AGRI**

This is Mutual & Federal's solution to farming business. Cover can be selected for farmhouse, barns, crop, animals, equipment, etc. All Sections that are available under the Multisure as well as Personal Policy Sections like house owners, house holders and personal all risks are also available under this product for farmers.

6. **MARINE**

Cover ships, boats, etc including goods imported or exported.

7. **RIOT WRAP AROUND COVER**

This cover supplements the cover provided by SASRIA.

8. **SOLVENCY GUARANTEES**

These can be arranged through Mutual & Federal's Underwriting Management Agency.

If you are interested in any of the above sections (not already included in your quotation) we would be happy to discuss these and add them to your quotation.

**There are some covers that Mutual & Federal do not offer, these include:**

- Aviation policies (covering aircraft and liability arising there from if you operate an aircraft)
- Professional Indemnity
- Officers and Directors Liability
- Products Guarantee
- Products Recall
- Bloodstock
- Pluvius Cover (e.g. cancellation of events due to weather)
- Contaminated Products Insurance
- Accidental HIV infection
- Bankers Bond
- Bloodstock
- Cancellation and Abandonment
- Credit Insurance
- Credit Shortfall on its own
- Employment Practices Liability
- Environmental Impairment Liability
- Event Liability
- Film Producers Indemnity
- Jewellers' Block
- Kidnap and Ransom
- Legal Expenses Cover
- Medical Expenses on its own
- Political Risk (Repudiation and Confiscation due to failure of Government)
- Shariah Compliant Insurance Products
- Taxi Insurance (Passenger Liability & Personal Accident)
- Umbrella Liabilities