

## **BURGLARY POLICY**

### **PROSPECTUS**

#### **1. Introduction**

Burglary policy covers stocks and contents owned by you or for which you are responsible or held in trust and/or commission at the insured premises. It also covers cash, valuables, securities kept in a locked safe or cash box in locked steel cupboard on specific request.

#### **2. What does this Policy cover?**

The Policy covers loss or damage caused by

- Burglary and Theft (i.e. theft following upon an actual forcible and violent entry of and/or exit from the premises)
- The policy also provides for a limited cover against Theft.

#### **3. Additional benefits:**

The Policy also provides for a limited coverage upto 5% of “Limit of Liability” subject to a maximum of Rs 10,000/- per event in respect of the following:

1. Loss or damage of Personal Effects of Directors, Officers and Employees.
2. Cost of temporary protection reasonably and necessarily incurred for the safety and protection of your property.
3. Expenses reasonably and necessarily incurred by you in reproducing or making good the loss of or damages to your valuable business documents lost by the insured events
4. Expenses for clearing up the damage caused to insured premises including removal of debris from the insured premise to the nearest waste disposal site.

#### **4. Add-on Covers**

1. Riot, Strike and Malicious Damage
2. Theft
3. Replacement of Locks including Repair to Damaged Property
4. Waiver of key clause
5. Properties under Consignment, Care, Custody and Control – Clause
6. Cost to cover accidental injury during Burglary/ house breaking (excluding theft)
7. Automatic cover for unspecified locations
8. Immediate Repairs
9. Master Key Coverage

10. Damage And/ Or Theft Of Parts Of The Building
11. Larceny
12. Floater clause
13. Temporary Protection
14. Rewriting Of Documents
15. Debris Removal/Clearing Up Expenses
16. Waiver of Under Insurance
17. Bank Lockers Clause

## 5. Clauses

1. Waiver of FIR
2. Agreed Bank clause
3. Designation of Property Clause
4. Loss Payee Clause
5. Nominated Adjustor Clause
6. Claims payment "On Account" Clause
7. Additional Insured
8. Non Vitiating Clause
9. Waiver of Subrogation

## 6. Exclusions:

The Policy does not cover the following:

- Loss or damage from any yard, garden outbuilding (including sheds or garages not attached to the building) or any other property outside the confines of the premises unless specified in the Schedule
- Valuables, unless specifically covered in the Schedule
- Loss or damage of motor vehicles, trailers unless shown in the schedule
- Loss or damage in which you, your employees or any other person lawfully on or about your premises is or is alleged to be in any way concerned or implicated
- Loss or damage resulting from an act of Riot, Strike, Malicious Damage and Terrorism
- Damage to glass and sign boards
- Live-stock
- Loss or damage to contents or stock when the premises are left unoccupied for more than 7 consecutive days unless the same has been reported to us in writing and our written approval obtained.
- Contents from the safe following the use of a key to gain access to the safe, or any duplicate thereof

belonging to you unless such key has been obtained by aggressive or violent means.

- Any consequential loss or legal liability

**The details furnished above do not constitute the entire terms and conditions. For more details please refer to our Policy document.**

## 7. CLAIMS PROCEDURE

In case of any Occurrence that may give rise to a claim under your policy, you must:

- inform us of this as soon as you can and in any event within 30 days of becoming aware of any such loss or damage. We may, at our sole discretion, condone the delay in notification of claim on merits based on the reason for delay furnished by You to Us in writing.
- provide such written documents and information as we may require and, if asked, include verification of particulars on oath; and
- take all steps within your power to minimise the extent of loss, damage or liability.
- preserve any property affected and make it available for us or our representatives; and
- inform the Police if the loss or damage has been caused by any act purporting to be an offence under the applicable laws; and forward to us every letter, writ, summons and process in relation to your claim as soon as you receive it; and
- advise us in writing as soon as you receive notice of any prosecution or inquest that involves you and is relevant to your claim and provide any assistance that we may reasonably require.

### B) Documentation

The documents normally required to be submitted in the event of a claim are :

1. Duly completed Claim form
2. Estimate of loss
3. Invoice/ Bills/Receipts

Any other details/documents called for a specific loss

## 8. Grievance

If You have any grievance about any matter relating to the policy, or Our decision on any matter, or Our decision about Your claim, You can pursue Your grievance with

1. Our Grievance Redressal Officer

You can send Your grievance in writing by post or email to Our Grievance Redressal Officer at the following address:

### Grievance cell,

Universal Sampo General Insurance Co.Ltd, Unit No. 601 & 602, 6th Floor, Reliable Tech Park, Cloud City Campus; Gut no 31, Mouje Elthan, Thane Belapur Road, Airoli, Navi Mumbai – 400708

If you have a grievance that you wish us to redress, you may contact us with the details of your grievance through:

- Emails – [grievance@universalsampo.com](mailto:grievance@universalsampo.com)
  - Designated Grievance Officer in each branch.
  - Company Website – [www.universalsampo.com](http://www.universalsampo.com)
2. The Consumer Affairs Department of IRDAI—You can register Your grievance on IRDAI's Integrated Grievance Management System (IGMS),

3. The Insurance Ombudsman, depending on the nature of grievance and the financial implication, if any, or
4. The Consumer Protection Forum or the Court.
5. You can find more details about Insurance Ombudsmen at [www.irdai.gov.in](http://www.irdai.gov.in).

#### Contact Details

- **Website:** [www.universalsompo.com](http://www.universalsompo.com)
- **Toll Free Numbers:** 1800-22-4030, 1800-200-4030
- **Landline Numbers:** (022)-39635200 (Chargeable)
- **E-mail :** [contactus@universalsompo.com](mailto:contactus@universalsompo.com)
- **Courier:** Universal Sampo General Insurance Co. Ltd, Unit No- 601 & 602 A Wing, 6th Floor, Reliable Tech Park, Cloud City Campus; Thane- Belapur Road, Airoli- 400708

#### **INSURANCE ACT 1938 SECTION 41- Prohibition of Rebates**

No person shall allow or offer to allow either directly or indirectly, as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer.

ANY PERSON MAKING DEFAULT IN COMPLYING WITH THE PROVISIONS OF THIS SECTION SHALL BE PUNISHABLE WITH FINE WHICH MAY EXTEND TO TEN LAKHS RUPEES.

**Disclaimer: In the event of any question relating to interpretation of the insurance coverage, the policy document will prevail.**