

Business Contents

This section gives you cover if any of the contents belonging to your business are damaged. Contents include landlord's fixtures and fittings, Office Contents including Electronic Equipment, stock, raw materials, work in progress, machinery and equipment (Fire Section cover), that are on the premises at the address noted on your declaration. The contents must be owned by you (the business).

Cover includes Theft and Accidental Damage up to the amount chosen and you may choose to take cover for Money, Fidelity Guarantee or Glass cover under this section. Contents excludes any motor vehicles, aircraft, drones or watercraft or any jewellery or precious stones or animals, plants or crops.

You (the business) are covered for the contents owned by you if the contents are damaged by any of the following:

Fire

Lightning

Explosion

Water

Wind

Storm

Hail

Snow

Earthquake

Impact to your building

Malicious damage

Accidental damage (but only if you select to take this cover) and only up to the limit that you select. **You will be charged an extra premium for this cover.**

Theft or attempted theft by some-one not employed by you and not a shareholder or director in the business or a family member of a shareholder or director in the business (but only if you select to take this cover) and only up to the limit that you select. **You will be charged an extra premium for this cover.**

We will also pay for the removal of debris from your premises following a claim up to R50 000 per event.

We can choose to either replace the item claimed for, repair it or pay you in cash.

Contents are

Landlord's fixtures and fittings, office contents including electronic equipment and computers, stock, raw materials, work in progress, machinery and equipment, money and glass (not part of stock) that are on the premises at the address declared by you. The contents must be owned by you (the business).

Contents exclude any motor vehicles, aircraft, drones or watercraft or any jewellery or precious stones or animals, plants or crops.

Optional cover to choose from

Below is optional cover that you may choose to take on your declaration. **You will be charged an extra premium for this cover.**

Damage caused by the leakage of fire-fighting equipment

We will pay for damage to your contents caused by discharge or leakage from any sprinkler, drencher system or fire extinguishing installation or appliance.

We will not pay more than R1 000 000 for any one event. The **Average clause** does not apply to this extension.

Theft of money

We will pay up to the amount selected for theft of money from the premises noted on your declaration or while your money is being taken to or from the bank as long as the person transporting the money goes straight from your premises to the bank or from the bank to your premises. We will not pay your claim unless the money is taken from the person transporting the money to or from your premises with the use of force or violence and you must report the theft to the police.

The money must be kept in a locked safe bolted to the wall or floor of your building or in a locked strong room when your building is unoccupied.

We will also pay for money of up to R10 000 per event that is stolen from any director or manager while away on business of the company, provided that the theft is accompanied by the use of force or violence.

We will not pay your claim if the money is stolen by or with the help of any employee, director or shareholder of your business.

Theft by an employee (Fidelity Guarantee)

We will pay up to the amount selected for theft of money or your business contents by an employee of yours either working alone or in collusion with some-one else. You must be able to prove a direct financial loss as a result of the theft for us to pay your claim. The claim must be reported to us within 24 months' of the first loss occurring and within 30 days' of the loss being discovered by you.

The definition of an employee does not include any director or shareholder in your business even if they are employed by the business. Any such theft or fraud must be reported to the police and the employee must be suspended from duty or we will not pay your claim.

Damage to Glass that is not part of your stock

We will pay up to the amount selected on your declaration for damage to glass including accidental damage.

We will not pay for chipping or scratching that does not break the glass. You must declare the full replacement value of all the glass and mirrors in your building on the declaration or we will only pay your claim in accordance with the **Average clause**.

The meaning of words used

Electronic equipment means computers and all related hardware, peripherals and computer software and the information or data stored on the computer.

Documents mean films, tapes, books, records, maps, plans, drawings, abstracts, deeds, wills, mortgages, agreements, manuscripts, letters, certificates, documents and similar written, printed or otherwise inscribed papers and documents used by you and owned by you or for which you are responsible excluding **Money** as defined below.

Accidental damage means accidental physical loss of or damage to the contents in the buildings on the premises noted on your declaration that are not otherwise insured or for which insurance is available whether you have chosen to take that insurance or not.

Money means cash, bank and currency notes, cheques, postal orders, money orders, current negotiable postage, revenue stamps, credit card vouchers and documents, certificates or other instruments of a negotiable nature, that belong to you or that you are responsible for.

We will not pay a claim

1. for damage to or theft of your contents
 - (a) if they are anywhere other than on the premises that you have noted on your declaration.
 - (b) if they are in the underground workings of any mine.
 - (c) if the description of what your business does changes and you have not advised us.
 - (d) as the result of any fraudulent scheme, trick, device, false pretence or fraud.
2. for damage to your contents
 - (a) as a result of any heating or drying process, altering, bleaching, cleaning, dyeing, manufacturing, repairing, restoring, servicing, renovating, or a testing process.

- (b) caused gradual deterioration, wear and tear or caused by termites, moths, insects, vermin, birds or animals.
 - (c) caused by subsidence, landslip or heave.
 - (d) that is not sudden and unforeseen.
- 3. for water damage that happens while your contents are outside unless they are made to be outside.
- 4. for theft or attempted theft
 - (a) unless there are visible signs of the use of force or violence by the people who stole from you.
 - (b) if you did not comply with any security requirements advised to you or if the security at your premises differ from what you declared on your declaration.
- 5. for more than the materials used to make or produce designs, patterns, models, moulds or documents.
- 6. for mechanical, electrical or electronic breakdown of any of your contents or for damage of any kind caused directly or indirectly by or in connection with the action of any computer virus, Trojan or worm(s) or other similar destructive media.
- 7. for the cost of reproducing data or programmes recorded on a computer, card, tape or disc.
- 8. for accidental damage to glass, china, earthenware, marble or other brittle or fragile objects or for denting, chipping or scratching of any item.

We also cover you for the following benefits at no extra cost

Maximum amount payable per event

We will pay up to the amount stated for:

Contents belonging to owners, partners, directors or employees in your building. The **Average clause** does not apply to this extension. R5 000

For legal liability for documents damaged or stolen. R50 000

Replacement of locks and keys leading to the outside of your building if one of the keys has been lost or stolen. R10 000

Temporary repairs and to employ a security guard after a claim. R10 000

The cost of putting out a fire on your premises that you are legally liable to pay. R25 000

Damage caused by power-surge not caused by a lightning strike. If you have stated on your declaration that your electronic equipment is protected by safeguards against electrical supply fluctuations, then we will not pay your claim unless such safeguards are in place at the time of the damage happening. R50 000 in any one 12 month period

Reinstatement of data or programs on your computer if we have paid a claim on the computer. R10 000

Programs not compatible with a computer replaced by us as part of a claim. R10 000

Cost of your auditor preparing your claim. R10 000

Security requirements

Burglar alarm warranty (if you have declared on your declaration that your building is protected by an alarm system)

We will not pay a claim for theft or attempted theft of your contents unless the building is protected by a burglar alarm that is

- (a) kept fully operational at all times.
- (b) linked to a 24-hour control centre with an armed response unit.
- (c) armed whenever the building is unoccupied.

Burglar bar and security gate warranty (if you have declared on your declaration that your building is protected by burglar bars and security gates)

We will not pay a claim for theft or attempted theft of your contents unless all opening windows on your building are protected by burglar bars and all doors that lead to the outside of your building are protected by security gates. The security gates must be locked when your building is unoccupied.

Provisions of this section

Tenants and owners' clause

We will not reject your claim because of any act or omission of the owner of the building or any other tenant if you can prove to us that you did not know about the act or omission. If you or any member of your family or a director or shareholder of the business are a shareholder in the company that owns the building or is the other tenant in the building, then this provision does not apply.

Pairs and sets

Where an item that is damaged or stolen is part of a pair or set we will not pay for more than the value of the part that is damaged or stolen. We will not take into account the value that the item has as part of a pair or set.

Outstanding loan agreements

If any of your contents were purchased on a hire-purchase or similar agreement, then you must advise us on your declaration and we will first pay the owner in terms of the agreement and any remaining amount to you, and you will then have no further claim against us.

Average clause

You need to declare the value of your contents for the total cost of replacing them as new. If you declare the value of your contents for an amount less than the total replacement cost, then we will only pay your claim proportionately.

For example, if the total replacement cost is R2 000 000 and you declare your contents for R1 000 000, we will only pay 50% of your claim because you will only have paid us 50% of the premium that we would have charged for R2 000 000 of cover.