

Please read the schedule to see if **your** loss of **income**, loss of **gross profit**, **increased costs of working** or **additional increased costs of working** are covered.

The General terms and conditions, the Property definitions and the following terms and conditions all apply to this section.

### Special definitions for this section

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| <b>Additional increased costs of working</b> | The additional costs and expenses, not including the costs of <b>reconstitution of data</b> , reasonably incurred by <b>you</b> with <b>our</b> prior consent in order to continue <b>your business</b> or minimise <b>your</b> loss of <b>income</b> or loss of <b>gross profit</b> during the <b>indemnity period</b> and not limited to the reduction in <b>income</b> or <b>gross profit</b> saved.   |
| <b>Alternative hire costs</b>                | The reasonable hire costs incurred by <b>you</b> during the <b>period of insurance</b> for the necessary hire of a substitute item of similar type and capacity either whilst <b>property</b> is being repaired or until permanently replaced, following <b>insured damage</b> or <b>insured failure</b> .  |
| <b>Annualised amount insured</b>             | The <b>amount insured</b> divided by the <b>indemnity period</b> multiplied by 12.  |
| <b>Gross profit</b>                          | The difference between the sum of <b>your income</b> , closing stock and work in progress and the sum of <b>your</b> opening stock, work in progress and <b>uninsured working expenses</b> .  |
| <b>Income</b>                                | The total income of the <b>business</b> carried out from <b>your office</b> .   |
| <b>Increased costs of working</b>            | The costs and expenses necessarily and reasonably incurred by <b>you</b> for the sole purpose of minimising the reduction in <b>income</b> to <b>your business</b> during the <b>indemnity period</b> , but not exceeding the reduction in <b>income</b> saved.   |
| <b>Indemnity period</b>                      | The period, in months, beginning at the date of the <b>insured damage</b> or <b>insured failure</b> , or the date the restriction is imposed, and lasting for the period during which <b>your income</b> is affected as a result of such <b>insured damage</b> , <b>insured failure</b> or restriction, but for no longer than the number of months shown in the schedule.  |
| <b>Insured damage</b>                        | <b>Damage</b> , other than <b>failure</b> , to <b>property</b> provided that: <ul style="list-style-type: none"> <li>a. the <b>damage</b> is not otherwise excluded by the buildings or contents or other property section of this <b>policy</b>; and</li> <li>b. payment has been made or liability admitted by the insurer under any insurance covering such <b>damage</b>.</li> </ul>  |
| <b>Insured failure</b>                       | <b>Failure</b> of <b>equipment, computers</b> , oil or water storage tanks and other insured items provided that: <ul style="list-style-type: none"> <li>a. the <b>failure</b> is not otherwise excluded by the equipment breakdown section of this <b>policy</b>; and</li> <li>b. payment has been made or liability admitted by <b>us</b> under the equipment breakdown section of this <b>policy</b>.</li> </ul>   |
| <b>Notifiable human disease</b>              | Any human infectious or human contagious disease, an outbreak of which must be notified to the local authority.   |
| <b>Rate of gross profit</b>                  | The percentage produced by dividing <b>gross profit</b> by <b>your income</b> during the financial year immediately before the date of any <b>insured damage</b> , <b>insured failure</b> or restriction.   |
| <b>Rent</b>                                  | Rent: <ul style="list-style-type: none"> <li>a. for the <b>office</b> that <b>you</b> must legally pay whilst the <b>office</b> or any part of it is unusable as a result of <b>insured damage</b>, <b>insured failure</b> or restriction;</li> <li>b. that <b>you</b> cannot legally recover from <b>your</b> tenants whilst the <b>buildings</b> or any part are unusable as a result of <b>insured damage</b>, <b>insured failure</b> or restriction.</li> </ul> |
| <b>Uninsured working expenses</b>            | Purchases less discounts received, bad debts, <b>rent</b> and any other item described in the schedule.   |

### What is covered

**We** will insure **you** for **your** financial losses and any other items specified in the schedule, resulting solely and directly from an interruption to **your business** caused by:

|                                      |   |
|--------------------------------------|---|
| Financial losses from insured damage | 1. <b>insured damage to property:</b> <ol style="list-style-type: none"> <li>a. insured under any property section of this <b>policy</b>, other than equipment breakdown; or</li> <li>b. insured elsewhere, but not under this <b>policy</b>, provided the <b>damage</b> occurred whilst the <b>property</b> was contained in the <b>office</b>.</li> </ol>   |
| Denial of access                     | 2. <b>insured damage to property</b> in the vicinity of the <b>office</b> which prevents or hinders <b>your</b> access to the <b>office</b> .   |
| Suppliers                            | 3. <b>insured damage</b> , other than <b>damage</b> caused by <b>flood</b> or <b>earth movement</b> , arising at the premises of one of <b>your</b> suppliers operating and based in the European Union, other than water, gas, electricity or telecommunications services.   |
| Public utilities                     | 4. failure in the supply of water, gas, electricity or telecommunications services supplied by a supplier operating and based in the European Union to the <b>office</b> for more than 24 consecutive hours caused by <b>insured damage</b> , other than <b>damage</b> caused by <b>flood</b> or <b>earth movement</b> , to any land based premises of the supply authority or the terminal feed to <b>your office</b> or <b>business premises</b> or to underground pipes or underground cables conveying such services from the supply authority to <b>your</b> premises. |
| Public authority                     | 5. <b>your</b> inability to use the <b>office</b> due to restrictions imposed by a public authority during the <b>period of insurance</b> following: <ol style="list-style-type: none"> <li>a. a murder or suicide;</li> <li>b. an occurrence of a <b>notifiable human disease</b>;</li> <li>c. injury or illness of any person traceable to food or drink consumed on the premises;</li> <li>d. defects in the drains or other sanitary arrangements;</li> <li>e. vermin or pests at the premises.</li> </ol>  |
| Equipment breakdown                  | 6. <b>insured failure</b> .   |

### What is not covered

1. **We** will not make any payment for any interruption to **your business** directly or indirectly caused by, resulting from or in connection with **terrorism**.
2. **We** will not make any payment under this section if **your business** is discontinued permanently or if a liquidator or receiver is appointed.

### How much we will pay

**We** will pay up to the **amount insured** unless limited below or shown in the schedule. **We** will pay for no longer than the period shown in the schedule against each item insured.

If **you** are accountable to the tax authorities for value added tax, the amount **we** pay will be exclusive of such tax.

The amount **we** pay for each item will be calculated as follows:

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|----------------------|--|
| Loss of income       | the difference between <b>your</b> actual <b>income</b> during the <b>indemnity period</b> and the <b>income</b> it is estimated <b>you</b> would have earned during that period or, if this is <b>your</b> first trading year, the difference between <b>your income</b> during the <b>indemnity period</b> and during the period immediately prior to the loss, less any savings resulting from the reduced costs and expenses <b>you</b> pay out of <b>your income</b> during the <b>indemnity period</b> . <b>We</b> will also pay for <b>increased costs of working</b> and <b>alternative hire costs</b> . |
| Loss of gross profit | the sum produced by applying the <b>rate of gross profit</b> to any reduction in <b>income</b> during the <b>indemnity period</b> plus <b>increased costs of working</b> and <b>alternative hire costs</b> , less any business expenses or charges which cease or are reduced.   |
| Outstanding debts    | any of <b>your</b> outstanding debts which <b>you</b> are unable to recover following loss of <b>your</b> accounting records as a direct result of <b>insured damage</b> or <b>insured failure</b> .   |

## Property – business interruption (office)

Policy wording

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|----------------------|--|
| Accountant's charges | The amount <b>we</b> will pay for loss of <b>income</b> , or loss of <b>gross profit</b> if applicable, includes the reasonable charges <b>you</b> pay to <b>your</b> professional accountant for producing information <b>we</b> require in support of a request for settlement under this section.   |
| Under insurance      | If the <b>annualised amount insured</b> is less than 85% of <b>your</b> actual <b>income</b> , or <b>your</b> actual <b>gross profit</b> if applicable, during the 12 months immediately preceding the date of the <b>insured damage, insured failure</b> or restriction, the amount <b>we</b> pay will be reduced in the same proportion as the under insurance.  |
| Business trends      | The amount <b>we</b> pay for loss of <b>income</b> or loss of <b>gross profit</b> will be amended to reflect any special circumstances or business trends affecting <b>your business</b> , either before or after the loss, in order that the amount paid reflects as near as possible the result that would have been achieved if the <b>insured damage, insured failure</b> or restriction had not occurred. |

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### Your obligations

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| If any damage occurs | <b>We</b> will not make any payment under this section unless <b>you</b> notify <b>us</b> promptly of any <b>damage</b> or event which might prevent or hinder <b>you</b> from carrying on <b>your business</b> .   |
| Property insurance   | Where the <b>damage</b> involves <b>property you</b> own or are legally responsible for, <b>we</b> will not make any payment unless <b>you</b> have property insurance in force covering the <b>damage</b> and payment has been made, or liability admitted, under that insurance for the <b>damage</b> . |
| Accounts records     | <b>You</b> must keep a record of all amounts owed to <b>you</b> and keep a copy of the record away from the <b>office</b> . If <b>you</b> do not, <b>we</b> may reduce any payment <b>we</b> make by an amount equal to the detriment <b>we</b> have suffered as a result.                                |