

**L&T GENERAL INSURANCE COMPANY LIMITED**  
**SME PRE-UNDERWRITTEN PRODUCT**  
**my:business Insurance Package (Retail Establishment/ Commercial**  
**Establishment/ Hospitality & Leisure/ Educational Institution)**  
**POLICY SCHEDULE**

ISSUING OFFICE:

POLICY NO.:

INTERMEDIARY CODE:

**THE INSURED**

- a) Name & Address of the Insured:
- b) Insured's Trade or Business:
- c) Locations and addresses of the Premises at which property is to be insured (Please attach separate sheet if list is exhaustive):
- d) Hypothecation Details, if any:

**PERIOD OF INSURANCE**

From ..... to .....

**PLEASE INDICATE THE PLAN CHOSEN**

: **PLAN NO. -----**(Table of benefits and limits of this plan are attached)

Terrorism opted

: Yes/ No

Retroactive Date to be declared under Public Liability Section:

**PREMIUM**

Premium under Group 1 (Compulsory)	: Rs. ....
Premium under Group 2 (Optional)	: Rs. ....
Terrorism Premium	: Rs. ....
Total Premium	: Rs. ....
Less: Discount for opting multiple Sections Under Group 2	: Rs. ....
Less: Renewal Discount (if applicable)	: Rs. ....
Net premium chargeable	: Rs. ....
Service Tax @ 10.3%	: Rs. ....
<b>TOTAL PREMIUM CHARGEABLE</b>	<b>: Rs. ....</b>

Clauses, Subjectivities & Excess	
Section 1	<b>Standard Fire &amp; Special Perils (Compulsory)</b>
	The Sum Insured of Contents under the SFSP Section shall determine the Plan Sum Insured. The Sum Insured of Building under this SFSP Section can be of any value up to Rs.30.0 cr. on RIV basis in any of the Plans
	Reinstatement Value Clause (applicable to assets other than stocks)
	Local Authorities Clause
	This Section does not cover any property of "Kutchra" Construction
	Warranted that stocks kept in open/open sided sheds/basements shall not exceed 5% of the Sum Insured under this Section or Rs.10,00,000/-which ever is less unless the risk itself is situated in the basement.
	Warehousing risks of godowns on standalone basis shall not be covered.
	Godowns belonging to main Risk, attached or detached can be covered along with the main Risk. However, Sum Insured in respect of stocks in detached godowns outside the risk compound shall be restricted up to 25% of the Sum Insured of main Risk.
	Fire Cover Includes Earthquake Fire and Shock risk.
	<b>Excess:</b> 5% of the claim amount subject to a minimum of Rs.10,000/- for each and every loss.
Section 2	<b>Burglary &amp; Housebreaking (Compulsory)</b>
	Burglary: Cover is on full sum insured basis upto Plan 4 and Cover is on First loss Basis @ 25% of Sum Insured value under SFSP (Section 1) from Plan 5
	Subject to First Loss condition of Partial Average wherever applicable
	Minimum security requirements: Premises being protected by common night watchman, and rolling shutters and/or grills for doors and windows
	<b>Excess:</b> 5% of the claim amount subject to a minimum of Rs.5,000/- for each and every loss.
Section 3	<b>Public Liability (Compulsory)</b>
	Cover limited to Premises risk only
	Abuse and Harassment cover is provided up to Policy limit.
Section 4	<b>Machinery Breakdown (Optional)</b>
	Sum Insured should reflect Present Day New Reinstatement Value basis
	Machinery of 7 years or less only can be declared and covered under Machinery Breakdown Section.
	List of machinery with Make, Model & identification details is to be provided.
	Coverage for DG sets is subject to DG set endorsement.
	DG Sets of Capacities maximum upto 15 KVA only are to be covered.
	Excess: For less than 5 years old machinery - 1% of sum insured subject to minimum Rs.2,500/- for each and every loss. For 5 - 7 years old machinery - 2% of sum insured subject to minimum Rs.5,000/- for each and every loss.

<b>Section 5</b>	<b>Electronic Equipment (Optional)</b>
	Sum Insured should reflect Present Day New Reinstatement Value basis
	Excluding breakdown cover for Equipment more than 5 years old
	Subject to availability of Preventive maintenance as per operators manual.
	Cover excludes Laptops, Mobiles, Blackberries, Ipads, Ipods, Notebooks, Camera, GPS devices
	Cover excludes all types of medical equipments.
	<b>Excess:</b>
	Electronic Equipment: For equipment value less than Rs.1 lac: 5 % of claim amount subject to a minimum of Rs.1, 000/- For Hard Disc drives: 10% of claim amounts subject to a minimum of Rs.2,500/-
	Electronic Equipment: For equipment value more than Rs.1 lac: 5 % of claim amount subject to a minimum of Rs.2, 500/-and for Hard disc drive: 25% of the claim amount subject to minimum of Rs.10,000/-
	Personal Computers: 5 % of claim amount subject to a minimum of Rs.2,500/-
<b>Section 6</b>	<b>Plate Glass (Optional)</b>
	Cover excludes ornamental glass and is applicable to only ordinary plate glass fixed in the premises
	<b>Excess:</b> 5% of the claim amount subject to a minimum of Rs.2,500/- for each and every loss.
<b>Section 7</b>	<b>Signage (Optional)</b>
	<b>Excess:</b> 5% of claim amount subject to a minimum of Rs.1,000/- for each and every loss..
<b>Section 8</b>	<b>Money Insurance Per Carrying and Cash in Safe including Cash in Counter/Cash in Till up to (Optional)</b>
	<b>Excess:</b> 5% of claim amount subject to a minimum of Rs.2,500/- for each and every loss.
<b>Section 9</b>	<b>Baggage Insurance (Optional)</b>
	<b>Excess:</b> 5% of claim amount subject to minimum of Rs.500/- for each and every loss.
<b>Section 10</b>	<b>Fidelity Guarantee Insurance (Optional)</b>
	Cover applicable to permanent employees on the rolls of the insured only
<b>Section 11</b>	<b>Personal Accident Cover for Students &amp; Employees: (Optional)</b>
	Cover restricted to named persons only.
	Names of Persons to be insured to be declared
	Cover limited to Death and Permanent Total Disability only.
	Cover for teaching and non-teaching staff is available at double the sum insured for students at free of cost.
<b>Section 12</b>	<b>Hospital Cash Benefit : (Optional)</b>
	All the employees of the Insured to be covered on compulsory basis. No selection allowed.
	Age group covered 18-60 for employees and for students 2-25
	Cover on Standard Group Health Terms
<b>Section 13</b>	<b>Group Health Cover for Employees: (Optional)</b>
	All the employees of the Insured to be covered on compulsory basis. No selection allowed.
	Age group covered 18-60
	Cover as per Table above.
	Cover on Standard Group Health Terms

<b>Section 14</b>	<b>Pedal Cycle Insurance</b>
	Excess:5% of claim amount subject to minimum of Rs.500/- for each and every loss.
<b>Section 15</b>	<b>All Risk Cover (Optional)</b>
	Excess:5% of the claim amount subject to minimum of Rs.2500/- Theft Claims:10% of the claim amount subject to minimum of Rs.5000/-
<b>Note:</b>	*Subject otherwise to terms, conditions and exceptions of mentioned in the respective sections and General terms and conditions

**Subject to:**

- General Terms and Conditions of my:business \_\_\_\_\_ Insurance Policy in the Annexure hereto and to the terms, conditions and exclusions of applicable Sections of the Policy.
- Warranties mentioned above.

**Annexures:**

- List of items under Standard Fire & Special Perils (Section 1) and Burglary & Housekeeping (Section 2)
- List of Machinery covered under Machinery Breakdown (Section 4)
- List of Electronic Equipment covered under (Section 5)
- List of Persons to be covered under Personal Accident (Section 11)
- List of Persons to be covered under Hospital Cash Benefit (Section 12)
- List of Persons to be covered under Group Health Section (Section 13)
- List of Projectors, and Laptops for owners, MDs, Promoters, Partners and Directors only (Section 15)

Signed for and on behalf of L&T General Insurance Company Limited, at \_\_\_\_\_ on this date \_\_\_\_\_

**Authorized Signatory**

**Important Notes:**

Please examine this Policy including its attached Schedules / Annexure if any. In the event of any discrepancy please contact the office of the Company immediately, it being noted that this Policy shall be otherwise considered as being entirely in order.

Please refer the Claims Settlement & Grievance Redressal procedure documents attached hereto for ready reference.

**CLAIM SETTLEMENT**

The Company will settle the claim under this policy within 30 days from the date of receipt of necessary documents required for assessing the claim. In the event that the Company decides to reject a claim made under this Policy, the Company shall do so within a period of thirty days of the Survey Report or the additional Survey Report, as the case may be, in accordance with the provisions of Protection of Policyholders' Interest Regulations 2002.

**GRIEVANCE REDRESSAL PROCEDURE**

For any grievance the Insured/Insured Person may write to:

The Grievance Officer

L&T General Insurance Company Limited

601-602, 6<sup>th</sup> Floor, Trade Centre, Bandra Kurla Complex, Bandra East, Mumbai 400051

Alternatively the Insured/Insured Person may also call the helpline number- <<toll free no>> or write to The Grievance Officer at <<[abc@xyz.com](mailto:abc@xyz.com)>>

For Grievances relating to:-

- a) Delay in settlement or against decision on any claim
- b) Premium
- c) Non-issue or Interpretation of Policy terms
- d) or such other grievances

the Insured/Insured person may be entitled to approach the Insurance Ombudsman having office at Ahmedabad, Bhubaneshwar, Bhopal, Chandigarh, Chennai, Guwahati, Kochi, Kolkatta, Lucknow, Hyderabad, Mumbai and Delhi. The details of the Insurance Ombudsmen and their jurisdiction are available on their website-[www.ombudsmanindia.org/www.gbic.co.in](http://www.ombudsmanindia.org/www.gbic.co.in).