



Policy Summary

Some important facts about your Professional Indemnity insurance product are summarised below. This summary does not describe all the terms and conditions of your policy, so please take time to read the policy document to make sure you understand the cover it provides.

Period of Insurance

Your cover is valid for 12 months unless otherwise agreed and is renewable annually.

About your Professional Indemnity (PI) Insurance cover

Your PI policy is a legal liability insurance that provides cover for claims made against you by a third party arising from a negligent act, error or omission by you occurring in the course of your business and which results in the third party suffering (and being able to demonstrate) a financial loss.

In addition to the basic cover, your policy also provides many other features and benefits. Please refer to the policy wording for full details of these.

The maximum payable in respect of any one claim is the amount chosen by you and shown as the 'Limit of Indemnity' in the policy schedule. Unless otherwise stated, costs incurred in the defence or investigation of the claim will be paid in addition to this figure.

PI is different to most other insurances in that it operates on what is known as a 'claims made basis', meaning that the policy will only provide cover for claims or circumstances discovered and notified to the Insurer during the period of insurance, rather than errors or mistakes occurring during the period of insurance.

As with all insurance policies, certain exclusions apply and you should consult the policy wording for the full list. However, some of the more significant exclusions include:

- ❖ Death, bodily injury or disease sustained by any person, or damage to their property, unless arising from negligent advice (this is covered by either an **Employers or Public Liability Insurance**)
- ❖ the Excess
- ❖ Asbestos
- ❖ Claims or circumstances arising from work carried out prior to the retroactive date

Additional covers where included/selected – please refer to your Quotation or Policy Schedule

Legal Expenses Insurance

Provided in partnership with DAS Legal Expenses Insurance Co Ltd, this cover provides insurance protection against the unpredictability of potential legal or taxation problems up to a maximum of £100,000.

Employers Liability (EL) Insurance

Your EL policy is a legal liability insurance that provides cover for claims made against you by, or on behalf of, an employee who is killed, injured or contracts a disease whilst undertaking work for you during the course of their employment.

The maximum payable ('Limit of Indemnity') in respect of any one accident or event is £10m (£5m in respect of Terrorism), which includes costs incurred in the defence or investigation of the claim.

As stated above, all insurance policies contain certain exclusions and you should consult the policy wording for the full list. However, some of the more significant exclusions include:

- ❖ Death, bodily injury or disease sustained by an employee whilst working offshore
- ❖ Death, bodily injury or disease sustained by any person other than an employee (this is covered by a **Public Liability Insurance**)
- ❖ Damage to third party property (this is covered by a **Public Liability Insurance**)

Public Liability (PL) Insurance

Your PL policy is a legal liability insurance that provides cover for claims made against you by, or on behalf of, any party who is killed, injured or contracts a disease (except for an employee), or whose property you damage as a result of your business activities.

The maximum payable in respect of any one claim is the amount chosen by you and shown as the 'Limit of Indemnity' in the policy schedule. Unless otherwise stated, costs incurred in the defence or investigation of the claim will be paid in addition to this figure.

As previously stated, all insurance policies contain certain exclusions and you should consult the policy wording for the full list. However, some of the more significant exclusions include:

- ❖ Death, bodily injury or disease sustained by an employee whilst in the course of their employment (this is covered by an **Employers Liability Insurance**)
- ❖ Pollution (although some cover is provided arising from 'sudden and unexpected' incidents)
- ❖ Professional advice provided for a fee (this is covered by a **Professional Indemnity Insurance**)
- ❖ the Excess
- ❖ Asbestos

Directors & Officers (D&O) Liability

The cover provides directors, non-executive directors and officers with an indemnity against a wide range of potential legal actions which they can face in the course of carrying out their normal duties and which may put their personal assets at risk. In certain circumstances, a director or officer may be held personally liable for a breach of a duty of care, skill or contract with the potential for unlimited financial liability.

Unless otherwise stated, the policy provides cover for:

- ❖ Damages, judgements or settlements
- ❖ Costs and expenses awarded against a Director or Officer
- ❖ Legal Defence Costs

The maximum payable in respect of any one claim (and in total during the period of insurance) is the amount chosen by you and shown as the 'Limit of Indemnity' in the policy schedule. Costs incurred in the defence or investigation of the claim are included within this figure.

As with PI above, D&O operates on a 'claims made basis', meaning that the policy will only provide cover for claims or circumstances discovered and notified to the Insurer during the period of insurance, rather than errors or mistakes occurring during the period of insurance.

As with the other products mentioned above, certain exclusions apply and you should consult the policy wording for the full list. However, some of the more significant exclusions include:

- ❖ Death, bodily injury or disease sustained by any person or damage to their property (this will be either **Employers or Public Liability**)
- ❖ Professional advice provided for a fee (this is covered by a **Professional Indemnity Insurance**)
- ❖ Fines, penalties, punitive, aggravated or exemplary damages awarded in a Libel or Slander action
- ❖ Asbestos

Law applicable to the contract

You and the insurer are free to choose the law applicable to this contract but in the absence of agreement to the contrary, English law will apply.

Flexible payment options

You can pay your premium, including tax, by 10 monthly instalments using our premium credit facility. Please ask your broker for an application form if this is of interest to you.

Claims

Preventing claims occurring

As a professional we do not presume to tell you how to run your business. However many claims arise through misunderstandings which it may be difficult to disprove without evidence. Please ensure wherever possible that all contracts and instructions are confirmed in writing. Written records of meetings and telephone conversations should also all be retained on file.

Claims Procedure

In the event of any criticism by your client, or if you become aware of circumstances which could give rise to a claim against you, it is essential that you notify your insurance broker immediately, even if you believe that your actions have been beyond reproach and that a claim could never succeed.

Warning signs include:

- ❖ verbal complaints from a dissatisfied customer, or threats to take the matter further
- ❖ letters of complaint alleging neglect error or omission
- ❖ a client refusing to settle or delaying settlement of fees
- ❖ client wanting to change professional adviser

Once we have been notified of a possible claim we will assist you in providing guidance on how best to conduct future dealings with the client. Depending on the nature of the situation we may appoint professional advisers to assist you.

In the event of a claim or notification please do not advise the third party that you hold P.I. insurance as this may prejudice the position.

Do not discuss or admit liability. Any correspondence should be passed to your broker as soon as possible, unanswered beyond a simple acknowledgement of receipt.

If you are involved in the Construction Industry please note the special conditions in the policy relating to prompt notification of circumstances relating to Adjudication under the Housing Grants and Construction Act.

Cancellation rights

We hope that you are satisfied with the cover that this policy provides. As this is an annual contract and because of the basis of cover, there is no express provision allowing you to cancel the policy before its renewal date. However, depending upon the circumstances, we may agree to cancel the policy before the end of the period of insurance if you request us to do so. Any such request must be made via your insurance broker and detail the reason(s) behind this.

Complaints procedure

We strive to provide the highest possible standard of customer service. However, should you feel that our service has fallen below the level expected and you wish to register a complaint, please contact us by writing to:

The Compliance Manager
Saturn
Caveat House
14 Lovat Lane
London
EC3R 8DZ

Please quote your policy number and provide full details of your complaint.

If we are unable to resolve your complaint with us, you may be entitled to refer it to the Financial Services Ombudsman (FOS), South Quay Plaza, 183 Marsh Wall, London E14 9SR.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme. You may be entitled to receive compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit.

For other classes of insurance, insurance advising and arranging is covered for 100% of the first £2,000 and 90% of the remainder of the claim, without any upper limit.

About Saturn

Saturn Professional Risks Limited was formed in August 1996 as a specialist 'intermediary only' Professional Indemnity Underwriting Agency. In 2004, we became part of the Martello Group, which in turn became a wholly owned subsidiary of Royal & Sun Alliance Insurance plc in November 2006.

We hold full delegated underwriting and claims handling authority. The capacity and security for our business is provided by two highly regarded companies, namely Royal & Sun Alliance Insurance plc and DAS Legal Expenses Insurance Co Ltd.

We are able to provide quotations for the majority of professions, with tailor-made wordings to meet their specific needs. Our policies for Chartered Accountants, Architects and Surveyors all meet the requirements of the respective governing bodies, including the ICA, ARB, RIBA and RICS.

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