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## PRODUCT DISCLOSURE SHEET

(Please read this Product Disclosure Sheet before you decide to take up A-Essential Business. Be sure to also read the general terms and conditions of the sample policy contract where applicable.)

AIA General Berhad

A-Essential Business – Enhanced Fire  
Packaged Insurance

Date: 15/01/2021

Name	:	_____
Situation of Risk	:	_____
Occupied as	:	_____
Construction of building	:	Class 1A: Wall-bricks/concrete, Roof-tiles/concrete/zinc/asbestos

### 1. What is this product about?

This is a comprehensive packaged insurance that is specially designed for businesses occupied in buildings of Class 1A construction. A wide range of cover is provided with flexibility to customize a plan that suits your business needs.

### 2. What are the covers/benefits provided?

This product comes with Fixed and Flexi Plan that provides up to 11 comprehensive coverage:

#### Section A – Fire

Provides protection against loss or damage to the property insured due to fire, lightning, and/or other optional perils selected.

#### Section B – Burglary

Provides protection against loss or damage to the property insured within the insured premises due to theft through forcible entry or exit from the building or any attempt threat.

#### Section C – Money

Reimburses loss of money in transit, money kept in the insured premises, or money transacted via electronic fund transfer, and provides coverage on personal accident due to assault, for up to 4 persons in Fixed Plans or up to a maximum of 10 persons in Flexi Plan.

#### Section D – Public Liability

Provides protection against Insured's legal liability to third parties for bodily injury/death and/or property damage arising from accidents happen during the period of insurance and in the course of the Insured's business.

#### Section E – Plate Glass, Signage and Signboard

Provides protection against accidental damage to fixed glasses, or damage to signage and signboard fitted to the insured building within the insured premises.

#### Section F – Employer's Liability

Provides cover to indemnify Insured against his common law liability in respect of any personal injury sustained by his employee(s) in the course of employment.

#### Section G – Group Personal Accident (unnamed basis)

Provides protection to Insured and Insured's employees against accidental death or accidental permanent disablement, for up to 15 persons in Fixed Plan or up to a maximum of 30 persons in Flexi Plan.

#### Section H – Fidelity Guarantee (unnamed basis)

Provides protection against any loss of money or goods which the Insured sustains by any acts of fraud or dishonesty committed by the Insured's employee(s).

#### Section I – Machinery Breakdown

Provides protection against any unforeseen and sudden physical loss or damage to machineries in the insured premises.

#### Section J – All Risks

Provides protection against loss or damage to office equipment, computers and peripherals, furniture and fittings, and the like caused by any accidental causes unless such perils are specifically excluded.

### Section K – Fire Consequential Loss

Provides protection against loss of income and extended operating costs following business interruption as a result of fire, lightning, and/or other optional perils selected in Section A.

**Note:**

- Duration of cover is for one year. You need to renew your insurance policy annually.
- For Fixed Plan, Section A to H are mandatory cover with Sum Insured as per stated in the Schedule of Benefits, while Section I to K are optional.
- For Flexi Plan, all sections are optional cover (i.e. Section B to K) except for Section A – Fire which is mandatory. You are required to select a minimum of 3 sections among Section B to K and to determine the desired sum insured.

### 3. How much premium do I have to pay?

The total premium that you have to pay may vary depending on the Plan selected, Sum Insured amount for each Section, and the underwriting requirements of the Company. (Please refer to the Brochure for the details of the Schedule of Benefits provided in this package).

**Note:**

- It is advisable that you pay your premium directly to the Company, either by cash, credit card or through our approved internet banking facility. We encourage our customers to make payment electronically using our approved cashless payment methods as a secure alternative to cash payments.*
- Official Receipt** – Always insist for an official receipt for the premium paid and keep it as proof of your premium payment.
- Minimum premium payable for Section A is RM75.00.**

### 4. What are the fees and charges that I have to pay?

Commissions paid to the insurance agent	:	15% of premiums
Stamp Duty	:	RM10.00
Applicable Government Tax	:	6% of annual premiums paid

### 5. What are some of the key terms and conditions that I should be aware of?

- a) **Duty of Disclosure** – You must give all the facts in your application form and each renewal fully and faithfully otherwise your policy may be void.

- **Consumer Insurance Contract**

Pursuant to Paragraph 5 of Schedule 9 of the Financial Services Act 2013, if you are applying for this Insurance wholly for purposes unrelated to your trade, business or profession, you have a duty to take reasonable care not to make a misrepresentation in answering the questions in the Proposal Form (or when you apply for this insurance). You must answer the questions fully and accurately.

Failure to take reasonable care in answering the questions may result in avoidance of your contract of insurance, refusal or reduction of your claim(s), change of terms or termination of your contract of insurance.

The above duty of disclosure shall continue until the time your contract of insurance is entered into, varied or renewed with us.

In addition to answering the questions in the Proposal Form (or when you apply for this insurance), you are required to disclose any other matter that you know to be relevant to our decision in accepting the risks and determining the rates and terms to be applied.

You also have a duty to tell us immediately if at any time after your contract of insurance has been entered into, varied or renewed with us any of the information given in the Proposal Form (or when you applied for this insurance) is inaccurate or has changed.

- **Non-Consumer Insurance Contract**

Pursuant to Paragraph 4(1) of Schedule 9 of the Financial Services Act 2013, if you are applying for this Insurance for a purpose related to your trade, business or profession, you have a duty to disclose any matter that you know to be relevant to our decision in accepting the risks and determining the rates and terms to be applied and any matter a reasonable person in the circumstances could be expected to know to be relevant, otherwise it may result in avoidance of your contract of insurance, refusal or reduction of your claim(s), change of terms or termination of your contract of insurance.

The above duty of disclosure shall continue until the time your contract of insurance is entered into, varied or renewed with us.

You also have a duty to tell us immediately if at any time after your contract of insurance has been entered into, varied or renewed with us any of the information given in the Proposal Form (or when you applied for this insurance) is inaccurate or has changed.

b) **Limitations of cover:**

- Sum Insured - Amount of sum insured is according to the Schedule of Benefits except for Fire (sum insured must represent the Full Value of the property insured), Fire Consequential Loss, and All Risks, and all sections in Flexi Plan.
- Group Personal Accident - limited to 15 persons only (applicable to Fixed Plan) or limited to the number of persons as specified in the Policy Schedule for a maximum of 30 (applicable to Flexi Plan), aged between 18 to 70 years.

c) **Underinsurance** – You must ensure that the sum insured is adequate, otherwise, average condition will apply for under insurance at the time of loss. You will deem to be self-insuring for the difference. Ensure your property is adequately insured at all times, and take into account the renovations and enhancements made to your property. If you wish to get the estimated rebuilding cost of your property to estimate the sum insured, you may use the Building Cost Calculator (BCC) on PIAM's website at the following link <http://www.piam.org.my/consumer/industry/building-cost-calculator-bcc/> and complete the questionnaires. Please inform the Company if you wish to revise the sum insured. Any revision to the sum insured is subject to the company's approval.

d) **Excess** – is the amount of loss that you have to bear in the event of a claim.

**Note:**

- i. *If you do not receive the insurance policy after one (1) month from date of purchase, please contact the Company.*
- ii. *Please note that this limitations, terms and conditions as stated in this Product Disclosure Sheet are not exhaustive. Please refer the Policy Contract for detailed benefits, limitations, terms and conditions. The contents of the Policy Contract shall prevail if there are any discrepancies between the Product Disclosure Sheet and the Policy Contract.*

**e) Making a claim**

- You must notify the Company immediately.
- For fire claim, you must notify the fire brigade immediately.
- You must take necessary precaution to minimize the loss/damage. - You must make a police report for theft, liability, and money claim.
- For liability claim:
  - a) You must not discuss compensation or issue of liability if a third party and/or his representative make an approach for settlement, without the consent of the Company.
  - b) You must submit all correspondence received from third party and/or his representative or the claimant or his solicitor unanswered to the Company.
- You must submit your claim with all supporting information and documents to the Company.
- You should cooperate fully with the adjuster/investigators appointed by the Company to assess your claim.
- For Personal Accident claim: Death certificate, police report and postmortem report (if required) for death claim or for other injury claim, you must submit the medical report & medical bills to support your claim.

**6. What are the major exclusions under this policy?**

**Exclusion to Section A & K – Fire & Fire Consequential Loss**

- Theft during or after occurrence of fire
- Own fermentation, natural heating or spontaneous combustion
- Burning property by order of public authority
- Earthquake, volcanic eruption, typhoon, hurricane, flood
- Ionizing radiations or contamination by radioactivity from any nuclear fuel or nuclear waste • War invasion, act of foreign enemy, hostilities or warlike operations
- Act of terrorism

**General Exclusion applicable to Section B to J – Burglary, Money, Public Liability, Plate Glass, Signage and Signboard, Employer's Liability, Group Personal Accident, Fidelity Guarantee, Machinery Breakdown, and All Risks**

- Loss or damage resulting or arising from any consequential loss
- Ionizing radiations or contamination by radioactivity from any nuclear fuel or nuclear waste
- War invasion, act of foreign enemy, hostilities or warlike operations
- Act of terrorism
- Loss of Money arising out of or in any way involving the interruption or failure of the internet (Section C – Money)
- Loss or damage to hand held phones, mobile phones, walkie-talkie, palmtop and electronic personal organizer, iPads/ tablets or the like, portable video camera, camcorder, portable photographic equipment, and the content of the machines (Section J – All Risks)

**Note:**

*This list is non-exhaustive. Please refer to the Policy Contract for the full list of exclusions under this policy.*

**7. Can I cancel my policy?**

Yes, you may cancel your policy by giving written notice to the Company. Upon cancellation, you are entitled to a partial refund of the premium provided you have not made a claim.

**8. What do I need to do if there are changes to my company details?**

It is important that you inform the Company of any change in your company details such as your change of address so that we can keep you informed of important information.

**9. Where can I get further information?**

Should you require additional information about our A-Essential Business packaged insurance or any other types of insurance, you may contact the Company directly or any of our branches or AIA agent at your convenience.

If you have any enquiries, please contact us at:

AIA General Berhad (201001040438 (924363-W))  
Menara AIA, 99 Jalan Ampang

50450 Kuala Lumpur  
Care Line : 1300 88 1899  
Fax : 03-2056 2591  
Email: MY.GI-Ops@aia.com

**10. Other types of insurance cover available:**

Please ask AIA or AIA's agent for other similar types of cover offered by AIA General Berhad.

**IMPORTANT NOTICE:**

**YOU MUST ENSURE THAT YOUR PROPERTY IS INSURED AT THE APPROPRIATE AMOUNT. YOU SHOULD READ AND UNDERSTAND THE INSURANCE POLICY AND DISCUSS WITH YOUR AGENT OR CONTACT THE INSURANCE COMPANY DIRECTLY FOR MORE INFORMATION.**

This information provided in this disclosure sheet is valid as at 15/01/2021.