



[AIA General Berhad is licensed under the Financial Services Act 2013 and regulated by the Central Bank of Malaysia (Bank Negara Malaysia)]

PRODUCT DISCLOSURE SHEET

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

AIA General Berhad

A-COMMERCIAL PLUS

Date: 1 April 2015

Name	:	_____
Situation of Risk	:	_____ _____
Occupied as	:	_____
Construction of building	:	Class 1A: Wall-bricks/concrete, _____ Roof-tiles/concrete/zinc/asbestos <input type="checkbox"/>

1. What is this product about?

This is a very comprehensive package of insurance that is specially designed for businesses occupied in buildings of Class 1A construction. A wide range of cover is provided to ensure that your business is well protected in the event of any mis-haps.

2. What are the covers/benefits provided?

This package provides 10 classes of insurance, namely:

Section A – Fire

Provide cover to the Insured in the event of loss or damage to the property insured due to:

- Fire
- Lightning
- Explosion
- Riot, Strike and Malicious Damage
- Bursting or overflowing of water tanks, apparatus and pipes

Section B – Burglary

Provides protection against loss of or damage to stock-in-trade, furniture, fixtures and equipment within the insured premises by theft through forcible entry to or exit from the building.

Section C – Money

- Provides protection against loss of monies by robbery or any such attempt thereat within the insured premises including damage to the premises.
- Provides protection against loss of monies by robbery outside the premises while being conveyed authorized personnel from bank to insured's premises and vice versa only.
- Provides protection against loss of monies from within the vault or safe or locked cash register or locked drawers by burglary or attempt thereat including damage to the premises.
- Plus Personal Accident (Assault) – Cover is provided for injury to 2 employees as a result of robber, for the following benefit: RM10,000 following death or loss of limbs or sight or permanent total disablement.

Section D – Public Liability

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

Section E – Plate Glass

Provides protection against accidental damage to fixed glasses.

Section F – Employer's Liability

Provides cover to indemnify the employer 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 cover to the employer or employee/s against accidental death or accidental bodily injury.

Note:

Duration of cover is for one year. You need to renew your insurance policy annually.

3. How much premium do I have to pay?

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

Premium computation:		
Annual Premiums		
i.	Premium for Section A - Fire	: RM
ii.	Plus Section B, C, D, E, F & G - Burglary, Money, Public Liability, Plate Glass, Employer's Liability & Group Personal Accident	: RM
	Sub-total	: RM
Add:	Service Tax (6%)	: RM
	Stamp Duty	: RM <u>10.00</u>
	The estimated total premium that you have to pay is	: RM _____

Note:

- i *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.*
- ii **Official Receipt** – Always insist for an official receipt for the premium paid and keep it as proof of your premium payment.
- iii **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

Section A	:	15 % of premiums
Other Sections	:	25 % of premiums
Stamp Duty	:	RM10.00
Service 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:**

- Acceptance of type of risk trade/occupational class is as shown in the brochure.
- Sum Insured - Amount of sum insured is according to the Table of Benefits provided except for Fire must not exceed RM2,000,000.
- Group Personal Accident - limited to 4 employees only, age between 18 to 65 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:

- If you do not receive the insurance policy after one (1) month from date of purchase, please contact the Company.*
- 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 post mortem 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 – Fire

- 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 G – Burglary, Money, Public Liability, Plate Glass, Employer's Liability & Group Personal Accident

- 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

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-Commercial Plus Package 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 (924363-W)
Menara AIA, 99 Jalan Ampang
50450 Kuala Lumpur
Care Line : 1300 88 1899
Fax : 03-2056 2591

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 1 April 2015.