



Professional Indemnity (Civil) Insurance Policy

Operative Clause

In consideration of the payment of the premium to Lumley General Insurance (NZ) Ltd ("Lumley") and in reliance on the written proposal, declaration and any other underwriting information provided, which shall be deemed to be incorporated into and to be the basis of this Policy, Lumley will Indemnify the Insured as follows.

Insuring Clauses

1 CIVIL LIABILITY

Lumley shall indemnify the Insured for any Valid Claim subject to the terms of this Policy.

2 COSTS AND EXPENSES

In addition, Lumley shall pay Costs and Expenses incurred with the written consent of Lumley in the defence or settlement of any Valid Claim, up to the Limit of Indemnity or \$2,000,000, whichever is the lesser.

Definitions

In this Policy, including any endorsements, unless specifically stated to the contrary:

1. "Act of Terrorism" means:

An act, including but not limited to the use of force or violence and/or threat thereof, of any person or group(s) or persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s) which from its nature or context is done for, or in connection with, political, religious, ideological, ethnic or similar purposes or reasons, including the intention to influence any government and/or to put the public, or any section of the public, in fear.

2. "Claim" means:

- 2.1 legal proceedings instituted and served on the Insured claiming damages; or
- 2.2 any allegation of wrongdoing by the Insured or for which the Insured is legally liable, together with a demand for damages; or
- 2.3 any threat or intimation that legal proceedings will be issued against the Insured.

3. "Costs & Expenses" means:

- 3.1 all necessary and reasonable legal costs, disbursements, witness costs, assessor costs or expert costs incurred by Lumley solely in investigating, defending or settling any Valid Claim;
- 3.2 all necessary and reasonable expenses (other than loss of earnings or profits) that are incurred by the Insured with the prior written consent of Lumley solely in assisting Lumley or its solicitors in the investigation, defence or settlement of any such Valid Claim;
- 3.3 any interest accruing after the date of entry of judgment against the Insured and until the date Lumley pays, tenders or deposits in court the judgment sum or such part of that judgment sum as is required to satisfy Lumley's liability to the Insured in terms of the Limit of Indemnity.

4. "Documents" means:

Deeds, wills, agreements, maps, plans, books, letters, policies, certificates, forms and documents of any nature whatsoever, whether written, printed or reproduced by any method including computer records and electronic data material but shall not include bearer bonds or coupons, stamps, bank currency notes or any other negotiable instrument.

5. "Employee" means:
Any person employed under a contract of service or apprenticeship, on a full-time, part-time or seasonal basis.
6. "Excess" means:
The amount of Excess specified in the Schedule.
7. "Family Member" means:
 - 7.1 any spouse, domestic partner, or companion; or
 - 7.2 any parent, or parent of the spouse; or
 - 7.3 any sibling or child:
of the Insured,
8. "Insured" means:
 - 8.1 the person, persons, partnership, company, corporation or other entity specified as the Insured in the Schedule including their predecessors in business; and
 - 8.2 any person who is or becomes during the Period of Insurance, a principal, partner, director or Employee of the Insured; and
 - 8.3 any former principals, partners, directors or Employees of the Insured; and
 - 8.4 the estate, heirs, legal representatives or assigns of any Insured in the event of the death or incapacity of such Insureds.
9. "Limit of Indemnity" means:
The Limit of Indemnity specified in the Schedule.
10. "Period of Insurance" means:
The Period of Insurance specified in the Schedule.
11. "Policy" means:
This wording, the Schedule and any endorsements.
12. "Professional Business Practice" means:
The business conducted by the Insured as specified in the Schedule.
13. "Retroactive Date" means:
The Retroactive Date specified in the Schedule,
14. "Schedule" means:
The current Schedule to this Policy.
15. "Valid Claim" means:
Any Claim:
 - 15.1 first made against the Insured during the Period of Insurance; and
 - 15.2 notified in writing by the Insured to Lumley during the Period of Insurance; and

15.3 alleging civil liability, by any act, error, omission or conduct that occurred subsequent to the Retroactive Date in connection with the Insured's Professional Business Practice.

Any Claims that do not satisfy 15.1, 15.2 and 15.3 of this definition shall not be covered under this Policy.

Automatic Extensions

The following extensions to the Policy are included automatically, provided always that each extension is subject to the terms of this Policy (unless otherwise stated).

Lumley shall, subject to the terms of this Policy, indemnify the Insured for any:

1 BREACH OF CONTRACT

Claim for the actual or alleged breach of a contract for the provision of professional services.

2 CONSULTANTS, SUBCONTRACTORS AND AGENTS

Claim for any act, error or omission committed or allegedly committed by any consultant, subcontractor or agent for whose act, error or omission the Insured is legally liable. Provided always that this indemnity shall not extend to any such consultant, subcontractor or agent.

3 CONTINUOUS COVER

Lumley agrees that if the Insured has failed to notify a Claim, or a fact or circumstance to Lumley or any other Insurer under an earlier Professional Indemnity Insurance Policy, then Lumley will accept the notification of such Claim, fact or circumstance under this Policy. PROVIDED ALWAYS THAT:

3.1 The Insured has continuously been Insured under a Professional Indemnity Insurance Policy between the date when such notification should have been given and the date when such notification was, in fact, given; and

3.2 The terms and conditions applicable to this Extension and to that notification shall not be those of this Policy but shall be the terms and conditions (including the Limit of Indemnity and Excess) applicable to the Professional Indemnity Insurance Policy under which the notification should have been given; and

3.3 Where there has been prejudice caused by such late notification the liability of Lumley will be reduced to the amount for which Lumley would have been liable had the prejudice not occurred.

4 DEFAMATION

Claim for unintentional defamation.

5 FAIR TRADING ACT 1986

Claim for compensation made against the Insured alleging breach of sections 9 to 14 of the Fair Trading Act 1986 (or any similar fair trading legislation that may apply in the States, Territories or Countries of the jurisdiction specified in the Schedule).

6 INNOCENT NON-DISCLOSURE

Lumley agrees that it will not seek to avoid this Policy on the grounds of non-disclosure or misrepresentation of any information provided to Lumley in the Proposal provided that the Insured shall establish to the satisfaction of Lumley that such nondisclosure or misrepresentation was free of any dishonesty or intent to deceive on the part of the Insured.

7 INTELLECTUAL PROPERTY

Claim for unintentional infringement of copyright, trademark, registered design or patent, plagiarism or breach of confidentiality, arising directly from the Professional Business Practice.

8 JOINT VENTURE LIABILITY — INSURED'S LIABILITY ONLY

Claim arising from the Insured's involvement in any joint venture or partnership but no other joint venture party or partner shall be an Insured.

9 LOSS OF DOCUMENTS

9.1 Claim for liability arising from the loss of any Documents that have been destroyed, damaged, lost or mislaid; and

9.2 costs, charges and expenses of whatsoever nature Incurred by the Insured in replacing and/or restoring such lost Documents. Bills and/or accounts shall support any Claim under this Policy for such costs, charges and expenses, which shall be subject to approval by a competent person nominated by Lumley with the approval of the Insured.

Provided always that such coverage shall be limited to loss of Documents:

9.3 which were in the physical custody or control of the Insured or any other person to whom the Insured entrusted, lodged or deposited such Documents in the ordinary course of business; and

9.4 that has occurred within the territorial limits of from the Dominion of New Zealand or the Commonwealth of Australia.

10 PREVIOUS BUSINESS

Any Claim made against any person who is, becomes or ceases to be, during the Period of Insurance, a partner, director or principal of the Insured for any civil liability incurred on the part of such person in the conduct of the same profession as the Insured's Professional Business Practice before that person joined the Insured. Provided always that this Policy shall only cover the part of the loss that exceeds any indemnity available to that person under any other insurance policy.

11 AUTOMATIC REINSTATEMENT

If a Valid Claim or Valid Claims shall exhaust the Limit of Indemnity under this Policy, Lumley agrees to one reinstatement only of the Limit of Indemnity. Provided always that Lumley's total ability under this Policy shall not exceed:

11.1 the Limit of Indemnity, In respect of any one Valid Claim or all related Valid Claims; and

11.2 twice the Limit of Indemnity, in respect of all Valid Claims which are not related.

For the purpose of this extension, Valid Claims are related if they arise out of the same, identical or a series of acts, errors, omissions or conduct, or arise out of or are attributable to the same originating source or cause.

This extension shall not apply to cover provided under Automatic Extensions 12 (Costs of Representation at Registration Board Proceedings) and 13 (Fraud and Dishonesty of Employees).

12 COSTS OF REPRESENTATION AT REGISTRATION BOARD PROCEEDINGS

Insofar as any complaint (which may form the basis of a Valid Claim) is lodged against the Insured with a statutory registration board or similar regulatory authority, or insofar as any statutory or professional body claims jurisdiction to inquire in or adjudicate any such matter, then Lumley shall pay, within the terms of this Policy and subject to the limits set out in Insuring Clause 2 (Costs and Expenses), all reasonable Costs and Expenses incurred by or on behalf of Lumley or by or on behalf of the Insured with Lumley's prior written consent, in respect of the investigation and defence of the Insured at such proceedings provided always that Lumley shall be entitled to appoint a solicitor or counsel to represent the Insured.

Notwithstanding the limit set out in Insuring Clause 2, the maximum amount payable under this extension shall be \$100,000 any one Claim and in the aggregate.

13 FRAUD AND DISHONESTY OF EMPLOYEES

Notwithstanding Exclusion 7 (Fraud and Dishonesty) Lumley agrees to Indemnify the Insured for legal liability for any Valid Claim, which is brought about or contributed to by any dishonest,

fraudulent, criminal, malicious or deliberate act or omission of or on behalf of an Employee of the Insured. Provided always that:

- 13.1 such indemnity shall not be provided to any person committing or condoning any such act or omission; and
- 13.2 in respect of Claims involving theft or misappropriation of funds for which the Insured is legally liable to account to another, the liability of Lumley is conditional upon:
 - (a) the Insured maintaining a separate trust account for such funds, which shall be subject to independent audit by a duly qualified accountant at least annually; and
 - (b) all cheques drawn by Employees of the Insured on such trust account being signed by two authorised persons.

Notwithstanding the limit set out in Insuring Clause 2, the maximum amount payable under this extension shall be \$250,000 any one Claim and in the aggregate

Exclusions

Lumley shall not be liable in respect of any Claim:

1. **ASBESTOS**
Alleging, resulting from, arising directly or indirectly out of, in consequence of, or in any way involving the existence, mining, handling, processing, manufacture, sale, distribution, storage or use of asbestos, asbestos products and/or products containing asbestos.
2. **DEATH OR BODILY INJURY**
Alleging or in respect of death, bodily or mental injury or illness, other than where it arises out of the performance of professional services for a fee.
3. **DIRECTORS LIABILITY**
Alleging or in respect of any duties of any Insured as a director, trustee or legal officer of any company or entity.
4. **EMPLOYER'S LIABILITY**
Alleging or arising out of any breach of any obligation owed by the Insured as an employer.
5. **FINANCIAL CONDITION**
Alleging or in respect of the Insolvency, bankruptcy, receivership, statutory management or liquidation of the Insured.
6. **FINES AND PENALTIES**
Or indemnify the Insured in anyway, for any liability to pay taxes, fines or penalties, or liquidated, aggravated, multiple, punitive or exemplary damages.
7. **FRAUD AND DISHONESTY**
Alleging or brought about or contributed to by any dishonest, fraudulent, criminal, malicious or deliberate act or omission of or on behalf of the Insured or of any person at any time employed by the Insured,
8. **HARASSMENT/DISCRIMINATION**
Alleging or arising out of harassment (including but not limited to sexual harassment or molestation) or discrimination of any kind.
9. **INSURED AND FAMILY MEMBERS**
Brought or maintained by or on behalf of:
 - 9.1 any Insured, any subsidiary of the Insured; or

9.2 any person who, at the time of the act, error or omission giving rise to the Claim, is a Family Member.

10. JURISDICTION

In respect of any legal action:

- 10.1 first brought in a court outside the jurisdiction specified in the Schedule; or
- 10.2 brought in a court within the jurisdiction specified in the Schedule to enforce a judgment of a court outside the jurisdiction specified in the Schedule whether by way of a reciprocal agreement or otherwise; or
- 10.3 in which the proper law to be applied to the Issues or any of them is that of a jurisdiction other than the jurisdiction specified in the Schedule.

11. LIABILITY ASSUMED

- 11.1 in respect of liability incurred by or on behalf of the Insured arising from an agreement, where liability would not otherwise have existed in the absence of the agreement. However, this exclusion will not apply to an agreement by or on behalf of the Insured to provide professional services to a client or customer, except to the extent that the Insured has agreed to accept a liability regardless of fault.
- 11.2 in respect of a trading debt or a trading liability incurred, or financial or other guarantee granted by the Insured.
- 11.3 in respect of which the Insured has, without the written consent of Lumley, surrendered or waived any right of contribution or indemnity to which the Insured might otherwise have been entitled.

12. NUCLEAR

Alleging or directly or indirectly caused by contributed to or arising from nuclear energy operations, including but not limited to:

- 12.1 the erection, installation, occupation, repair, maintenance, control, use or ownership of any nuclear power station, similar reactor building or nuclear reactor or
- 12.2 any process of nuclear fission or fusion or handling radioactive material or irradiated nuclear fuel which operations include but
- 12.3 are not limited to:
 - (a) the use of nuclear reactors such as atomic piles, particle accelerators or generators or similar devices; or
 - (b) the use, handling or transportation of radioactive materials; or
 - (c) the use, handling or transportation of any weapon of war or explosive device employing nuclear fission or fusion.

Provided always that this exclusion shall not apply to any Claim arising from radioisotopes or radium or radium compounds when used away from the place where such are made or produced and when used exclusively incidental to ordinary industrial, educational, medical or research pursuits.

13. OCCUPIERS LIABILITY

Alleging or arising out of the ownership, possession or use by or on behalf of the Insured of any land, buildings, aircraft, watercraft, vessel or mechanically propelled vehicle.

14. POLLUTION

Alleging or directly or indirectly caused by or contributed to by or arising from seepage, pollution or contamination of any kind.

15. PRIOR OR PENDING

15.1 made, threatened or in any way intimated prior to the commencement of the Period of Insurance: or

15.2 arising from any circumstance of which the Insured had become aware, prior to the commencement of the Period of Insurance. and which the Insured should have considered may give rise to a Claim, whether notified under any other insurance or not

16. REFUND OF FEES

For a refund of professional fees, by way of damages or otherwise.

17. RELATED OR ASSOCIATED ENTITIES

Brought or maintained by or on behalf of any person, firm, company or entity:

17.1 operated or controlled by any Insured; or

17.2 operated or controlled by any Employee, partner nominee or trustee of any Insured; or

17.3 in which any Insured has a direct or indirect financial Interest. (a shareholding of less than 15% in a publicly listed company shall not constitute a financial interest); or

17.4 advised or induced by the Insured to invest in or lend money to any person, firm, company or entity referred to in any of 17.1, 17.2 or 17.3 above or to the Insured.

For the purpose of this Clause, the term Insured shall include both the Insured and any Family Member.

18. SUPPLY OF GOODS

Arising from the actual or alleged sale, supply, installation, or manufacture of goods by or on behalf of the Insured.

19. TERRITORIAL LIMITS

Alleging or arising from any act, error or omission that occurred outside the territorial limits specified in the Schedule.

20. TERRORISM

Alleging or in respect of loss, damage, death, injury, illness, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with:

20.1 any Act of Terrorism regardless of any other cause or event contributing concurrently or in any other sequence to the loss; or

20.2 any action taken in controlling, preventing, suppressing or in any way relating to any Act of Terrorism.

21. WAR

Alleging or directly or indirectly caused by, resulting from or in connection with war, invasion, acts of foreign enemies, hostilities or warlike operations (whether war be declared or not), civil war, military rising, rebellion, revolution, insurrection, military or usurped power, martial law or looting or pillaging In connection therewith, strike, lock-out, riot, civil commotion, mutiny, confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority or any act or condition incidental to any of the above.

Conditions

1. CANCELLATION

1.1 The Insured may cancel this Policy at any time by notifying Lumley in writing In which event Lumley will retain or be entitled to the premium for the period during which this Policy has been In force based on Lumley's cancellation rates,

- 1.2 Lumley may cancel this Policy at any time by sending to the Insured in writing 60 days notice from the date of which cancellation is to take effect. Such notice may be delivered personally, posted or faxed to the Insured or their representative at the address last notified to Lumley. In such event Lumley will retain or be entitled to the premium for the period during which this Policy has been in force based on a pro-rata basis.
2. **CLAIMS DISPUTE RESOLUTION**
- If the Insured disagrees with a decision by Lumley on the availability of or extent of indemnity provided by this Policy, or the application of any terms of this Policy, Lumley agrees to appoint an independent senior counsel to provide an opinion on the matter. The cost of the opinion will be regarded as part of the Costs and Expenses,
3. **DEFENCE AND SETTLEMENT OF A CLAIM**
- The Insured shall not admit liability for or settle any Claim or incur any Costs or Expenses without the written consent of Lumley, whose consent shall not be unreasonably withheld. Lumley shall be entitled at any time to take over and conduct in the name of the Insured the defence or settlement of any Claim and any counterclaim.
4. **DISHONEST CLAIM**
- If the Insured or any person who is entitled to indemnity under this Policy makes any dishonest statement in respect of an application for indemnity under this Policy, this insurance shall be voidable from the commencement of the Period of Insurance, and all benefits under this Policy will be forfeited.
5. **EXCESS**
- In respect of each and every Claim against the Insured the amount of the Excess is payable by the Insured and Lumley shall only be liable to indemnify the Insured for the amount beyond the Excess up to the amount of the Limit of Indemnity. When the amount of the Excess is shown in the Schedule as "costs exclusive" the indemnity for Costs and Expenses shall not be subject to the Excess provided always that the Claim is higher than the Excess. For the purpose of this condition, "Claim" means any and all Valid Claims that arise by reason of the same act, error, omission or conduct.
6. **GST**
- Where, upon receiving any indemnity payment under this Policy, the Insured is liable to pay tax under section 5 (13) of the Goods and Services Act 1985 (or any statutory amendment or re-enactment of the section or Act) and/or under the equivalent legislation in any other jurisdiction specified in the Schedule, Lumley will indemnify the Insured for the amount of that tax. The indemnity under this clause is payable by Lumley in addition to the Limit of Indemnity.
7. **INSURED'S CO-OPERATION**
- The Insured shall take all reasonable steps to avoid or diminish any loss in relation to any possible Claim, and shall as soon as practicable disclose all Information and give assistance to Lumley to enable it to investigate and defend the Claim or determine its liability under this Policy. Lumley may, upon receipt of notice from the Insured of any request for indemnity under this Policy, take whatever action it considers appropriate to protect the Insured's position in respect of the Claim, and such action by Lumley shall not be regarded in any way as prejudicing the Insured's or its own position and shall not be an admission of the Insured's entitlement to indemnity. The Insured irrevocably waives all claims to legal professional privilege between themselves and any solicitor retained by Lumley to act on the Insured's behalf in relation to any Claim. The Insured shall allow the solicitor to disclose to Lumley and its reinsurers any information obtained in the course of his/her duties.
8. **INSURED'S RIGHT TO CONTEST**
- If the Insured shall refuse to consent to any settlement recommended by Lumley and shall elect to contest or continue any legal proceedings, Lumley's liability shall not exceed the amount for which the Claim or circumstance could have been settled, less any Excess, plus the Costs and Expenses incurred up to the date of such refusal

9. INTERPRETATION OF WORDS

Words referring to persons shall include companies and other legal entities. The singular includes references to the plural and vice versa and any gender includes inference to all other genders.

10. LEGAL COUNSEL

Neither Lumley nor the Insured shall require each other to contest any legal proceedings in respect of any Claim against the Insured, unless legal counsel (to be mutually agreed upon by the Insured and Lumley, or in default of agreement, nominated by Lumley) shall recommend that such proceedings should be contested. In formulating such recommendation, counsel shall take into account the economics of the matter, the damages and costs that are likely to be recovered by the plaintiff the likely costs of defence and the prospects of the Insured successfully defending the action. The cost of counsel's opinion shall, for the purpose of this Policy, be regarded as part of the Costs and Expenses.

In the event that counsel recommends that, having regard to all the circumstances, the matter should not be contested but should be settled, provided that settlement can be achieved within limits which, in counsel's opinion, are reasonable, then the Insured shall not object to any such settlement and shall cooperate with Lumley to effect such settlement in accordance with this Policy, subject to Condition 8 (Insured's Right to Contest).

11. LIMIT OF INDEMNITY

Lumley's liability to indemnify the Insured under Insuring Clause 1 (Civil Liability) in respect of any one Valid Claim (including all legal costs and expenses for which the Insured shall become legally liable to the claimant), or all such Valid Claims in the aggregate, shall not exceed the Limit of Indemnity.

12. LOSS OR SUSPENSION OF REGISTRATION/ALTERATION TO RISK

The Insured shall give notice in writing to Lumley as soon as practicable should the statutory registration of an Insured person be cancelled, suspended or terminated or should there be any other material alteration to the risk, facts or circumstances.

13. MAXIMUM COSTS AND EXPENSES

In no case whatsoever will Lumley pay more than \$2,000,000 in the aggregate under this Policy in respect of Costs and Expenses under Insuring Clause 2 (Costs and Expenses) and Automatic Extension 11 (Costs of Representation at Registration Board Proceedings) or otherwise.

14. NOTIFICATION OF CIRCUMSTANCES

If, during the Period of Insurance the Insured notifies Lumley of any circumstance which the Insured or a reasonable Insured should have considered may give rise to a Claim, and this circumstance later gives rise to a Claim first made against the Insured after expiry of the Period of Insurance, Lumley will treat the Claim as first made against the Insured during the Period of Insurance. In this context, a "circumstance" must be sufficiently specific that the Insured can and does provide to Lumley details of name(s) of potential claimants and potential wrongful acts/omissions.

15. OTHER INSURANCE

The Insured shall advise Lumley as soon as practicable of any other insurance or indemnity from which they are entitled to receive any benefit in respect of any notified Claim or circumstance. This Policy shall only cover the part of the loss which exceeds the amount of indemnity payable under such other insurance or indemnity - even if the other insurance or indemnity has a term to that effect. However this shall not apply if the other insurance or indemnity is a specific excess layer cover over this Policy.

16. PAYMENT IN EXCESS OF LIMIT OF INDEMNITY

If any payment settlement or judgment in excess of the Limit of Indemnity has to be made or paid to settle or dispose of any Claim, Lumley's liability for Costs and Expenses is limited to such proportion as the Limit of Indemnity bears to the amount payable to dispose of the Claim. Where

Lumley has paid or incurred Costs and Expenses in excess of its proportionate liability the Insured shall upon demand from Lumley pay to Lumley the amount of that excess. Lumley may set off against any amount payable by Lumley to or on behalf of the Insured any amount that is payable by the Insured to Lumley.

17. PAYMENT OF INDEMNITY

Lumley may at any time pay the Limit of Indemnity applying to any one Claim or series of Claims (after deduction of sums already paid) or any lesser amount for which such Claims can be settled and shall then be under no further liability in connection with such Claims except for its proportion of Costs and Expenses incurred prior to the date of payment.

18. POLICY INTERPRETATION

Interpretation of this insurance shall be governed by the laws of New Zealand whose courts shall have exclusive jurisdiction in any dispute that may arise.

19. REPORTING AND NOTICE

Irrespective of the alleged or actual quantum, the Insured shall give to Lumley notice in writing as soon as practicable of:

19.1 any Claim; or

19.2 the receipt of notice from, or information as to any intention by any party to make a Claim; or

19.3 any circumstance of which the Insured becomes aware, and which the Insured or a reasonable Insured should consider may give rise to a Claim.

20. SUBROGATION

If any payment is made under the Policy in respect of a Claim, Lumley is subrogated to all the Insured's rights of recovery in any way related to the Claim. The Insured shall give all such assistance in the exercise of rights of recovery as Lumley may reasonably require. Any such recovery shall be applied first to Lumley's defence costs incurred, regardless of how the recovery may be described in any settlement agreement between the Insured and the claimant. However, Lumley shall not exercise any subrogated rights of recovery against any Employee of the Insured unless the Claim has been brought about or contributed to by the dishonest, fraudulent, criminal or malicious act or omission of the Employee.

21. WRITTEN NOTICE

All notices, including notification of Claims, shall be sent to Lumley in writing at the address or to the facsimile number stated on this Policy.

Notice to Lumley of any Claim or circumstances shall be given to Lumley General Insurance (N.Z.) Limited, PO Box 2426, Auckland, New Zealand or the Company's insurance broker. Notice given as described above will be deemed to be received and effective upon actual receipt thereof by the addressee or two days following the date such notice is sent, whichever is earlier.