

**IMPORTANT**

This Policy is incomplete without the Schedule bearing the same policy number as above and all endorsements.

This Policy and its Conditions should be examined, and if incorrect returned at once for alteration.

Every change affecting the risks insured by this policy must be immediately advised to the Company. Failure to do this might result in the insurance ceasing to be of effect.

The policy is not transferable from the insured to any other person until the Company's written consent has been obtained.

**ELECTRONIC EQUIPMENT INSURANCE**

**POLICY NO         :**{POLICYNO}

**INSURED            :**{INSUREDNAME}

**NAICOM UID:**   {NAICOMUID}

In the event of any loss or damage notice should be given **IMMEDIATELY**to:

**Cornerstone Insurance Plc**

Block D Plot 21, Water Corporation Drive,

Oniru Extension, P.O.BOX 75370

(off Ligali Ayorinde Street)

Victoria Island, Lagos.

Followed by such further steps as are required by the Conditions of this policy.

**ELECTRONIC EQUIPMENT INSURANCE**

Whereas the Insured named in the Schedule hereto has made to the: **CORNERSTONE INSURANCE PLC.** (hereinafter called "the Insurers") a written proposal by completing a Questionnaire which, together with any other statements made in writing for the purpose of this Policy, is deemed to be incorporated herein.

Now this Policy of Insurance witnesseth that subject to the insured having paid to the Insurers the premium mentioned in the Schedule and subject to the terms, exclusions, provisions and conditions contained herein or endorsed hereon, the Insurers will indemnify the Insured in the manner and to the extent hereinafter provided.

This Policy applies whether the insured items are at work or at rest, or being dismantled for the purpose of cleaning, overhauling or of being shifted within the premises or in the course of the aforesaid operations themselves, or during subsequent re-erection, but in any case only after successful commissioning.

**General Exclusions**

The Insurers shall not indemnify the Insured in respect of loss or damage directly or indirectly caused by or arising out of, or aggravated by:

a) war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, mutiny, riot,lock-out, civil commotion, military or usurped power, a group of malicious persons or persons acting on behalf of or in connection with any political organization, conspiracy, confiscation, commandeering, requisition or destruction or damage by order of any government, de jure or de facto, or by any public authority;

b) nuclear reaction, nuclear radiation or radioactive contamination;

c) wilful act or wilful negligence of the Insured or his representatives;

In any action, suit or other proceeding where the Insurers allege that by reason of the provisions of Exclusion (a) above and any loss, destruction or damage is not covered by this Policy, the burden of proving that such loss, destruction or damage is covered shall be upon the Insured.

**GENERAL CONDITIONS**

1. The due observance and fulfillment of the terms of this Policy in so far as they relate to anything to be done or complied with by the Insured and the truth of the statements and answers in the Questionnaire and proposal made by the Insured shall be a condition precedent to any liability of the Insurers.

2. The Schedule and the Section(s) shall be deemed to be incorporated in and form part of this Policy and the expression "this Policy" wherever use in this contract shall be read as including the Schedule and the Section(s). Any word or expression to which a specific meaning has been attached in any part of this policy or of the Schedule or of the Section(s) shall bear such meaning wherever it may appear.

3. The Insured shall at his own expense take all reasonable precautions and comply with all reasonable recommendations of the Insurers to prevent loss or damage and comply with statutory requirements and manufacturers' recommendations.

4. a) Representatives of the Insurers shall at any reasonable time have the right to inspect and examine the risk and the insured shall provide the representatives of the insurers with all details and information necessary for the assessment of the risk.

b) the insured shall immediately notify the Insurers by telegram and in writing of any material change in the risk and cause at his own expense such additional precautions to be taken as circumstances may require to ensure safe operation of the insured items and the scope of cover and/or premium shall if necessary be adjusted accordingly.

No material alteration shall be made or admitted by the Insured whereby the risk is increased, unless the continuance of the cover provided under this Policy is confirmed in writing by the Insurers.

5. In the event of any occurrence which might give rise to a claim under this Policy, the Insured shall:

a) immediately notify the Insurers by telephone or telegram as well as in writing, giving an indication as to the nature and extent of the loss or damage;

1. take all steps within his power to minimize the extent of the loss or damage;

c) preserve the parts affected and make them available for inspection by a representative or surveyor of the Insurers.

d) furnish all such information and documentary evidence as the Insurers may require;

e) inform the police authorities in case of loss or damage due to burglary.

The Insurers shall on no account be liable for loss, or damage of which no notice has been received by the Insurers within 14 days of its occurrence. Upon notification being given to the Insurers under this condition, the insured may carry out the repairs of or make good any minor damage; in all other cases or a representative of the Insurers shall have the opportunity of inspecting the loss or damage before any repairs or alterations are effected. If a representative of the Insurers does not carry out the inspection within a period of time which could be considered adequate under the circumstances, the Insured shall be entitled to proceed with the repairs or replacement.

The liability of the Insurers under this Policy in respect of any Insured item shall cease if the said item is kept in operation after a claim without being repaired to the satisfaction of the insurers, or if temporary repairs are carried out without the insurers' consent.

6. The Insured shall at the expense of the Insurers do and concur in doing and permit to be done all such acts and things as may be necessary or required by the Insurers in the interest of any rights or remedies, or of obtaining relief or indemnity from parties (other than those insured under this Policy) to which the Insurers are or would become entitled or which is or would be subrogated to them upon their paying for or making good any loss or damage under this policy, whether such acts and things are, or become necessary or required before or after the Insured's indemnification by the Insurers.

7. If any difference shall arise as to the amount to be paid under this Policy (liability being otherwise admitted) such difference shall be referred to an arbitrator to be appointed by the parties in accordance with the statutory provision in that behalf for the time being in force. Where any difference is by this condition to be referred to arbitration, the making of an award shall be a condition precedent to any right of action against the company.

8. a) If the proposal or declaration of the Insured is untrue in any material respect, or if any claim made is fraudulent or substantially exaggerated, or if any false declaration or statement is made in support thereof, then this Policy shall be void and the Insurers shall not be liable to make any payment hereunder.

b) In the event of the Insurers disclaiming liability in respect of any claim and if an action or suit is not commenced within three months after such disclaimer or (in the case of arbitration taking place in pursuance of Conditions 7 of this Policy) within three months after the arbitrators or umpire have made their award, all

benefit under this Policy in respect of such claim shall be forfeited.

9. If at the time any claim arises under this Policy there is any other insurance covering the same loss or damage, the Insurers shall not be liable to pay or contribute more than their rateable proportion of any claim for such loss or damage.

10. This Policy may be terminated at the request of the Insured at any time, in which case the Insurers will retain the customary short-period rate for the time this Policy has been in force. This Policy may equally be terminated at the option of the Insurers by seven days' notice to that effect being given to the Insured, in which case the Insurers will be liable to repay on demand a rateable proportion of the premium for the unexpired term from the date of cancellation less any reasonable inspection charges the Insurers may have incurred and less any long-term discount on premiums granted.

11. Under an Insurance for a third party's account the Beneficiary shall be entitled to exercise, in his own name, the rights of the Insured. Without obtaining the Insured's approval, the Beneficiary shall further have the right to receive any indemnity paid under this Policy and to transfer the Insured's rights even if the Beneficiary is not in possession of this Policy. Upon payment of an indemnity the Insurers may require evidence of the Beneficiary having given his consent to the insurance and of the Insured having given his consent to the receipt of an indemnity by the Beneficiary.

12. The Indemnity shall be payable one month after determination by the Insurers of the full amount due. Notwithstanding the above, the Insured may, one month after the Insurers have been duly notified of the loss and have acknowledge their liability, claim as an instalment the minimum amount payable under the prevailing circumstances. The running of the periods shall be suspended for the time during which the indemnity is unascertainable or not payable due to reasons within the Insured's control.

The Insurers shall be entitled to withhold indemnification.

a) If there are doubts regarding the Insured's right to receive the indemnity, pending receipts by the Insurers of the necessary proof.

b) If in connection with the claim and examination by the policy or an inquiry under criminal law has been instituted against the Insured, pending completion of such examination or inquiry.

**SECTION 1 - MATERIAL DAMAGE**

**Scope of Cover** The Insurers hereby agree with the insured that if at any time during the period of Insurance stated in the Schedule or during any subsequent period for which the Insured pays and the Insurers may accept the premium for the renewal of this Policy, the items or any part thereof entered in the schedule suffer any unforeseen and sudden physical loss or damage from any cause, other than those specifically excluded, in a manner necessitating repair or replacement, the Insurers will indemnify the Insured in respect of such loss or damage, as hereinafter provided by payment in cash, replacement or repair [at their own option] up to an amount not exceeding in any one year of insurance in respect of each of the items specified in the Schedule the sum set opposite thereto and not exceeding in all, the total sum expressed in the Schedule as insured hereby.

**Special Exclusions**

**to Section I:** The Insurers shall not, however, be liable for

a] the deductible stated in the Schedule to be borne by the Insured in any one occurrence; if more than one item is lost or damaged in one occurrence, the Insured shall not, however, be called upon to bear more than the highest single deductible applicable to such items;

b] loss or damage directly or indirectly caused by or arising out of earthquake, volcanic eruption, tsunami, hurricane, cyclone or typhoon;

c] loss or damage caused by any faults or defects existing at the time of commencement of this Policy within the knowledge of the Insured, or his representative, whether such faults or defects were known to the Insurers or not;

d] loss or damage directly or indirectly caused by the failure or interruption of any gas, water or electricity service or supply;

e] loss or damage as a direct consequence of the continual influence of operation [e.g. wear and tear, cavitation, erosion, corrosion, incrustation] or of gradual deterioration due to atmospheric conditions;

f] any costs incurred in connection with the elimination of functional failures unless such failures were caused by an indemnifiable loss of or damage to the insured items;

g] any costs incurred in connection with the maintenance of the insured items, such exclusion also applying to parts exchanged in the course of such maintenance operations;

h] loss or damage for which the manufacturer or supplier of the insured items is responsible either by law or under Contract;

i] loss of or damage to rented or hired equipment for which the owner is responsible either by law or under a lease and/or maintenance agreement;

j] consequential loss or liability of any kind or description;

k] loss of or damage to bulbs, valves, tubes, ribbons, fuses, seals, belts, wires, chains, rubber tyres, exchangeable tools, engraved cylinders, objects made of glass, porcelain or ceramics, sieves or fabrics, or any operating media [e.g. lubricating oil, fuel chemicals];

l] loss or damage directly or indirectly caused by theft;

In respect of the parts mentioned under [k] and [j] above, the Insurers shall be liable to provide compensation in the event that such parts are affected by an indemnifiable loss of or damage to the Insured items.

**Provisions Applying**

**to Section 1** Memo 1 - Sum Insured

It shall be a requirement of this insurance that the sum insured is equal to the cost of replacement of the Insured items by new items of the same kind and capacity, which means their replacement costs including e.g. freight, customs duties and dues, if any and erection costs. If the Sum Insured is less than the amount required to be insured, the Insurers shall pay only in such proportion as the sum insured bears to the amount required to be insured. Every item, if more than one, shall be subject to this condition separately.

Memo 2 - Basis of Indemnity

a] In cases where damage to an insured item can be repaired, the Insurers shall pay expenses necessarily incurred to restore the damaged item to its former state of serviceability plus the cost of dismantling and re- erection incurred for the purpose of effecting the repairs as well as ordinary freight to and from a repair shop, customs duties and dues, if any, to the extent such expenses have been included in the Sum Insured, if the repairs are executed at a workshop owned by the Insured, the Insurers shall pay the cost of materials and wages incurred for the purpose of the repairs plus a reasonable percentage to cover overhead charges. No deduction shall be made for depreciation in respect of parts replaced, but the value of any salvage shall be taken in account.

If the costs of repairs as detailed herein above equal or exceed the actual value of the insured items immediately before the occurrence of the damage, the settlement shall be made on the basis provided for in b]

b] In cases where an insured item is destroyed, the Insurers shall pay the actual value of the item immediately before the occurrence of the loss, including costs for ordinary freight, erection, customs duties and dues, if any, to the extent such expenses have been included in the sum insured, such actual value to be calculated by deducting proper depreciation from the replacement value of the item. The Insurers shall also pay any normal charges for the dismantling of the item destroyed, but the value of any salvage shall be taken into account. The destroyed item shall no longer be covered under this Policy, and all necessary data on the relevant substitute item shall be indicated for its inclusion in the Schedule.

[The Insurers may agree-by application of the relevant endorsement-to extend this Insurance to cover reimbursement of the full replacement value.]

As from the date of an indemnifiable occurrence, the Sum Insured shall be reduced for the remaining period of insurance by the amount of indemnity paid, unless the sum insured is reinstated.

Any extra charges incurred for overtime, night-work, work on public holidays, or express freight, shall be covered by this insurance only if especially agreed in writing.

The costs of any alteration, additions, improvements or overhauls shall not be recoverable under this Policy.

he costs of any provisional repairs shall be borne by the Insurers if such repairs constitute part of the final repairs and do not increase the total repair expenses.

The Insurers shall make payments only after being satisfied by production of the necessary bills and documents that the repairs have been effected or replacement has taken place, as the case may be.

**SCHEDULE**

**POLICY NO.:**                                       {POLICYNO}

**PRODUCT:**                              {SUBRISK}

**INSURED:**                                   {INSUREDNAME}

**ADDRESS:**                                  {INSADDRESS}

**BUSINESS:**                              {Occupation}

**PERIOD OF INSURANCE:**              FROM: {StartDate}

  TO:     {EndDate}

                                                   [AT 4 O'CLOCK IN THE AFTERNOON]

**TOTAL SUM INSURED:**                   ~~N~~{SumInsured}

**FIRST PREMIUM:**                         ~~N~~{BasicPremium}

**ANNUAL PREMIUM:**                    ~~N~~{BasicPremium}

**LOCATION OF RISK:**                     AS PER ATTACHED

**RENEWAL DATE:**                         {EndDate}, ANNUALLY

**EXAMINED** {SubmitBy}

**{Signature}**

**FOR: CORNERSTONE INSURANCE PLC**

**SPECIFICATION ATTACHING TO AND FORMING PART OF {SUBRISK} NO.{POLICYNO} IN THE NAME OF {INSUREDNAME}**

{ListTable}

**ENDORSEMENT ATTACHING TO AND FORMING PART OF POLICY NUMBER {POLICYNO}   IN THE NAME OF {INSUREDNAME}**

 {ListTable2}

**COMPLAINTS PROCEDURE**

We always aim to meet and exceed your expectation as our well-cherished customer. However, if you are not satisfied with our service, you may lodge your complaints to us in writing through your Broker/Agent or directly {if there is no Broker/Agent} to:

The Group Head, Customer Experience Group,

Customer Services Department

CORNERSTONE INSURANCE PLC

Block D Plot 21, Water Corporation Drive,

Oniru Extension, P.O.BOX 75370

(off Ligali Ayorinde Street)

Victoria Island, Lagos.

Contact Customer Service on:

* Telephone No: 0700 Cornerstone (0700 26763778663)
* Email: [enquiries@Cornerstone.com.ng](mailto:enquiries@Cornerstone.com.ng)

**Information to be provided with the complaint**

Name, address, contact details, and description of the complaint.

**How complaints are handled.**

* Once a complaint is received, the Customer Services Team shall acknowledge receipt of the complaint within 2 days.
* All complaints will be resolved within 3 working days.
* For exceptional cases where a complaint takes a longer time to be resolved, the Customer Services Team will keep the complainant informed of the status on a regular basis.
* In the event of an inability to resolve the complaints, the Complaint Co-Ordinator will ensure compliance with the Arbitration clause spelled out in the policy document.

**The following other options are available for the client/complainant in case the resolution is not satisfactory:**

Arbitration Committee of the Nigerian Insurers Association [NIA] at no extra cost to you.

Address: No 42, Saka Tinubu Street, Victoria Island, Lagos.

Telephone Number: 08029908531

E-mail - [info@nigeriainsurers.org](mailto:info@nigeriainsurers.org)

The Complaint Bureau of the National Commission

Address: Plot 1239, Ladoke Akintola Boulevard

Garki II, PMB 457, Garki,

Abuja, Nigeria

Telephone Number: +**234 (09) 875-6021**

E-mail: [contact@naicom.gov.ng](mailto:contact@naicom.gov.ng).

Where the above processes fail to produce the desired result, customers have the right to the competent court of Jurisdiction as the final arbiter.

Thank you for choosing Cornerstone Insurance Plc as your preferred Insurance Company.