Policy wording



Farm Notor Insurance

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Welcome to AXA

Thank you for choosing AXA

Please read carefully all documents that we have provided and keep them in a safe place. If you have any questions or need anything explained or believe this contract does not meet your needs, please contact us or your insurance adviser.

Your policy

This **policy** is a contract of **insurance** between you and us and you have a duty to make a fair presentation of the risk to us in accordance with the law.

The **policy** describes the **insurance** cover for which **we** have accepted **your** premium.

This **insurance** is renewable provided that we agree to accept **your** premium for any subsequent **period of insurance**. A new **schedule** will be issued for each **period of insurance** showing any changes to **your** cover.

Your policy booklet is divided into a number of sections and must be read together with your schedule and any endorsements. Where a section does not apply, your schedule will state that it is 'not covered'.

Throughout this **policy**, we use defined terms. Defined terms are used to explain what a word means and are highlighted in bold blue print.

Headings have been used for **your** guidance and do not form part of the contract.

To help **you** understand the cover provided we have added 'What is covered' and 'What is not covered'.

Under the heading 'What is covered' **we** give information on the **insurance** provided. This must be read with 'What is not covered', the Policy exclusions, the Policy conditions and the section conditions at all times.

Under the heading 'What is not covered' **we** draw **your** attention to what is excluded from **your policy**.

Important phone numbers

UK Motor Claims Service

Our 24 hour helpline will immediately take action to help **you**, if **you** need to make a **claim** or if **you** think **you** do. Please quote **your policy** number when **you** call.

Glass Replacement Service

If **you** have Comprehensive cover **our** glass repair/replacement helpline will arrange quick and efficient service every day.



Co

UK Breakdown Referral Service**

0800 269 661*

0330 159 8335

0800 269 661*

This 24 hour emergency service provides assistance when you most need it.



Motor Legal Assistance***

0344 873 0255

Our 24 hour helpline will assist **you** with motor related legal advice. Please quote reference 34035 when **you** call.

- * Calls to an 0800 number are free from a BT landline. You should check with your own phone operator in case different call charges apply, and calls from a mobile phone can be substantially higher.
- ** Inter Partner Assistance is a Belgian firm authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of its regulation by the Financial Conduct Authority are available from us on request. Inter Partner Assistance SA firm register number is 202664.
- *** Cover under this section is provided by Lawclub Legal Protection which is a trading name of Allianz Insurance plc registered in England No 84638 at 57 Ladymead, Guildford, Surrey GU1 1DB, United Kingdom. Allianz Insurance is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 121849.

Calls may be monitored and recorded for training purposes, to improve the quality of service and to detect and prevent fraud.

Making a claim

If you need to make a claim please first check your policy to make sure you are covered. You must then follow the instructions provided on pages 8 and 9 under the Claims notification condition and Claims procedures condition under Policy conditions.

Please contact **us** so **we** may deal with **your claim** quickly and fairly.

Making a complaint

If you are not happy with the way in which a claim or any other matter has been dealt with, please read 'Making a complaint' on page 37 of the **policy**.

Meanings of defined terms

These meanings apply throughout **your policy**. If a word or phrase has a defined meaning it will be highlighted in bold blue print and will have the same meaning wherever it is used. There are additional defined terms under the Vehicle breakdown referral service and Uninsured loss recovery sections.

Accessories

Any items permanently attached to **your vehicle** which are not directly related to its function as a **vehicle** but form an integral part of the **vehicle** and are not designed to operate independently.

Approved repairer

A network of approved repairers who can be contacted through any AXA Customer Service Centre or the UK Motor Claims Service helpline as detailed on page 4.

Certificate of insurance

The certificate of motor insurance is legal evidence of **your** motor **insurance**.

Claim(s) or accident(s)

An event which is insured under this **policy**.

Endorsement(s)

A wording which changes the **insurance** in the printed **schedule**.

Excess

The amount shown against the term excess is the amount **you** must pay towards the cost of repairs to **your vehicle**.

If more than one of **your vehicles** is involved in the same **accident** or loss any excess which is applicable will be applied to each **vehicle** as though separately insured.

Geographical limits

Great Britain, Northern Ireland, the Isle of Man, the Channel Islands, the Republic of Ireland, Andorra, Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France (including Principality of Monaco), Germany, Gibraltar, Greece, Hungary, Iceland, Italy (including San Marino and the Vatican City), Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland (including Liechtenstein).

Green card

An international insurance document which is recognised as proof that **you** have the minimum insurance cover by law to drive in countries which are not members of the EU/European Union.

Insure, insurance

Payment for legal **liability**, loss or damage as defined in this **policy**.

Liability, liable

A legal responsibility to compensate others.

Market value

The cost of replacing **your vehicle** with another of the same make and model and of a similar age and condition at the time of the **accident** or loss.

Personal effects

The personal property within **your vehicle** including communication equipment, portable audio equipment, multi-media equipment, satellite navigation and radar detection systems, personal computers not fitted permanently to **your vehicle**.

Period of insurance

The period from the effective date up to and including the expiry date as shown on **your schedule** and **certificate of insurance**.

Policy

Your policy and most recent schedule including any endorsement(s).

Principal

Employer who has engaged **you** to act on their behalf, under a contract for the performance of work by **you**, in connection with the business.

Renewal

Extending the first **period of insurance**.

Schedule

The schedule forms part of this **policy**. It defines the cover **you** have under this **policy** and shows details of **your vehicles**, the premium, **policy** cover and details of any **endorsement(s)** which may apply.

Terrorism

An Act including but not limited to the use of violence and/or threat thereof of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political religious, ideological or similar purposes including the intention to influence any government and/or put the public or any section of the public in fear.

Third party

You and we are the first and second parties to this **insurance** contract. Anyone else is a third party.

Vehicle

Described by registration or serial number for a class of vehicle by type of vehicle concerned.

Each type of vehicle will have unique cover, use, driving, **endorsement(s)** and **certificate of insurance** arrangements which will be shown in the **schedule**.

We, us, our

Refers to AXA Insurance UK plc except under Vehicle breakdown referral service section.

Windscreen replacement provider

A provider who has been contacted through **our** Glass replacement service helpline.

You, your

The person, firm, company, business or organisation shown in your **schedule** as the policyholder except under **Vehicle** breakdown referral service section and Uninsured loss recovery section.

Policy conditions

You must comply with the following conditions to have the full protection of **your policy**. If **you** do not comply then **we** may at **our** option take one or more of the following actions:

- 1 Cancel your policy.
- 2 Declare your policy void (treating your policy as if it had never existed).
- 3 Change the terms of your policy.
- 4 Refuse to deal with all or part of any claim or reduce the amount of any claims payments.

Conditions may specify circumstances whereby non-compliance will mean that you will not receive payment for a claim. However you will be covered and we will pay your claim if you are able to prove that the non-compliance with these conditions could not have increased the risk of the loss which actually occurred in the circumstances in which it occurred.

Arbitration condition

If we agree to pay your claim and you disagree with the amount to be paid it may be referred to an arbitrator who is jointly appointed. Alternatively, depending on the size of your business, you may be able to refer your case to the Financial Ombudsman Service (FOS). In either case this will not affect your right to take legal action against us over this disagreement.

Cancellation condition

Statutory cancellation rights

- 1 You may cancel your policy within 14 days of receiving your policy for the first period of insurance if for any reason you are dissatisfied or the policy does not meet your requirements.
- 2 We can cancel your policy at any time during the period of insurance by giving 14 days written notice to your last known address. Where your policy is cancelled in accordance with either of the above provisions, we will refund part of the premium paid, proportionate to the unexpired period of insurance following cancellation.

- 3 You may also cancel your policy at any other time during the period of insurance. We will refund part of the premium paid, proportionate to the unexpired period of insurance less a short period premium surcharge of £50.
- 4 We can cancel your policy immediately, without giving you notice if the premium has not been paid. If a claim has been made or there has been any incident likely to lead to a claim during the period of insurance, the annual premium remains due in full.

We will only refund premium provided that no claim has been paid or is outstanding in the current period of insurance.

Cancellation of this **policy** will not affect any **claims** or rights **you** or **we** may have before the date of cancellation.

We do not have to offer renewal of your policy and cover will cease on the expiry date.

Care of your vehicle condition

You must take all reasonable steps to keep your vehicle from being lost or damaged.

You must maintain it in a roadworthy condition and we must be able to inspect it at any time.

If **you** do not comply with this condition **you** will not be covered and **we** will not pay **your claim**.

Cash payments condition

If we decide to settle a claim for loss of or damage to your vehicle in cash we will pay it to the legal owner of the vehicle.

We have the right, if we agree to settle such a claim in cash, to keep the damaged vehicle.

We will need to delay any payment for a reasonable period to establish the likelihood of getting the vehicle back if it is stolen or missing.

Telling us about changes

Changes to or addition of vehicles

If you want your policy cover to continue after changing your vehicle or you wish to add an additional vehicle to the policy you must give us full details before driving it on the road. If the vehicle is acceptable under this contract we will amend your policy record and notify you of any change in premium, any administration charge, and any terms to be applied.

We will also issue you a certificate of insurance for the vehicle(s) added to the policy schedule. You will not have any protection from this policy unless we have accepted the new vehicle onto your policy and issued a certificate of insurance.

Changes in circumstance

You must tell us as soon as possible during the period of insurance of any change

- 1 to the business
- 2 in the person, firm, company or organisation shown in your schedule as the insured
- 3 to the information **you** provided to **us** previously or any new information that increases the risk of loss as insured under any section of **your policy**.

Examples of the changes **we** must be made aware of are:

- 1 A change to the people who need to be insured under **your policy**.
- 2 If any person covered under the **policy** receives any motoring convictions including driving licence endorsements, any fixed penalties and/or pending prosecutions.
- 3 If any person covered under the **policy** receives a criminal conviction.
- 4 If you make any modifications to a vehicle covered by this **policy**.

Your policy will come to an end from the date of the change unless we agree in writing to accept an alteration.

We do not have to accept any request to vary your policy. If you wish to make any alteration to your policy you must disclose any change to the information you previously provided or any new information that could affect this insurance. If we accept any variation to your policy, an increase in premium or different terms or conditions of cover may be required by us.

Claims notification condition

If bodily injury, loss, theft or damage happens to **you**, **your vehicle** or anyone else **you** must immediately:

- call the claims telephone helpline on 0330 159 8335
- provide us with full details of any other party involved in the incident
- send us any letters and documents you receive in connection with the incident before you reply to them
- tell us in writing if you know of any future prosecution, coroner's inquest or Fatal Accident Inquiry about any incident.

If we ask you must send us written details of your claim within 31 days.

Anyone making a **claim** under this **policy** must give **us** any information and help **we** need.

We will not pay your claim where you have not complied with this condition.

Claims procedures condition

We will:

- take all the details and if appropriate, give you the telephone number and location of our nearest approved repairer and inform you of any further action you may need to take
- provide a suitable courtesy vehicle for the period that your vehicle is being repaired by an approved repairer if your vehicle is a private car or goods carrying vehicle (up to 3.5 tonnes gross vehicle weight) and the cover is Comprehensive or Third Party Fire and Theft (following a fire or theft claim).

You and anyone covered by this **policy** must

- do whatever you can to protect the vehicle and its accessories.
- take all reasonable steps to recover missing property and to prevent a further incident.

You and anyone covered by this policy must not

 admit anything, or make any offer or promise about a claim, unless you have our written permission to do so.

We will not pay your claim where you have not complied with this condition

Fair presentation of risk condition

You have a duty to make a fair presentation of the risk which you wish to insure. This applies prior to the start of your policy, if any variation is required during the period of insurance and prior to each renewal. If you do not comply with this condition then

- 1 if the failure to make a fair presentation of the risk is deliberate or reckless we can elect to make your policy void and keep the premium. This means treating the policy as if it had not existed and that we will not return your premium, or
- 2 if the failure to make a fair presentation of the risk is not deliberate or reckless and we would not have provided cover had you made a fair presentation, then we can elect to make your policy void and return your premium, or
- 3 if the failure to make a fair presentation of the risk is not deliberate or reckless and we would have issued cover on different terms had you made a fair presentation of the risk then we can:
 - a reduce proportionately any amount paid or payable in respect of a claim under your policy using the following formula. We will divide the premium actually charged by the premium which we would have charged had you made a fair presentation and calculate this as a percentage. The same percentage figure will be applied to the full amount of the claim to arrive at the proportion of the claim to be paid or payable: and/or

- b treat your policy as if it had included the different terms (other than payment of the premium) that we would have imposed had you made a fair presentation.
- 4 Where we elect to apply one of the above then
 - a if we elect to make your policy void, this will be from the start of the policy, or the date of variation or from the date of renewal
 - b we will apply the formula calculated by reference to the premium that would have been charged to claims from the start of the policy, or the date of variation or from the date of renewal
 - c we will treat the policy as having different terms imposed from the start of the policy, or the date of variation or from the date of renewal depending on when the failure to make a fair presentation occurs
 - d if we decide to void the policy we will seek to recover any payments made and costs incurred as a result of us having to comply with our Road Traffic Act obligations.

It is a criminal offence under the Road Traffic Acts to make a false statement for the purposes of obtaining motor insurance and we may report you to the authorities should we consider there to have been a serious or reckless presentation of the risk.

Fraud condition

You and anyone acting for you must not act in a fraudulent way.

If you or anyone acting for you:

- 1 knowingly makes a fraudulent or exaggerated claim under your policy;
- 2 knowingly makes a false statement in support of a claim (whether or not the claim itself is genuine); or
- 3 knowingly submit a false or forged document in support of a claim (whether or not the claim itself is genuine),

we will:

- a refuse to pay the claim;
- b declare the policy void from the date of the fraudulent act without any refund of premiums
- c recover any sums that we have already paid under the policy in respect of the claim and any previous claims.

We may also inform the police of the circumstances.

Law applicable to this policy condition

You and we can choose the law which applies to this policy. We propose that the Law of England and Wales apply. Unless we and you agree otherwise, the Law of England and Wales will apply to this policy.

Motor Insurance Database (MID) condition

Information relating to **your policy** will be added to the Motor Insurance Database (MID) managed by the Motor Insurers' Bureau (MIB). MID and the data stored on it may be used by certain statutory and/or authorised bodies including the police, the Driving and Vehicle Licencing Agency (DVLA), Driving and Vehicle Licencing Agency Northern Ireland (DVLANI), the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including:

- Electronic Licensing.
- Continuous Insurance Enforcement.
- Law enforcement (prevention, detection, apprehension and/or prosecution of offenders).
- The provision of government services and/or other services aimed at reducing the level and incidence of uninsured driving.

If **you** are involved in a road traffic accident (either in the UK, the European Economic Area or certain other territories), insurers and/or the MIB may search the MID to obtain relevant information. Persons (including his or her appointed representatives) pursuing a **claim** in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID.

It is vital the MID holds **your** correct registration number. If it is incorrectly shown on the MID **you** are at risk of having **your vehicle** seized by the police. **You** can check that **your** correct registration number details are shown on the MID at www.askmid.com

You should show this notice to anyone insured to drive the vehicle(s) covered under this policy.

Non-payment of premium condition

We reserve the right to cancel this **policy** immediately on written notice in the event of non-payment of the premium or default if **you** are paying by instalments.

Other insurances condition

We will only pay our share of the claim if you make a claim for any liability, loss or damage that is also covered by any other insurance policy.

Right of recovery condition

The law of any country where this **policy** is valid may mean **we** have to make payments which are not insured by this **policy**. **You** are legally **liable** for them as the owner, keeper, user or driver of the **vehicle** concerned.

You must pay us back the amounts we pay in these circumstances.

Sanctions condition

This contract of insurance is subject to sanction, prohibition or restriction under United Nations resolutions. It is a condition of **your policy** that **we** will not provide cover, or pay any **claim** or provide any benefit under **your policy** to the extent that the provision of such cover, payment of such **claim** or provision of such benefit would expose **us**, or **our** parent, subsidiary or any AXA group member company, to any trade or economic sanctions, or violate any laws or regulations of the United Kingdom, the European Union, the United States of America or any other territory.

Subrogation condition

We have the right to take over and deal with the defence or settlement of any claim in the name of the person making a claim under this policy. We may also pursue any claim to recover any amount due from a third party in the name of anyone claiming cover under this policy.

Windscreen replacement provider condition

If your vehicle has a broken window or windscreen, including any resulting scratched bodywork the repair or replacement must be carried out by a windscreen replacement provider authorised by us. If you do not comply with this condition we will not pay more than £100 towards each claim.

General policy exclusions

These are the policy exclusions and apply to all sections of **your policy**.

If **you** are unsure about any of these exclusions or whether **you** need to notify **us** about any matter, please contact **us**.

Airside exclusion

We will not insure you for claims arising under Section 1 – Legal liability to others while any vehicle insured by this policy is being used in the parts of any airport or aerodrome to which aircraft have access.

Pollution and contamination exclusion

We will not cover you for pollution or contamination unless caused by a sudden, identifiable and unforeseen incident which occurs within the **period of insurance** except where necessary to meet the requirements of the Road Traffic Acts.

Radioactive contamination exclusion

We will not cover you for any claim arising from or because of

- ionising, radiation or contamination by radioactivity from any irradiated nuclear fuel, or from any nuclear waste from burning nuclear fuel
- 2 the radioactive, toxic, explosive or other hazardous properties of any nuclear assembly or its nuclear parts.

Riot and civil commotion exclusion

This **policy** does not provide cover except under Section 1 – Legal liability to others for any **accident**, injury, loss or damage caused by riot or civil commotion if it occurs outside England, Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands.

This will not apply if **you** can prove that the **claim** was not caused by any of these events.

Vehicle use exclusion

We will not cover you when your vehicle:

- 1 is being used for any purposes that are not specified in your certificate of insurance
- 2 is being driven by or in the charge of any person who is not covered by your certificate of insurance
- 3 is being driven by **you** if **you** do not hold a licence to drive the **vehicle** or **you** are disqualified from having such a licence
- 4 is being driven with **your** permission by someone who **you** know does not hold a licence to drive the **vehicle** unless that person has held a licence and is not disqualified from getting one
- 5 used in any rally or competition or motor trial or on any race track for the purposes of racing or time trials whether or not as part of an organised competitive event.

Exclusions (1) and (2) will not apply and **we** will **insure you** if the **claim** arises because the **vehicle** was stolen or taken without **your** permission.

Exclusions (3) and (4) will not apply when a licence to drive is not required by law.

War risks exclusion

This **policy** does not provide cover for any loss or damage which results from war, invasion, act of foreign enemy, hostilities (whether or not war is declared), civil war, rebellion, revolution, military force or coup. However this **policy** covers **you** so far as is necessary to meet with any law on compulsory insurance.

Cover options

The cover provided under **your policy** is shown on **your schedule** for each **vehicle** insured. The sections that apply to each type of cover are as follows:

| | | | Cover | |
|-------------------|--------------------------------------|---------------|---|---------------------|
| Section Number | Section | Comprehensive | Third Party, Fire and Theft | Third Party only |
| 1 | Legal liability to others | Y | Y | Y |
| 2 | Loss of or damage to your vehicle | Y | Only in respect of loss or damage caused directly by fire, self-ignition, lightning, explosion, theft or attempted theft | N |
| 3 | Windscreen and window replacement | Y | Only in respect of loss or damage caused directly by fire, self-ignition, lightning, explosion, theft or attempted theft | N |
| 4 | Trailers and agricultural implements | Y | Y | Y |
| 5 | Indemnity to principals | Y | Y | Y |
| 6 | Unauthorised movement | Y | Y | Y |
| 7 | Contingent liability | Y | Y | Y |
| 8 | Cross liabilities | Y | Y | Y |
| 9 | Personal accident | Y | Ν | Ν |
| 10 | Medical expenses | Y | Ν | Ν |
| 11 | Personal effects | Y | Ν | Ν |
| 12 | Service, repair or valet parking | Y | Y | Y |
| 13 | No claims discount | Y | Y | Y |
| 14 | European travel | Y | Y | Y |
| 15 | Vehicle breakdown referral service | Y | Y | Y |
| 16 | Uninsured loss recovery | Y | Y | Y |

Subject to the provisions of any endorsement(s) specified on your schedule.

Section 1 - Legal liability to others

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What is covered

We will cover you against your legal liability resulting from any one accident involving your vehicle for:

- death of or bodily injury to anyone
- damage to property
 - of which we will pay no more than

£20,000,000 (excluding the costs and expenses from claimants and any remaining expenses and costs) for any one **claim** or number of **claims** arising out of one event if **your vehicle** is registered as a private car.

£5,000,000 (excluding the costs and expenses from claimants and any remaining expenses and costs) for any one claim or number of claims arising out of one event for any other vehicle shown in the schedule.

£5,000,000 for the costs and expenses from claimants and any remaining expenses and costs for any one **claim** or number of **claims** arising out of one event for any **vehicle** shown in the **schedule**.

Vehicles which are insured

Your vehicle(s) as listed in the schedule.

Who is insured under this section

If you ask us to, we will give the following people the same level of cover as we give you:

- Anyone allowed by the certificate of insurance to drive your vehicle.
- Anyone other than the driver, who is in, getting into, or out of your vehicle.

If anyone insured under this part dies, we will continue to provide insurance for the estate of that person for any liabilities incurred that are covered by the policy.

Costs and expenses cover

For any event where **we** provide **insurance** under this part, **we** will pay:

- solicitors' fees to represent anyone insured under this section at a Coroners' Inquest or Fatal Accident Inquiry;
- for the defence in any Court of Summary Jurisdiction;

- (if you ask us) the cost of legal services to defend a charge of causing death by reckless or dangerous driving; and
- any other costs and expenses which we agree to in writing.

Driving other cars cover

We will cover you or any partner or director of the business who is driving any private car provided:

- 1 the car is not owned or hired under a hire purchase agreement by **you** or by such partner or director of the business
- 2 there is valid cover in force for the car under another insurance policy
- 3 you have the owner's permission to drive the private car
- 4 the private car is being driven in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man
- 5 you or the partner or director of the business is aged 25 years or over
- 6 the private car is being used for social domestic or pleasure purposes
- 7 cover is not provided under any other policy
- 8 the limit of indemnity under this **policy** will not be exceeded as a result of us covering more than one person.

This extension may not be used to secure the release of any vehicle which has been seized by or on behalf of any government or public authority.

Emergency treatment cover

We will pay for any emergency treatment fees required by the Road Traffic Acts to anyone other than you who can claim under any other policy.

Manslaughter legal defence costs

Providing we have given you our prior written consent, we will cover you for:

- 1 your legal fees and expenses incurred for defending proceedings including appeals
- 2 costs of prosecution awarded against you arising from any health and safety inquiry or criminal proceedings for any breach of the

- a Health and Safety at Work etc Act 1974;
- b Health and Safety at Work (Northern Ireland) Order 1978;
- c Corporate Manslaughter and Corporate Homicide Act 2007.

Provided always that **we** will not be **liable**:

- 1 for more than £5,000,000 in total in respect of any one action or series of actions arising out of any one insured event and in aggregate during any one period of insurance
- 2 unless the proceedings relate to an actual or alleged act, omission or incident committed during the **period of insurance** within Great Britain, Northern Ireland, the Isle of Man or the Channel Islands and in connection with the business
- 3 unless the proceedings relate to an actual or alleged act, omission or incident arising from the ownership, possession or use by or on behalf of **you** of any motor **vehicle** or trailer in circumstances where compulsory insurance or security is required by the Road Traffic Acts
- 4 in respect of proceedings which result from any deliberate act or omission by **you**
- 5 where indemnity is provided by another insurance policy
- 6 for fines or penalties or the cost of implementing any remedial order or publicity order
- 7 for any appeal against any fine, penalty, remedial order or publicity order
- 8 for costs incurred as a result of the failure to comply with any remedial order or publicity order
- 9 for costs and expenses insured by any other policy
- 10 for fees of any solicitor or counsel appointed by or on behalf of any person entitled to indemnity unless consent to the appointment has been agreed by us.

X What is not covered

We will not provide insurance under this section:

- to anyone who does not keep to the terms of this policy
- if the person claiming knows that the driver at the time of the accident has never held a licence to drive the vehicle, or is disqualified from having such a licence, unless a licence to drive is not required by law
- for death of or bodily injury to anyone which arises out of and is in the course of that person's employment by the person claiming except where it is necessary to meet the requirements of the Road Traffic Acts
- for loss of or damage to property owned by or in the care of the person claiming, or being carried in or on your vehicle
- for loss of or damage to your vehicle
- for death, injury or damage caused or arising beyond the limits of any carriageway or thoroughfare in connection with the loading or unloading of your vehicle by anyone other than the driver or attendant of your vehicle
- for death, injury or damage caused by or connected with property on which you have carried out any process of manufacture, construction, alteration, repair or treatment
- for death, injury, or damage resulting from the explosion of any pressurised container which is part of plant attached to your vehicle, except so far as is necessary to satisfy the Road Traffic Acts.

Terrorism exclusion

We will not insure you for any loss of or damage to property or any subsequent loss or legal liability directly or indirectly caused by contributed to by or arising from terrorism or any action taken in controlling, preventing, suppressing or in any way relating to terrorism.

In any action, lawsuit or other proceedings or where we state that any loss or damage is not covered by this section it will be your responsibility to prove that they are covered.

If any of the points above are found to be invalid or unenforceable, the remainder shall remain in full force and effect.

However, **we** will provide the minimum cover **you** need under the Road Traffic Act.

Section 2 - Loss of or damage to your vehicle

Contents of this section

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Your schedule will show if this section is covered for each vehicle insured.

What is covered

1 Damage to your vehicle

If your vehicle is lost or damaged we may at our option repair, reinstate or replace the insured vehicle or pay in cash the amount of loss or damage. The most we will pay is the market value of your vehicle and its attached accessories and spare parts at the time of the loss or damage.

2 Audio visual communication and guidance equipment

There is no limit applicable under this **policy** for any type of audio visual communication and guidance equipment that formed an integral part of **your vehicle** at original manufacture.

We will only pay up to £2,500 after deducting the excess shown on your schedule for any one claim for loss of or damage to permanently fitted audio visual communication and guidance equipment that was not fitted as a standard accessory to your vehicle at the time of the vehicle manufacture.

3 Loss or theft of keys

We will in the event of your vehicle keys transmitters or security immobilisation keys transmitters being lost or stolen pay for replacing

- door and/or boot locks
- ignition/steering locks
- lock transmitter and central locking interface
- immobilisation/alarm system.

Subject to a maximum payment of £750 for any one **vehicle**.

Provided that **you** have reason to believe that the person who finds or has stolen such items would be able to identify the whereabouts of **your vehicle.**

4 Replacement vehicle

If **you** and anyone else **we** know who has a financial interest in the **vehicle** agrees, **we** will replace **your vehicle** with a new one of the same make and model subject to availability provided that:

- a your vehicle is a Private type car in the first year of registration from manufacture or
- **b** your vehicle is a goods carrying vehicle with a gross vehicle weight of 3.5 Tonnes or less and is in the first year of registration from manufacture

and was purchased and registered by **you** from new (or within the first year of registration from manufacture if subject to a contract hire or leasing agreement) and is:

- lost by theft or
- damaged and the cost of repairs exceed 60% of the manufacturers list price (including VAT) at the time of the claim.

If a replacement **vehicle** of the same make and model is not available the most **we** will pay is the **market value** of **your vehicle** and its factory fitted **accessories** and spare parts at the time of the loss or damage.

5 Recovery and redelivery

If **your vehicle** is disabled as the result of loss or damage insured under this section **we** will pay the reasonable costs of

- protection and removal to the nearest repairers
- returning your vehicle to you after repair to any address you wish, provided the cost is no more than it would be if we delivered it to your address shown in the schedule.

X What is not covered

We will not pay for:

- any depreciation in the market value of your vehicle following its repair, as a result of a claim under this section
- loss of use of your vehicle
- more than your estimate of value of the vehicle shown in the schedule
- depreciation
- wear and tear
- mechanical or electrical breakdowns, failures or breakages
- damage to tyres caused by braking, punctures, cuts or bursts
- losing your vehicle through deception by someone pretending to be a buyer or that person's agent
- loss or damage caused during the seizure of your vehicle by the police or anyone empowered to act on behalf of a police authority
- loss or damage caused to your vehicle whilst it is being held in the custody or control of any police authority or any other person acting in accordance with direct instructions of any police authority
- the excess which is shown on your schedule
- fire, theft or damage in excess of £500,000 whilst any agricultural vehicle(s) is/are garaged in any one building. For the purpose of this exclusion, where an incident occurs that involves a claim under this section and Section 4 – Trailers and agricultural implements the most we will pay is £500,000.

Keys left in or on your vehicle exclusion

We will not pay for loss of or damage to your vehicle by theft or attempted theft if you or anyone else has left it unlocked or with keys or keyless entry system in or on your vehicle.

What you must pay in the event of a claim insured under this section

Any loss or damage excess

You must pay the amount shown against the word excess on your schedule towards each and every claim payable under this section of the policy.

Young and inexperienced driver excess

If your vehicle is a private car or goods carrying vehicle you must pay the additional excess if your vehicle is lost or damaged whilst being driven by or whilst in the custody or control of any person who features in the following categories:

| Under 21 years old | £250 |
|--------------------|-------|
| 21 to 24 years old | £150. |

At least 25 years old with a licence to drive the **vehicle** which is:

- a provisional driving licence £150
- a full UK driving licence but held for less than one year £150
- a full EU driving licence but driver has been resident in the UK for less than one year £150
- any other driving licence issued outside of the United Kingdom £150.

You do not have to pay these additional amounts if the loss or damage was caused whilst your vehicle was in the custody or control of a motor trader for repair or service.

Section 3 - Windscreen and window replacement

| Contents of this section | |
|--------------------------|----|
| What is covered | 20 |
| What is not covered | 20 |

Your schedule will show if this section is covered for each vehicle insured.

What is covered

We will pay for the repair or replacement of glass in windows or windscreens in your vehicle and scratching of the bodywork caused by the glass breaking.

X What is not covered

You must pay the windscreen excess amount stated on the schedule towards every claim for replacement windows or windscreens.

If your vehicle is a private car or goods carrying vehicle and has a broken window or windscreen, including any resulting scratched bodywork we will not pay more than £100 towards each claim unless the repair or replacement is carried out by a windscreen replacement provider authorised by us.

Section 4 - Trailers and agricultural implements

| Contents of this section | |
|--------------------------|--|
| What is covered | |

| What is covered | 21 | |
|---------------------|----|--|
| What is not covered | 21 | |

What is covered

Specified trailers

We will cover a trailer or agricultural implement listed in your schedule whether it is attached to your vehicle or is detached and not being used.

Mechanically disabled vehicles

We will cover your liability under Section 1- Legal liability to others of this policy for a disabled mechanically-propelled vehicle attached to your vehicle.

Unspecified trailers

We will cover a trailer, including any trailer type agricultural implement or machine not specified in your schedule provided the market value is no greater than £50,000. Cover will apply whether it is attached to your vehicle or is detached and not being used.

X What is not covered

We will not provide cover

- when a trailer is attached to any vehicle other than your vehicle
- if your vehicle is towing a greater number of trailers in all than is allowed by law
- if your vehicle is towing a disabled mechanically-propelled vehicle for hire or reward
- for loss or damage to any disabled mechanically-propelled vehicle
- for loss or damage to any property being carried in or on any trailer or disabled mechanically-propelled vehicle
- for loss or damage to any fixtures and fittings or utensils carried in or on any trailer or disabled mechanically-propelled vehicle
- for trailers used or modified for passenger carriage, mobile grain dryers, caravans, trailer tents and fuel bowsers unless specified on your schedule

- for any trailer or trailer type agricultural implement with a market value of £50,000 or greater or any horsebox type trailer with a market value of £5,000 or greater unless specified on your schedule
- for death, injury or damage because of operating any unspecified mobile plant trailer as a tool of trade (other than a trailer used for agricultural and forestry purposes) except where it is necessary to meet the requirements of the Road Traffic Acts
- in respect of fire, theft or damage in excess of £500,000 whilst any trailer(s) or agricultural implement(s) is/are garaged in any one building. For the purpose of this exclusion where an incident occurs that involves a claim under this section and Section 2 Loss of or damage to your vehicle the most we will pay is £500,000.

Section 5 - Indemnity to principals

Contents of this section

| What is covered | 23 |
|---------------------|----|
| What is not covered | 23 |

✓ What is covered

We will cover you in the terms of Section 1 – Legal liability to others in respect of liability for which you are responsible under an agreement with a principal.

X What is not covered

We will not cover you

- against claims arising out of agreements unless a claim would have been accepted in any case
- for bodily injury to the principal for any amount for which you would not be liable in the absence of an agreement
- for the death or bodily injury to any person employed by the principal arising out of and in the course of that person's employment by the person claiming
- for the damage to property owned by, or in the care of the principal for any sum exceeding the amount required to indemnify the principal
- for the death, injury or damage resulting from the negligence of any person other than you or your employee
- when any person does not comply with the terms of this **policy** as far as they can apply.

Section 6 - Unauthorised movement

Contents of this section

| What is covered | 24 |
|---------------------|----|
| What is not covered | 24 |

✓ What is covered

We will cover you in the terms of Section 1 – Legal liability to others

- against legal liability arising as the result of any accident involving any motor vehicle which does not belong to you and is not hired or loaned to you, which is being moved by you for the sole purpose of parking or to facilitate the passage of a vehicle insured by this policy
- for loss or damage to any vehicle which is being moved.

X What is not covered

We will not cover you

 unless the person driving, or the person in charge of the vehicle as the driver, is employed by you.

or

 when any person does not comply with the terms of this policy as far as they can apply.

Section 7 - Contingent liability

| Contents of this section | |
|--------------------------|----|
| What is covered | 25 |
| What is not covered | 25 |

✓ What is covered

We will cover you in the terms of Section 1 – Legal liability to others when any motor vehicle, not your property and not provided by you, is being used in connection with your business by any person employed by you.

X What is not covered

We will not cover you if there is any other existing insurance covering the same liability.

Section 8 - Cross liabilities

25

| Contents of this section | |
|--------------------------|--|
| What is covered | |

✓ What is covered

We will cover you in the terms of Section 1 – Legal liability to others, for each policyholder described in the schedule in respect of any claim made by any of them against each other, as if the other was not insured under this policy.

Section 9 - Personal accident

| Contents of this section | |
|--------------------------|----|
| What is covered | 26 |
| What is not covered | 26 |

Your schedule will show if this section is covered for each vehicle insured.

What is covered

If your driver is injured:

- in direct connection with your vehicle then we will pay £5000 to your driver or to your driver's estate, if within three months of the accident, the injury is the sole cause of:
 - death;
 - total and permanent loss of all sight in one or both eyes; or
 - total loss of one or more limbs by being cut off at, or above, the wrist or ankle.

X What is not covered

We will not pay:

- if suicide, attempted suicide, alcoholism or drug addiction is linked directly or indirectly to the injury or death;
- more than £5000 arising out of any one incident or during any one period of insurance.

Section 10 - Medical expenses

Contents of this section

What is covered

26

Your schedule will show if this section is covered for each vehicle insured.

What is covered

If you, your driver, or any person travelling in your vehicle are injured by a cause directly connected with your vehicle we will pay up to £500 medical expenses for each person injured.

Section 11 - Personal effects

| Contents of this section | |
|--------------------------|----|
| What is covered | 27 |
| What is not covered | 27 |

Your schedule will show if this section is covered for each vehicle insured.

What is covered

We will pay up to a total of £500 for any one claim for loss of or damage to personal effects or belongings in or on your vehicle.

If **you** wish **we** will pay the owner of the lost or damaged property. A receipt from the owner will end **our liability**.

X What is not covered

We will not pay for:

- money, stamps, tickets, documents or securities;
- goods or samples or tools carried for any trade or business;
- theft of any property carried in an open-top or convertible vehicle unless in a locked boot or glove compartment.

Section 12 - Service, repair or valet parking

Contents of this section

What is covered

27

✓ What is covered

When your vehicle is being serviced or repaired by a motor trader or agricultural engineer, or for the sole purpose of being parked on your behalf by an employee of a hotel or restaurant, we will continue to provide insurance under this policy for your benefit. In these circumstances the driving and use limitations in your certificate of insurance will not apply.

Section 13 - No claims discount

Contents of this section

What is covered

28

This section only applies to **your vehicle(s)** that are covered by Section 1– Legal liability to others of this **policy** and does not apply to trailers.

What is covered

If you have not made a claim or a claim is not made against you during the current period of insurance we will include a no claims discount in your renewal premium in line with the scale we are using when you renew your policy.

We will give you this discount for each claimfree year up to the maximum entitlement of five years for private cars and goods carrying vehicles and two years for agricultural vehicles. Your current level of no claims discount entitlement will be reduced by two years each time a claim for which you were at fault is made, unless you have qualified for and taken the no claims protection option.

Your no claims discount cannot be transferred to anyone else.

Your no claims discount will not be affected by

- payments for emergency treatment fees under the Road Traffic Acts or
- payments made under Section 3 Windscreen and window replacement.

If **your policy** covers more than one **vehicle**, each **vehicle** will be treated as having its own separate no claims discount.

No claims discount protection cover

If **your vehicle** is a private car or goods carrying vehicle **you** may be able to protect **your** no claims discount in return for an extra premium. **Your** no claims discount is only protected if shown in **your schedule**.

If **your** no claims discount is protected, **your** no claims discount will not be reduced unless **you** make three or more **claims** on **your policy** that would have affected **your** no claims discount within a three year period.

If three or more claim(s) occur during a three year period, the no claims discount protection facility will be withdrawn at the renewal following the third claim. Your no claims discount will be reduced in accordance with our current scale in respect of the third and any subsequent claim.

Section 14 - European travel

Contents of this section

| What is covered | 29 |
|-------------------------|----|
| Automatic minimum cover | 29 |
| Customs duty | 29 |

✓ What is covered

We will provide insurance as set out in the policy, and the certificate of insurance when you are travelling within the geographical limits.

While your certificate of insurance is sufficient evidence of cover within the geographical limits we will, if requested, provide you with a green card which will be issued free of charge.

If you are travelling within Europe but outside the territories listed within the geographical limits you will have to request us to issue a green card to extend the geographical limits and full policy coverage of the policy. The provision of this cover will be at our discretion and may be subject to an additional premium.

Please give **us** 14 days notice of **your** need for a **green card**.

Automatic minimum cover

In addition to providing cover within the geographical limits this policy also provides the necessary cover to meet the laws on compulsory insurance of motor vehicles in any country which the Commission of European Communities is satisfied has made arrangements to meet the requirements of Article 7(2) of EC Directive in relation to civil liabilities arising out of the use of a motor vehicle. If the road traffic laws of Great Britain are wider than the minimum cover of the EU Member State where the incident occurred then the Great Britain level of cover will be provided.

Customs duty

We will pay any customs duty that arises as the direct result of any loss or damage insured by this **policy**.

Section 15 - Vehicle breakdown referral service

Contents of this section

| Meanings of defined terms | 30 |
|---------------------------|----|
| What is covered | 30 |
| What is not covered | 31 |
| Section conditions | 31 |

Inter Partner Assistance/AXA UK Assistance can arrange a wide range of services for **your** benefit.

Inter Partner Assistance is a Belgian firm authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of its regulation by the Financial Conduct Authority are available from **us** on request. Inter Partner Assistance SA firm register number is 202664.

You can check this on the Financial Services Register by visiting the website www.fca.org. uk/register or contacting the Financial Conduct Authority on 0800 111 6768.

Meanings of defined terms

You can find the meanings for words on page 5. There are some words that may only appear in this section or are defined differently and their meanings are shown here.

We/us/our

Inter Partner Assistance/AXA Assistance (UK) Ltd, whose registered address is The Quadrangle, 106-118 Station Road, Redhill, Surrey RH1 1PR.

Your home

The last address (in the UK) **you** gave to AXA Insurance as being where **you** permanently live or where the authorised driver is currently keeping **your vehicle**.

You/Your

The policyholder or person driving the **vehicle** with the authority of the policyholder.

What is covered

Following mechanical or electrical failure to your vehicle which immediately immobilises your vehicle anywhere in the United Kingdom, we will arrange at your request:

- for the attendance of a vehicle recovery specialist to provide roadside repairs and/or for recovery of your vehicle and passengers to the nearest suitable garage or destination
- for you to complete your journey by providing a replacement hire car or taxi or alternative overnight accommodation

• for up to two telephone messages to be forwarded to explain your delay or cancellation of journey.

We will tell you in advance of the level of charges required by the breakdown operator, although the exact cost for completing the work cannot be calculated in advance.

Accident recovery

If your vehicle is immobilised following a motor accident anywhere in the United Kingdom, we will arrange and pay for:

- the cost of transporting your vehicle and passengers
 - to your home or intended immediate destination in the United Kingdom at the time of the accident

or

 to the nearest suitable repairer or to an AXA Insurance approved repairer nominated by you

and/or

• the hire of a suitable and equivalent vehicle for up to 24 hours.

X What is not covered

We will not cover

- vehicles immersed in mud, snow, sand or water
- the cost of any parts, lubricants, fluids or fuel required to restore your vehicle's mobility
- any other loss, damage or additional expense following on from the event for which you are claiming, unless we provide cover under this insurance
- performed in the execution of the assistance services provided

any claim while your vehicle:

- is carrying more passengers or towing a greater weight than for which it was designed as stated in the manufacturers specifications or in any event is carrying more than 8 persons
- is being driven unreasonably or on unsuitable terrain

 any expenses you would normally have incurred during the journey for any accident brought about by an avoidable, wilful and deliberate act committed by you

any claim if your vehicle

- has not been regularly serviced in accordance with the manufacturers instructions
- is unroadworthy at the start of the journey
- is not a private car, estate car, land rover type vehicle, motorised caravan, light van, mini bus, trailer caravan or trailer of a proprietary make
- exceeds 3.5 tonnes Gross Vehicle Weight.

Section conditions

These conditions of cover apply only to this section. You must comply with these conditions to have the full protection of your policy. We will not pay your claim where you have not complied with any of these conditions. You will be covered and we will pay your claim if you are able to prove that the non-compliance with these conditions could not have increased the risk of the loss which actually occurred in the circumstances in which it occurred.

AXA UK Assistance claims notification condition

You must obtain our prior approval and consent before expenses are incurred.

You must be in attendance at your vehicle at the estimated time we advise that assistance can be expected.

You are responsible for the safety of the contents of your vehicle.

Payment of repairs condition

It is important that **you** are aware that **you** are responsible for the payment directly to the recovery operator and to other suppliers for their costs and fees for goods or services supplied.

Section 16 - Uninsured loss recovery

Contents of this section

| Meanings of defined terms | 32 |
|------------------------------|----|
| What is the most we will pay | 33 |
| What is covered | 33 |
| What is not covered | 33 |
| Section conditions | 34 |
| | |

Cover under this section is provided by Lawclub Legal Protection which is a trading name of Allianz Insurance plc registered in England No 84638 at 57 Ladymead, Guildford, Surrey GU1 1DB United Kingdom. Allianz Insurance is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No. 121849.

This section gives **you** 24 hours a day telephone access to Lawphone for advice on any commercial legal matter. All legal advice will follow the laws of Great Britain and Northern Ireland.

Please note that all calls are recorded for **your** protection.

Phone: 0344 873 0255

When you call Lawphone quote 34035.

All **claims** and calls to Lawphone will be managed by Lawclub Legal Protection on **our** behalf.

Meanings of defined terms

You can find the meanings for words on page 5. There are some words that may only appear in this section or are defined differently and their meanings are shown here.

Costs

Under this section of the **policy we** will pay

- 1 the professional fees and expenses reasonably and properly charged by the legal representative on a standard basis, up to the standard rates set by the courts, which you cannot recover from your opponent
- 2 your opponent's costs in civil cases which you are ordered to pay by a court or tribunal or which you pay your opponent with the written agreement of Lawclub.

We will only pay costs which we consider are necessary and in proportion to the value of your claim. We will only start to cover costs from the time we have accepted your claim and Lawclub have appointed the legal representative on your behalf.

Lawclub

Lawclub Legal Protection, whose address is Redwood House, Brotherswood Court, Great Park Road, Bradley Stoke, Bristol BS32 4QW.

Legal representative

The solicitor or other person appointed with the agreement of **Lawclub** under this section of **your policy** to represent **you**.

Standard basis

The assessment of **costs** which are proportionate to **your** claim.

Territorial limit

For Uninsured loss recovery -

Great Britain, Northern Ireland, the Channel Islands, the Isle of Man, Andorra, Austria, Belgium, the Czech Republic, Denmark, Finland, France, Germany, Gibraltar, Greece, Hungary, Italy, Liechtenstein, Luxembourg, Monaco, the Netherlands, Norway, Poland, Portugal, the Republic of Ireland, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland and Turkey.

For Motor prosecution defence -

Great Britain, Northern Ireland, the Channel Islands and the Isle of Man.

You/your

The person shown on **your schedule** as the policyholder and

- 1 anyone allowed by the certificate of insurance to drive the insured vehicle, and
- 2 anyone who, with **your** permission, is in, getting into, or out of, the insured **vehicle**.

What is the most we will pay

We will pay up to £100,000 in costs for all claims arising out of any one event.

What is covered

1 Uninsured loss recovery

We will pay the costs of you taking legal action as a result of any road accident which causes

- your death or bodily injury while you are in, on or getting into or out of the insured vehicle
- damage to the insured vehicle
- damage to property which you own or are legally responsible for and which is in or on the insured vehicle.

2 Motor prosecution defence

We will pay the costs of defending your legal rights (including making an appeal against your conviction or sentence) after any event which results in criminal proceedings being brought against you for a breach of road traffic laws or regulations relating to your owning or using an insured vehicle.

We will provide cover for uninsured loss recovery and motor prosecution defence as long as

- the event that led to your claim happened within the territorial limit and within the period of insurance
- the claim will be decided by a court within the territorial limit
- you have a reasonable chance of a successful defence, recovering damages or getting any other remedy.

X What is not covered

We will not pay for any

- 1 claim arising out of a contract you have with another person or organisation
- 2 claim for an event which is also covered under Section 1 Legal liability to others – or Section 2 – Loss of or damage to your vehicle of this policy
- 3 claim for an event resulting in legal proceedings where you are accused of corporate manslaughter or corporate homicide
- 4 **claim** for an event which is not covered under **your** current motor insurance **policy**

- 5 claim where the insured vehicle is being used for racing, rallies or competitions
- 6 disputes between you and us or Lawclub
- 7 fines, penalties or compensation awards
- 8 costs or expenses you are ordered to pay by a criminal court
- 9 application for a judicial review
- 10 disputes or claims arising from your deliberate, conscious, intentional or careless disregard of the need to take all reasonable steps to avoid, prevent and limit any dispute or claim
- 11 costs we have not agreed to in writing
- **12** costs covered by another insurance policy
- 13 costs you have paid directly to the legal representative or any other person without the permission of Lawclub
- 14 VAT which you can recover from elsewhere
- 15 parking offences for which you do not get points on your licence
- **16** criminal proceedings to do with driving while under the influence of drink or drugs
- 17 criminal proceedings brought against you because you have allowed other people to use an insured vehicle
- 18 claim where you do not have a valid
 - a motor insurance policy
 - **b** road fund licence or MOT certificate for the insured **vehicle**
 - c driving licence
- 19 claim while
 - a you are insolvent (or have committed an act of insolvency or bankruptcy)
 - **b** you have made an arrangement with the people you owe money to
 - c you have entered into a deed or arrangement
 - d you are in liquidation
 - e part or all of **your** affairs, assets or property are in the care or control of a receiver or a liquidator or
 - f there is an administration order over your affairs, assets or property

20 costs where you knowingly and materially mislead Lawclub or the legal representative, or fail to pass important information to Lawclub or the legal representative in connection with any claim made under this section of your policy. If this happens we can reclaim from you any money already paid in respect of any relevant claim.

Section conditions

These conditions of cover apply only to this section. You must comply with the following conditions to have the full protection of your policy. Conditions may specify circumstances whereby non-compliance will mean that you will not receive payment for a claim. However you will be covered and Lawclub will pay your claim if you are able to prove that the non-compliance with these conditions could not have increased the risk of the loss which actually occurred in the circumstances in which it occurred.

- 1 You must
 - a give us written details of your claim as well as any other information we or Lawclub ask for
 - **b** make **your claim** within six months of the date of the event which led to the dispute
 - c not appoint a legal representative
 - d follow the legal representative's advice and provide any information they request
 - e take every step to recover costs and pay them to us
 - f get Lawclub's written permission before making an appeal
 - g make sure that the legal representative keeps to condition 2 below.
- 2 The legal representative must do the following
 - a get Lawclub's written permission before instructing a barrister or expert witness
 - tell Lawclub if there is no longer a reasonable chance of a successful defence, recovering damages or getting any other remedy

- c tell Lawclub as soon as possible if the other party makes a payment into court or any offer to settle the matter
- d report the result of the claim to Lawclub when it is finished.
- 3 Lawclub will have the right to
 - a take over and conduct any claim or proceedings in your name
 - **b** ask **us** to settle a **claim** by paying the amount in dispute
 - c appoint the legal representative, in your name, and on your behalf
 - d have any legal bill audited or assessed
 - e contact the legal representative at any time, and have access to all statements, opinions, reports and any other information to do with your claim
 - f end your cover if, during the course of the claim, Lawclub think there is no longer a reasonable chance of success.
 If you continue the claim and get a better settlement than we expected, we will pay your reasonable costs which you cannot get back from anywhere else
 - g settle the costs covered by this section of your policy at the end of the claim
 - h end your claim and get any costs back from you that we have paid or agreed to pay if
 - i the legal representative reasonably refuses to go on acting for you because of any unreasonable act or failure to act by you or
 - ii you unreasonably withdraw your claim from the legal representative without the agreement of Lawclub and
 - iii Lawclub do not agree to appoint another legal representative to continue your claim.
- 4 Your agreements with others.

We or Lawclub will not be bound to any agreement between you and the legal representative or you and any other person or organisation.

5 Choosing the legal representative.

At any time before Lawclub agree that legal proceedings need to be issued or defended, they will choose the legal representative. You can only choose the legal representative if Lawclub agree that legal proceedings need to be issued or defended or if a conflict of interest arises which means that the legal representative cannot act for you. You must send their name and address to Lawclub.

If Lawclub agree to appoint a legal representative that you choose, the legal representative will be appointed on the same terms as they would have appointed their chosen legal representative. Lawclub may decide not to accept your choice of legal representative. If Lawclub do not agree with your choice, the matter will be settled using the procedure as set out under condition 6.

When choosing the **legal representative**, **you** must remember **your** duty to keep the cost of any legal proceedings as low as possible.

6 Disputes

If there is a dispute between **you** and **Lawclub**, the matter may be referred to an arbitrator. If **you** and **Lawclub** cannot agree on an arbitrator, the President of the Law Society or the Chairman of the Bar Council will choose one.

The loser of the arbitration must pay all the **costs** involved. If the decision is not clearly made against either **you** or **Lawclub**, the arbitrator will decide how the costs will be shared.

7 Notices

Every notice which needs to be given under this section of **your policy** must be given in writing. If **you** give **us** notice, **you** must send it to **our** address. If **we** give **you** notice, **we** must send it to **your** last known address. 8 How to make a **claim**.

Your claim will be managed by Lawclub on our behalf.

If you need to make a claim for uninsured loss recovery contact us on the Lawphone legal helpline. We will pass the details of your claim on to a legal representative.

If you need to make a claim for motor prosecution defence call the Lawphone legal helpline and follow the instructions. A claim form will be sent to you, please fill it in and send it to:

The Claims Department

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The Claims Department Lawclub Legal Protection Redwood House Brotherswood Court Great Park Road Bradley Stoke Bristol BS32 4QW United Kingdom.

Lawclub will contact **you** once they have received the **claim** form. **You** must not appoint a solicitor yourself.

If you have already seen a solicitor before Lawclub have accepted your claim, we will not pay any fees or other expenses that you have incurred. If your claim is covered, Lawclub will appoint the legal representative that they have agreed to in your name and on your behalf and we will only start to cover the costs from the time Lawclub have accepted the claim and appointed the legal representative in your name and on your behalf.

If **you** do not comply with this condition **you** will not be covered and **we** will not pay **your claim**. **We** will also withdraw from any current **claim**.

Making a complaint

AXA Insurance aims to provide the highest standard of service to every customer.

If **our** service does not meet **your** expectations we want to hear about it so we can try to put things right.

All complaints **we** receive are taken seriously. Following the steps below will help **us** understand **your** concerns and give **you** a fair response.

How to make your complaint

The majority of complaints can be resolved quickly and satisfactorily by the department **you** are dealing with.

If your complaint relates to a claim on your policy, please contact the department dealing with your claim. If your complaint relates to anything else, please contact the agent or AXA office where your policy was purchased. Telephone contact is often the most effective way to resolve complaints quickly.

Alternatively you can write to us at

AXA Insurance complaints:

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Co

AXA Insurance Commercial complaints AXA House 4 Parklands Lostock Bolton BL6 4SD

All claims complaints:

Telephone: 01204 815359

Email: commercialcomplaints. INS@axa-insurance.co.uk When **you** make contact please tell **us** the following information:

- Name, address and postcode, telephone number and e-mail address (if **you** have one).
- Your policy and/or claim number, and the type of policy you hold.
- The name of your insurance agent/firm (if applicable).
- The reason for your complaint.

Any written correspondence should be headed 'COMPLAINT' and **you** may include copies of supporting material.

Beyond AXA

Should **you** remain dissatisfied following **our** final written response, **you** may be eligible to refer **your** case to the Financial Ombudsman Service (FOS).

The FOS is an independent body that arbitrates on complaints about general insurance products. The FOS can only consider **your** complaint if **we** have given **you our** final decision.

You have 6 months from the date of **our** final response to refer **your** complaint to the FOS. This does not affect **your** right to take legal action.



* free for people phoning from a 'fixed line' (for example, a landline at home)

** free for mobile phone users who pay a monthly charge for calls to numbers starting 01 or 02

Our promise to you

We will

- acknowledge written complaints promptly.
- investigate your complaint quickly and thoroughly.
- keep you informed of progress of your complaint.
- do everything possible to resolve your complaint.
- learn from **our** mistakes.
- use the information from complaints to continuously improve **our** service.

Telephone calls may be monitored and recorded.

Financial Services Compensation Scheme (FSCS)

AXA Insurance UK plc are covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation in the unlikely event **we** cannot meet **our** obligations to **you**. This depends on the type of insurance, size of the business and the circumstances of the **claim**. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Financial Conduct Authority Regulation

AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority. This can be checked on the FCA's register by visiting the FCA's website at www.fca.org.uk/ register or by contacting them on 0800 111 6768.

This document is available in other formats.

If you would like a Braille, large print or audio version, please contact your insurance adviser.

www.axa.co.uk

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