

# Aviva Professional Indemnity for Chartered Accountants Summary of Cover

## Key Covers, Features and Exceptions

Your policy includes the following key covers, features and exceptions, which are set out in full in your policy documentation. This is a summary of the policy and does not contain the full terms and conditions of the cover, which can be found in the policy document. It is important that you read the policy document carefully when you receive it.

### Type of Insurance and Cover:

The Chartered Accountants Professional Indemnity policy cover will protect you from financial loss, which arises as the result of a claim made against you for breach of professional duty. It covers legal defence costs as well as damages payable for the claim itself.

Professional indemnity insurance operates on a 'claims made' basis. This provides cover only for claims made and reported to us in accordance with the claims notification condition. Once a policy has expired there is no cover in force in respect of claims that may arise even if the claim relates to work undertaken during the period of policy cover.

Name of the Insurer - The insurer of the policy is Aviva Insurance Limited.  
Aviva Insurance Limited. Registered in Scotland, No. 2116.  
Registered Office: Pitheavlis, Perth PH2 0NH.

### Cut Red Tape

- A 'one-stop' website to help our customers overcome the burden of red tape. Available exclusively to Aviva commercial policyholders.
- Advice and information available for Finance, Sales and Marketing, Employment Law, Legal advice, Risk Management and much more. Accessible 24 hours a day, 365 days a year.
- Visit <http://www.aviva.co.uk/cutredtape>

## Professional Indemnity - Cover, Features and Benefits

### Main cover:-

**The main cover of this wording meets the minimum wording requirements of the Institute for Chartered Accountants in England and Wales.**

- Claims for any civil liability arising out of the conduct of the business :
  - i) Civil liability cover includes but is not restricted to negligent acts or omissions, breach of professional duty, infringement of copyright, infringement of other intellectual property rights, breach of confidentiality, defamation, dishonest or fraudulent acts or omissions, claims arising from loss of documents
- Ombudsman Awards made under the Financial Services Markets Act

### Additional Cover Includes:

- Fidelity (loss of insured's own money or property though employee dishonesty) with a limit of £250,000 in any one Period of Insurance or the amount stated as the Limit of Indemnity whichever is the lesser
- Accountants Fees (costs incurred to investigate a Fidelity loss) with a limit of £15,000 in any one Period of Insurance
- Payment for court attendance (compensation if attending court as a witness to defend a claim) with a limit of £500 per day subject to a maximum of £15,000 in any one Period of Insurance

### Exclusions and Limitations

- Cover excludes those civil liabilities not normally covered by a professional indemnity policy – Employers' Liability, Public & Products Liability, Property Owners Liability, Directors & Officers Liability, Motor, Marine, Aviation
- Cover excludes express warranties or guarantees; fines or penalties or any punitive or exemplary damages
- Cover excludes claims brought or defended in the USA or Canada; work undertaken in the USA or Canada; war & terrorism
- Fidelity Cover (loss of insured's own money) is subject to you having minimum controls (as defined) in place

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## Duration of Policy

The policy will remain in force for 12 months from the date of commencement, or as otherwise shown on your policy schedule.

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## Cancellation

In accordance with the requirements laid down by the Institute of Chartered Accountants (ICA), provided you have paid the premium, the policy may not be cancelled without the mutual agreement of you and us.

In the event of such agreement, we will Issue a written notice of cancellation to You stating the date when such cancellation is effective and are required to notify the ICA of the cancellation of this policy.

If you do not pay the premium (or any part of the premium under the payment option you have chosen) by the due date, we may cancel this policy with effect from the end of the last period for which a payment has been made.

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## How to Claim

If you need to make a claim please call our claims line on **0845 302 8408**. Our line operates 9am to 5pm, Monday to Friday.

Please have your policy number to hand when calling.

For our joint protection telephone calls may be recorded and/or monitored.

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## Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva is covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

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## Financial Services Compensation Scheme

We are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations, depending on the type of insurance and circumstances of your claim.

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Aviva Insurance Limited. Registered in Scotland, No. 2116.  
Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

BCSPI11246 10.2013