

## PRODUCT DISCLOSURE SHEET



**(Read this Product Disclosure Sheet before you decide to take up the Product. Be sure to also read the general terms and conditions. Seek clarification from us if you do not understand any part of this document or general terms)**

*Name of Insurance Company: Tokio Marine Insurance Singapore Limited (Brunei Branch)*  
*Name of Product: Money Insurance*  
*Date: 01/01/2021*

The information provided in this product disclosure sheet is valid as at 01/01/2021.

### 1. What is this product about?

This policy covers your money whilst kept in premises (during and after working hours) and also during transit (from premises to bank and vice versa) by yourself or your authorized employees

### 2. What are the coverage and exclusions provided?

#### Coverage

The policy indemnifies you against sums of money due to the following:-

- Loss occurring in premises
- Loss occurring during transit (provided that money is in the custody of Insured or employees)
- Costs to repair or replace safe or strong room upto B\$2,000/=

#### Definitions:

- **Money** – Cash, bank and currency notes, cheque, money orders, postal orders and current postage stamps all belonging to Insured or in the custody of the Insured.
- **Business Hours** – Period during which the Insured's Premises are actually occupied for business purposes and during which Insured or his employees entrusted with Money are in the Premises.

#### Exclusion

The policy generally does not cover the following:-

1. any loss arising from war and the likes
2. any consequence of strike or riot
3. any loss arising from fraud or dishonesty of Insured's employees
4. loss or Money from any Safe or Strongroom whereby keys are acquired forcibly
6. any loss not discovered within three working days after the occurrence
7. loss from an unattended vehicle
8. any loss due to nuclear waste, weapons, material and the likes

This list is non-exhaustive; please refer to your sample policy for the full list. Should there are any coverages which you are unsure, please approach the Company.

### 3. How much premium do I have to pay?

Depending on the Limit of Liability and also other factors (as below):-

- Location of Risks
- Type of Business Activities
- Handling and safe-keeping methods
- Extended Covers (if any)
- Other factors pertaining to the risk

#### 4. What are the fees and charges that I have to pay?

Compulsory stamp duty charges would be B\$0.25 per policy.

When a policy is being sold to the Insured via an intermediary, there will be a percentage commission included in the total premium.

#### 5. What are some of the important notes that customer should know?

##### **Jurisdiction**

Policy is subject to jurisdiction within Brunei Darussalam Only

##### **Duty of Disclosure**

All material facts that you know or ought to know should be declared to the Company. Misrepresentation or omission of these information increases the risk of the policy being invalidated.

##### **Changes of Material Facts**

In the event whereby there are changes to the information provided during inception of the risk, you must inform your servicing agent or the Company in writing. These changes will be endorsed in the policy and failure to inform these changes may cause the policy to be invalidated.

##### **Double Insurance**

For Annual Policy, In the event there is another annual policy covering the same loss, damage or liability, the Company will only contribute its ratable proportion of any loss, damage, compensation, cost or expenses.

##### **Claim Procedure**

- 1) Insured is to notify servicing agent and/or the Company's Claim Department (2236108) immediately in the event of any potential claim.
- 2) Insured to give notice to the police and render all reasonable assistance in causing the discovery and punishment of any guilty person and in tracing and recovering the money
- 3) Insured to give notice to Tokio Marine in writing and within 07 days thereafter deliver completed claim form and supply all such detailed proofs and particulars as may be reasonable required.

#### 6. What do I need to do if there are changes to my contact details?

Insured will be able to contact the office at 2236113/112 to inform of the changes

## 7. What happens in the event of cancellation?

Insured will be able to contact the office at 2236113/112 should they wish to cancel the policy. Otherwise, Tokio Marine will be sending a notice of cancellation to the Insured's provided address through registered mail and also inform their servicing agent.

Please note that Tokio Marine may cancel the Policy by giving (7) days notice by registered mail to the Insured at his last known address. In the event where the notice is not received by the Insured, the cancellation will still take effect. A pro-rated refund will be provided to the Insured.

In the event whereby the Insured wishes to cancel the policy, it is possible to do so by giving a written notice to the Company by either registered mail or by hand delivery to the company. The cancellation will only be effective when the Company receives the cancellation notice. In such case, should the policy already be in force, the cancellation refund will be based on short-term charges (as below):-

Policy Period not exceeding	Charges
1 month	25% of the annual premium
2 months	35% of the annual premium
3 months	55% of the annual premium
4 months	65% of the annual premium
5 months	75% of the annual premium
6 months	85% of the annual premium
7 months	100% of the annual premium

## 8. What is a notice of expiry?

A notice of expiry is a renewal notice and Tokio Marine will be providing the document either directly to the Insured via mail or to the servicing agent (if any).

## 9. What happens in the event that insurance agent ceases to operate?

The insurance will still be valid until the expiry date. Moving forward, the Insured will be able to contact the office at 2236112/113/ or any other licensed Tokio Marine agents for any renewals, endorsements and cancellations.

## 10. What are the documents that I need to submit to apply for this product?

For new Annual cases, Insured is expected to provide the following:-

- Copy of Insured's Identification Card and/or Insured Company's Business Licence
- Copy of existing coverage (if any)
- Other information (upon request)

For renewal cases, Insured is expected to provide the following:-

- Written instructions and/or signed renewal notice to the servicing agent or to Tokio Marine

Other documents may be requested as and when necessary, upto the discretion of the underwriters.

## 11. Where can I get assistance and redress?

If you have difficulties, you must contact us the earliest possible. You may contact us at:

Name of Insurance Company: Tokio Marine Insurance Singapore Ltd

Address: Unit A1 & A2 1<sup>st</sup> Floor Block A Bangunan Hau Man Yong Complex Simpang 88 Kg Kiulap BE1518  
Tel No: 22356115/2236108/113/100/112  
Fax: 2236102  
E-Mail: [bruneitmis@tokiomarine.com.sg](mailto:bruneitmis@tokiomarine.com.sg)

If your query or complaint is not satisfactory resolved by us, you may contact Financial Consumer Issues, Brunei Darussalam Central Bank via email at [fci@bdc.gov.bn](mailto:fci@bdc.gov.bn) or walk in at their address as follows:

Level 7, Financial Consumer Issues  
Brunei Darussalam Central Bank  
Ministry of Finance and Economy Building  
Commonwealth Drive  
Brunei Darussalam  
Tel: 2380007

## 12. Where can I get further information?

Through our website, <https://www.tokiomarine.com.sg/en/brunei/home.html> or via phone call @ 2236113/112/100/110

### IMPORTANT NOTES:

**YOU ARE ADVISED TO DISCLOSE FULLY AND FAITHFULLY, THE FACTS YOU KNOW OR OUGHT TO KNOW OTHERWISE YOU MAY NOT RECEIVE ANY BENEFITS FROM THIS POLICY. YOU SHOULD READ AND UNDERSTAND THE INSURANCE POLICY AND DISCUSS WITH THE AGENT OR CONTACT THE INSURANCE COMPANY DIRECTLY FOR MORE INFORMATION.**

*The terms and conditions indicated in this Product Disclosure Sheet are indicative and not binding on the insurance companies. The final terms and conditions are as stipulated in the insurance policy after the insurance company's assessment*

*I / We hereby confirm having explained the Product Disclosure Sheet (PDS) to Customer in their preferred language English/Malay/Other (delete as applicable)*

*I / We hereby confirm having received and understand the explanation given in my preferred language English/Malay/Other (delete as applicable)*

Name:

Name:

IC No:

IC No:

Date

Date