



فراخوان ترجمه کتاب

پژوهشکده بیمه، به منظور کمک به گسترش دانش بیمه‌ای، ترجمه کتاب

General insurance business (IF2)

را در دستور کار خود قرار داده است. لذا از کلیه اساتید، پژوهشگران، صاحب‌نظران و کارشناسان دعوت می‌شود که در صورت تمایل به ترجمه کتاب مذکور، کاربرگ درخواست ترجمه پیوست را به همراه سوابق علمی و اجرایی خود و ترجمه صفحات ذکر شده با ذکر عنوان کتاب، حداکثر تا تاریخ ۱۴۰۴/۰۷/۲۴ به آدرس ایمیل nashr@irc.ac.ir ارسال فرمایند.



معیارهای ارزیابی	امتیازات	ضریب
کیفیت ترجمه	میانگین امتیاز ۲ داور (حداکثر ۱۰)	۱
سوابق علمی	سوابق علمی مرتبط با موضوع کتاب: دکتر ۱۰ - ارشد ۸ - کارشناسی ۶ سوابق علمی غیرمرتبط: دکتر ۴ - ارشد ۳ - کارشناسی ۲	۰.۲
سوابق تالیف/ترجمه کتاب	سوابق مرتبط با موضوع کتاب: حداکثر ۱۰ امتیاز براساس نرمال‌سازی سوابق غیرمرتبط: ۲۰ درصد امتیاز فوق	۰.۴
سابقه فعالیت تخصصی در حوزه بیمه	حداکثر ۱۰ امتیاز براساس نرمال‌سازی	۰.۴



کاربرگ درخواست ترجمه کتاب

General insurance business (IF2)

عنوان کتاب:

سال نشر: ۲۰۲۵

ناشر: Chartered Insurance Institute (CII)

الف - اطلاعات عمومی

نام و نام خانوادگی	
شغل و سمت فعلی	
مرتبه علمی (ویژه اعضای هیات علمی)	
آخرین مدرک تحصیلی و رشته	
آدرس	
شماره تماس ثابت	
شماره تماس همراه	
پست الکترونیک	

ب - سابقه تألیف/ترجمه (حداقل ۳ عنوان از آثار خود را اعلام بفرمائید)

ردیف	عنوان کتاب/ترجمه	سال انتشار	ناشر

ج - سابقه اجرایی

ردیف	محل خدمت	مدت زمان خدمت

Introduction

Many forms of insurance are required by both private individuals and businesses and **package policies** include within one policy document all the covers required by a particular type of policyholder, whether an individual or a business.

Insurers tend to produce package policies where there is sufficient **homogeneity of risks**. Homogeneity of risks refers to the situation where many risks share similar characteristics and follow similar trends. As more and more risks display similar characteristics, future claims costs become more predictable. Thus, it makes administrative sense to issue standardised wordings and charge a single premium for all classes. Given the predictability and the savings created it is not difficult to see why insurers favour this type of policy. The savings are passed on in the form of reduced premium levels, so for those risks meeting the acceptance criteria, this acts as a great incentive for prospective policyholders to insure in this way.

Many individuals own and occupy houses, and may require cover in respect of, for example, fire, special perils, theft, money and legal liability. Such cover may be grouped together into a single policy document covering buildings and/or contents against this range of perils. These are all standardised and there is little scope for variation, except in the sum insured. This is known as household insurance and household policies are package policies.

Many small businesses are faced with similar risks: fire, perils, liability and so on. They also face other risks, such as claims made upon them for supplying defective products or the loss of trading income following a fire. For small traders, typically shopkeepers, insurers have found that there are enough common features to justify the introduction of standardised arrangements for these risks. The products that they sell to such groups are also **package policies**.

An individual travelling within the UK or overseas, whether for pleasure or business purposes, also faces a number of risks, such as the loss of the deposit paid for a holiday, death or injury, theft and legal liability to third parties. Appropriate cover is grouped together into a package policy known as travel insurance (or holiday insurance).

Often, commercial undertakings, particularly medium sized or large firms, want a more individualised approach to their insurance arrangements, but still wish to retain the administrative benefit of cover in a single document. In this case they may opt for a policy that is really a 'shell' into which a variety of different classes of insurance may be grouped. These were traditionally called **combined policies** and were really a collection of individually underwritten separate policies that were grouped together. Most companies now offer a more integrated approach, which would bring them more in line with the package concept.

Each insurer offers its own versions of the policies we discuss in this chapter and there will be variations in the cover offered and in what is excluded. However, this chapter provides information on what is generally available in the market.



Key terms

This chapter features explanations of the following ideas:

'All risks'	Buildings insurance	Commercial package policies	Contents insurance
Household insurance	Package policies	Single article limit	Travel insurance
Valuables limit			

A Household insurance

Probably the most valuable physical asset an individual will own is their home, both building and contents. Those living in rented accommodation will generally possess furniture and other belongings that are exposed to risks such as fire and theft. Therefore, there is a great need for insurance for such assets. To cover such risks, household policies are issued, covering buildings and/or contents against a wide range of perils, including fire, additional perils and theft. Valuables and personal effects are also covered, as is public liability, and a number of optional extensions are available.

The extent of cover provided by household insurance has varied in recent years. Some extensions have increased in sophistication and are now commonly found as standalone policies, whereas others have appeared in household policies to accommodate changes in lifestyle, work-life balance and increased digitalisation.

In this section, we will examine the standard policy cover, optional extensions to and limitations of **household insurance**.

There are generally two options for settlement of household claims where the item concerned is irreparable, namely the following:

Indemnity (or market value)	A deduction is made for wear and tear. The amount paid is that required to replace the item with a replacement of the same age and in the same condition. Nowadays this option is rarely chosen. Some insurers do not even offer it as an option.
New for old (or reinstatement)	The full cost of replacing the item as new is paid. Most insurers make a deduction for wear and tear in certain circumstances: such as claims for clothing and household linen. A deduction may also be made if the sum insured is inadequate or for property over a certain age (such as more than five years-old).

The sum insured on the buildings section of a household policy should represent the rebuilding cost at the time the rebuilding is complete.

There are a variety of policies available, with some insurers offering a full 'package' while others offer a more limited cover with optional extras being made available. Many companies now offer a selection of covers under titles such as 'standard', 'standard plus' or similar such categories, with differing levels of cover and limits. Indeed, there is no such thing as a 'standard' household policy. There are minor variations of cover under each insurer's policy, and wordings also vary. In this section, we will concentrate on the basic cover most frequently provided by insurers, namely building and **contents insurance**.

These policies are often subject to either an overall excess or to differing levels of excess for the different contingencies covered.

A1 Building insurance

Buildings, in respect of household insurance, may be defined as the main structure of the private dwelling (house etc.) and this includes garages, sheds, greenhouses and other outbuildings. Swimming pools and tennis courts are also included as are walls, gates, fences and paths.

Anything that would normally be left behind when moving from a house is generally considered part of the building. This would include, for example, fitted kitchens or bedrooms, electrical fittings and double glazing.

Activity

Obtain a copy of a buildings policy either from your employer or your own home and list everything that is included in the definition of buildings.

The list will vary from insurer to insurer. However, the following are some of the more common areas included in the definition of buildings:

- the property (house, including garage and outbuildings);
- landlord's fixtures and fittings; • patios, terraces, footpaths, drives;
- swimming pools, tennis courts; and
- walls, fences, gates and hedges.

The following cover is generally available in respect of buildings:

A1A Fire, lightning, explosion and earthquake

This cover is self-explanatory.



A1B Riot, civil commotion, strikes, labour or political disturbances, malicious damage or vandalism

Although wordings vary, cover generally specifically excludes loss or damage occurring while the building is unfurnished or unoccupied for more than 30 or 60 days in any one insurance period. Cover in respect of malicious damage is usually subject to both an excess and to the police being notified of the incident.

A1C Storm or flood

Cover under this heading specifically excludes damage caused by frost, subsidence, ground heave or landslip and damage to gates, fences or hedges. Storm or flood cover is always subject to an excess.

A1D Falling trees or branches

Cover excludes damage to walls, gates, fences or hedges.

A1E Escape of water

This covers the bursting (e.g. as a result of freezing) or overflowing of water tanks, apparatus or pipes, and includes any fixed domestic water or heating installations, washing machines and other domestic equipment. Cover specifically excludes damage while the building is unfurnished or unoccupied for more than a certain period, commonly 30 or 60 days in any one insurance period. An excess always applies.

A1F Escape of oil

Damage caused by escape of oil from any fixed oil-fired heating system is covered. The unfurnished/unoccupancy exclusion applies.

A1G Theft or attempted theft

Cover is usually excluded while the premises are left unfurnished or unoccupied for more than 30 or 60 days in any one insurance period. There is no definition or other restriction on the use of the term 'theft', so that insurers cover theft as defined in the **Theft Act 1968**. The Act states that a person is guilty of theft if they dishonestly appropriate property belonging to another with the intention of permanently depriving the owner of it.

A1H Impact/collision

Cover is for impact or collision with aircraft or other aerial devices, or with articles dropped therefrom, road vehicles, or animals. There may be an excess imposed for the insured's or their family's vehicles or animals. Damage caused by pets is usually excluded.

A1I Subsidence, ground heave or landslip

Refer to

These terms defined in *Optional extensions* on page 4/3

This covers subsidence, ground heave or landslip of the site. It excludes loss or damage caused:

- by normal shrinkage or settlement;
- by faulty workmanship or design or faulty materials;
- during demolition, structural alteration or repair;
- by coastal or riverbank erosion;
- from movement of solid floor slabs, unless the foundations below the external walls are damaged at the same time; and
- to fixed fuel oil tanks, swimming pools, tennis courts, walls, gates, fences, terraces, patios and drives unless the house is damaged at the same time by the same cause.

A substantial excess of, for example £1,000 or more, or possibly a percentage of the sum insured is always imposed.

A1J Breakage or collapse of television or radio receiving aerials, aerial fittings and masts

This covers damage to the buildings caused by the collapse of the aerials, but not damage to the aerial itself, which is normally covered under the 'contents' section.

A1K Accidental damage to drains, pipes, cables or underground pipes

This covers accidental damage to water, oil, gas, sewage and drain pipes, underground telephone, television and electricity cables serving the building.

A1L Accidental breakage of glass and sanitary fixtures

This covers accidental breakage of fixed glass in windows, doors, fanlights and skylights or greenhouses, conservatories and verandas forming part of the building. It also covers accidental breakage of fixed wash basins, cisterns, baths and other sanitary fittings. The unfurnished/unoccupied exclusion applies.

A1M Legal fees, architects' and surveyors' fees, cost of debris removal

This covers reasonable legal fees and architects' and surveyors' fees necessarily incurred in the reinstatement of the building following loss or damage. The costs of demolition or shoring up the building and debris removal are also covered. Cover excludes any costs involved in preparing the insured's claim.

A1N Loss of rent

Cover is given in respect of ground rent (amounts payable by a leaseholder to the owner of the freehold) for a maximum period of two years and loss of rent for any part of the premises not occupied by the insured which has become uninhabitable. It also covers the reasonable cost of alternative but similar accommodation while the premises are uninhabitable as a result of an insured peril. A limit of 10–15% of the buildings sum insured usually applies, although some insurers will offer 'reasonable accommodation expenses' taking all of the circumstances of the claim into account, including the individual's needs, the length of time for which accommodation is needed and the alternative (and comparable costs of) accommodation available locally.

A1O Accidental damage extension

Refer to

Other optional extensions given in *Optional extensions* on page 3/8

Many insurers offer an **accidental damage** extension to the household policy, subject to a higher premium rate and always subject to an excess of at least £100 and often more. Such cover would include, for example, drilling through a pipe, hammering a nail through an electric wire or putting a foot through a ceiling.

Cover excludes damage while the dwelling is let; wear and tear; settlement or shrinkage; wet or dry rot, fungus, vermin or insects; damage caused by household pets and any risk specifically excluded under the standard buildings section, such as storm damage to fences.

Question 3.1

What are the key exclusions from the cover provided for subsidence, ground heave and landslip under a household buildings policy?



A2 Contents insurance

Contents, in respect of household insurance, may be defined as household goods and personal effects belonging to the insured or a family member living in the property. This includes cash and stamps (not part of a stamp collection) up to, say, £500 in total and any fixtures and fittings belonging to the insured are also covered. The schedule attached to the policy will usually show the applicable limits.

Anything that forms part of the structure, such as ceilings, wallpaper and the like are not covered. Radio and television aerials are usually included in the contents definition as these

are generally considered to be an extension of the radio or television itself. Satellite dishes and receivers, however, may be excluded.

The perils covered under the contents section are basically the same as those covered under the buildings sections, although there are certain minor differences which should be noted.

- Theft or attempted theft of cash, currency, bank notes and stamps is generally excluded if it does not involve forcible and violent entry or exit.
- Theft or attempted theft by deception is normally excluded, unless the only deception used is to get into the home.
- Theft or attempted theft while the building is lent, let or sub-let in whole or in part, or if the building is unfurnished, is normally excluded if it does not involve forcible and violent entry or exit.
- Accidental damage cover, which may be added to the 'standard cover' is subject to the same excess and exclusions as under the buildings section. However, certain contents are excluded: clothing, contact lenses, money, stamps, coins, medals, plants, food and drink, sports equipment and bicycles are among these, but the list varies from insurer to insurer.

A2A Limits

There are limits on single articles of value and some insurers limit the total amount of valuables.

Single article limit	No picture or other work of art, stamp collection, precious metal, jewellery or fur will be treated as being of greater value than, say, 5% of the total contents sum insured, or than a fixed amount of, say, £1,500. Insurers are usually prepared to include items that exceed policy limits, provided that they are specified and evidence of their value produced.
Valuables limit	The total value of articles of precious metal, jewellery or fur may be restricted to, say, one-third of the total contents sum insured. This limit may be extended where necessary upon payment of an additional premium, but the insurer will wish to be satisfied with the security precautions in the home.

For reference only

A2B Automatic cover

Refer to

Optional extensions described in *Optional extensions* on page 3/8

As well as the optional extensions that relate to the household policy as a whole, the following elements of cover are usually included automatically within the contents section and are not subject to any additional premium:

- **Temporary removal.** The policy is automatically extended to cover the contents while temporarily removed but remaining in Great Britain, Ireland or Northern Ireland. Some insurers may limit the amount covered at any one time under this extension to, say, 20% of the contents sum insured. However, the risk of storm and flood as regards property that is not in a building, is excluded. Theft or attempted theft is only covered:
 - at any bank, safe deposit or while being taken there;
 - in any building where the insured or a family member is temporarily residing, or working;
 - in the course of removal to or from any bank or safe deposit while in the insured's or the insured's family's charge.
- **Clothing and personal effects.** Clothing and personal goods, other than cash, currency notes, bank notes and stamps, of the insured's domestic servants (for example, a nanny or au pair) are covered.
- **Accidental breakage.** The policy covers accidental breakage of mirrors and glass on or fixed to furniture.
- **Loss of rent.** Cover includes loss of rent and reasonable additional expense incurred for alternative accommodation in the event of the premises becoming uninhabitable. Cover is usually limited to, say, 10–20% of the contents sum insured, although some insurers will

offer 'reasonable accommodation expenses' taking all of the circumstances of the claim into account, including the individual's needs, the length of time for which accommodation is needed and the alternative (and comparable cost of) accommodation available locally.

- **Home Office Equipment.** With the growth of the internet, there has been an increase in the number of small businesses that operate from inside an individual's home. Also, many larger companies with flexible working arrangements now permit employees to work from home on a regular basis. Insurers have recognised this with the addition of 'home office equipment' or similarly named sections to many household policies. This will normally cover office furniture, computers and their accessories, printers, photocopiers, telephones and answerphones used for business or professional purposes. Limits of sums insured vary but amounts of £5,000 or more are common. With the advent of COVID-19 and the significant increase in people working from home (WFH) this item has been under increased focus to ensure coverage is appropriate.

A2C Optional extensions

As well as the automatic cover, the contents section may be extended to include the following, usually subject to the payment of an additional premium:

- **Accidental damage to entertainment equipment.** This extends the normal cover to include accidental damage to radios and television, and may also include audio, video or computer equipment and ceramic hobs while they are within the home or outbuildings. Cover is subject to the standard accidental damage exclusions and may exclude portable equipment and tapes etc.
- **Accidental damage while in the course of removal.** This covers accidental damage while in the course of removal by professional removers or in temporary (usually seven days) storage in a furniture depository. An excess applies.

Other non-automatic policy extensions include loss of oil or metered water from a fixed domestic water or heating installation or washing machine; cost of replacing door locks following theft of keys; and temporary increases in sums insured at certain times of the year, e.g. Christmas. An extension covering and the personal effects of children while away at university/college is also often offered.

Some insurers include these covers within their standard policy forms.

A2D Specific exclusions

Typical exclusions are as follows:

- property more specifically insured under another policy;
- deeds, bonds, bills of exchange, promissory notes, cheques, securities, documents and manuscripts;
- medals and coins, unless specifically insured;
- motor vehicles; and
- livestock (other than horses).

Refer to

Horses discussed in *Domestic animals* on page 3/11

A3 Legal liability: building and contents

All household policies include specific liability cover as part of the basic cover, as follows.

Buildings	This section includes liability incurred by the insured as owner of the property and liability incurred under the Defective Premises Act 1972 (or the Defective Premises (Northern Ireland) Order 1975) for faults in property formerly owned and occupied by the insured.
Contents	<p>This section protects the interest of the insured as:</p> <ul style="list-style-type: none"> • occupier, rather than owner, of the property. i.e. it covers liability incurred as occupier of the property or any other premises used for temporary holiday accommodation; • a private individual for personal liability, in other words, the liability does not need to be linked to the occupation of property; and • as an employer of domestic employees.