

Complete Office



Complete Office provides cover for the assets, earnings and legal liabilities of office-based businesses.

Cover includes:

Contents - up to £2,500,000 per location:

- **computer equipment** - up to £500,000
- **replacement locks and keys** - cover for the replacement of stolen keys, up to £2,500
- **trace and access** - up to £25,000
- **metered supplies** - up to £10,000
- **lamps, signs and name plates** - up to £1,500
- **damage to grounds as a result of emergency vehicle access** - up to £10,000
- **alterations and additions** - up to £50,000
- **property whilst at an exhibition** - up to £10,000.

Money - following theft or attempted theft of money:

- **on the premises, in transit or bank safe** - up to £10,000
- **non-negotiable items** - up to £500,000
- **money in the insured's personal custody** - up to £1,000
- **assault resulting in bodily injury** - up to £25,000
- **self-fill ATM** - up to £10,000.

Employers' Liability - up to £10,000,000.

Public Liability - up to £2,000,000 with the option to increase to £5,000,000.

Commercial Legal Expenses - financial support up to £250,000 for any one event and up to £1,000,000 for any one period of insurance for selected events, including:

- employment disputes
- contract disputes
- criminal prosecution defence
- taxation proceedings
- statutory licence appeal.

Optional covers:

Business Interruption - up to £5,000,000 if the policyholder is unable to trade. Cover is available per location or across all locations.

Buildings - covers the cost of rebuilding with optional subsidence cover.

Additional Computer Cover - protection for the costs associated with reinstating programs or data and the subsequent increased cost of working.

For Intermediary Use

This document should be used for intermediary reference only, as it does not detail the conditions, limitations or exclusions of the cover. Please see the policy wording or policy overview for further details.



Average free

We've removed Average from our Complete Office product and are using data enrichment at point-of-quote to highlight property sums insured which are out of line for a trade or area. This approach enables conversations with your customer to ensure they provide you with the right sums insured, removing the uncertainty around their cover in the event of a claim.

QuoteSME

It's easy to do business with us. With full cycle trading QuoteSME allows you to quote, buy, amend and renew your SME policies online. Self-serve mid-term adjustments are quick and simple, you can add a property and change tenants, as well as increase indemnity limits all at the touch of a button! Visit: allianz.co.uk/broker/sme

Additional services

Our additional services can help policyholders to run their business more efficiently:

Free risk management support - guidance on effective property security and employee safety. Visit: allianz.co.uk/risk-management.

Glass replacement - our glass replacement specialists are available 24/7. They send the bill to us so the policyholder only pays the policy excess and VAT.

Access to a business support helpline - guidance on health, safety, environmental, cyber security and business continuity matters. Visit: gov.uk/business-support-helpline

Allianz Legal Services

Lawphone - free legal guidance on any business-related legal matter, from employment law to debt recovery and property disputes.

Free legal templates - over 100 free legal templates, to help ensure customers' HR policies, contracts and agreements are legally compliant.

Easy-to-use law guide - a free and simple law guide, written by lawyers to help SMEs to understand legal processes and requirements.

**Making a claim**

Property claims can be notified [online](#) or by calling **0344 412 9988**

Liability claims can be notified [online](#) or by calling **0344 893 9500**