FAIRFIRST INSURANCE LIMITED
(Company No. PB5180)
Access Towers II (14th Floor),
No. 278/4, Union Place, Colombo 02, Sri Lanka
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Insurance Product Information Document (IPID)
Workmen's Compensation Insurance Policy

This document provides a concise summary of your insurance policy. For full details, please refer to the complete Policy Document and Schedule. In the event of any conflict, the Policy Document shall prevail.

1. Type of insurance cover

The **Workmen's Compensation Insurance Policy** is a liability policy designed to protect you, the **employer**, against your legal responsibility to pay compensation to your employees if they suffer an injury or contract a disease **arising out of and in the course of their employment**.

2. Key Benefits (What is Covered)

This policy covers your legal liability as an employer, which can arise from two areas.

2.1 Liability under the Workmen's Compensation Ordinance

We cover the compensation amounts you are required to pay by law for your employees' work-related:

- **Death**
- **Permanent Disablement** (Total or Partial)
- **Temporary Disablement** (payment of a portion of their wages while they are unable to work)
- The compensation amounts are fixed by the law and depend on the employee's wages and the severity of the injury, as shown in the policy's "Scale of Compensation".

2.2 Liability at Common Law

We also cover the compensation you may be legally required to pay if an employee sues you in a court of law for negligence following a work-related injury.

2.3 Legal Costs

We will also cover the legal fees and expenses for defending you against a claim, provided we have given our prior written consent.

2.4 Additional Benefits (Available as an Add-on/Endorsement)

The policy can be extended to cover your liability for employee injuries caused by Riot & Strike and Terrorism, subject to the terms of the National Insurance Trust Fund (NITF).

3. Key Exclusions (What is NOT Covered)

3.1 **War, Terrorism, and Nuclear Risks** (unless a Terrorism extension is specifically purchased).

3.2 **Employees of Contractors:** This policy does not cover your liability to the employees of any contractors you hire.

3.3 **Non-"Workmen":** It does not cover persons who do not fall under the legal definition of a "workman" as per the Ordinance.

3.4 **Contractually Assumed Liability:** Any liability of the insured which attaches by virtue of an agreement but which would not have attached in the absence of such agreement

Only the key exclusions are outlined above. Please refer to the policy wording for the full list of exclusions.

4. The Mode of Payment of Premium

Your premium is paid as a **single payment** for the entire policy period, which is one year.

5 Importance of having nominees/beneficiaries

This policy protects your business from its legal liabilities. In the event of an employee's death, the compensation is paid to the employee's dependents as determined by the Commissioner for Workmen's Compensation.

6 Obligations of the policyholder in disclosing material facts

You must provide true and complete information about your business activities, the number of employees, and their specific job roles and wages. This information is essential for calculating your premium correctly. Any failure to disclose important facts can lead to your claim being rejected.

7 Obligations of the policyholder, when a claim is made

7.1 **Take Reasonable Precautions:** You must take all reasonable precautions to prevent accidents and diseases in the workplace and comply with all relevant safety laws and statutory obligations.

7.2 **DO NOT Admit Liability:** If an incident occurs, you must **not admit liability**, make an offer, or promise any payment to the employee or their family without our written consent.

8 Procedure to be followed in the event of a claim

Step 1: Notify Us Promptly

You must give us written notice "as soon as possible," and no later than **one month** after the incident.

Step 2: Forward All Documents

You must send any letter, legal notice, or court document you receive to us immediately.

Step 3: Cooperate Fully

You must provide us with all the information and assistance we need to investigate, defend, and settle the claim on your behalf.

9 Complaint and Grievance Handling

Step 1 – Contact Fairfirst Insurance:
☎ +94 11242 8282 (8:30 a.m. to 5:00 p.m.)
✉ info@fairfirst.lk
You may escalate concerns to Fairfirst's Risk & Compliance team.
Step 2 – External Escalation (if unresolved):

9.1 Insurance Regulatory Commission of Sri Lanka (IRCSL)
☎ +94 11 2335167 | ✉ info@ircsl.gov.lk | www.ircsl.gov.lk

9.2 Insurance Ombudsman
☎ +94 11 2505542 / +94 11 2505041 |
✉ info@insuranceombudsman.lk | www.insuranceombudsman.lk

10 Contact Us for More Information

Fairfirst Insurance Limited
Access Towers II (14th Floor), No. 278/4, Union Place, Colombo 02, Sri Lanka
☎ 011-2428428 | ✉ info@fairfirst.lk | www.fairfirst.lk

For claims-related inquiries, please reach out to us:

- Email: nonmotorclaimsteam@fairfirst.lk
- Phone: +94 11 2428618

11 Any other information

11.1 **Premium Adjustment:** Remember that your premium is adjustable. It is a condition of the policy that you keep accurate records of all employee wages and declare them to us at the end of the policy year for the final premium calculation.

11.2 **Statutory Cover:** This policy is designed to help you meet your legal obligations as an employer under Sri Lankan law.

11.3 **Cancellation:** You can cancel the policy at any time, and you may be entitled to a partial refund. We can also cancel the policy with 7 days' notice and will provide a proportional refund.

Important Note:

The IPID is intended to provide a summary of the main cover and additional covers, if applicable and key features of the policy and is not personalized to your specific individual needs. Complete pre-contractual and contractual terms on the full and personalized information, and exclusions of the product are provided in your policy document, The IPID shall not form a part of the policy/contract. Therefore, in case of any conflict, the terms and conditions mentioned in the policy document shall prevail.