



MALAYAN INSURANCE

@UrService

@UrService is the newsletter of Malayan Insurance Company, Inc. for its policyholders.

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INSURE YOUR BUSINESS WITH MALAYAN'S BUSINESS PROTECT



Every year, accidents take their toll on businesses. With all the time, money and effort to set up a business, the little extra invested to protect it could turn out to be the wisest move a business owner can make. Business owners can limit injuries and damages if they plan ahead. If used correctly, having an insurance instantly reduces exposure to liabilities in the event of an accident and enhances your ability to recover immediately from financial losses, damages to equipment or products or business interruption.

Different types of business insurance are available depending on the owner's needs. Whether you operate from a high-rise building or an industrial complex; whether you own, rent or lease your property; whether you are a large or small company; the concept of obtaining an insurance coverage for your business demonstrates preparedness. Malayan Insurance, the country's No.1 non-life insurance company, offers an insurance package for small, medium enterprises (SMEs) called **Business Protect** that can be customized to help business owners get the right insurance coverage for their type of business. Under this program, various commercial establishments such as OFFICES, RESTAURANTS, CLINIC, WATER REFILLING STATIONS, GASOLINE STATIONS, RETAIL SHOPS, SALONS, and even small kiosks can be covered extensively at affordable premiums.

Business Protect's **Property Insurance** protects the business from fire & lightning, earthquake, bursting or overflowing of water tanks, pipes and fittings, riot, strikes & malicious damage, and other natural and man-made disasters. The policy also has provisions for covering electronic equipment within the insured business premises.

A form of insurance designed to protect owners and operators of businesses from a wide variety of liability exposures is available through the **Comprehensive General Liability (CGL)**. For legal worries arising from third party claims, CGL answers accidents, injury and/or property damage within the insured business' premises. In some cities and municipalities, CGL is required to get business permits.

A business owner, depending on his requirements, may consult the insurance agent to help him identify which type of covers shall be applicable.

- **Personal Accident** provides monetary benefit for the insured and his employees in the event of accidental death or dismemberment.
- **Burglary and Housebreaking** covers your properties against theft following a violent and forcible entry of a felon within your premises.
- **Money, Securities & Payroll** covers financial loss due to burglary and or robbery.
- **Fidelity Guarantee** protects the insured against fraudulent acts of employees.
- **Business Interruption** indemnifies the owner for losses and expenses incurred following material damage to insured property such as Losses in Net Profit, increase Cost of Doing Business, Other Continuing Expenses, or Rental Value Insurance.



One mistake business owners make is to think of business insurance as an unnecessary expense, rather than a business essential. It doesn't take much to lose an entire business to fire, theft, personal accidents, a dishonest employee, or other unforeseen events, whether caused by nature or man. With Malayan's solid reputation of fast, fair and just claims payment, business could go as usual with **Malayan's Business Protect**.

More information about **Malayan's Business Protect** can be obtained from the company's Marketing Department at Tel. No.: 245-7491 or 242-8888 loc. 421/280, or e-mail malayan@malayan.com.

10 Steps to Creating Your Small Business Disaster Plan

As an entrepreneur, what can you do to make your business disaster-proof? Due to the number of typhoons visiting our country every year, and add to that an increased number of other types of natural disasters like flood and earthquakes, one may think that there is no ideal location in which to operate a business. Accepting that natural disasters are here to stay, here are some tips to get your business back up and running quickly.

1. **Know the location of your vital papers.** You should be able to quickly put into a folder the following for you and your family: your marriage license, birth certificate, social security card, driver's license, car title/mortgage and insurance contact info, house deed/mortgage info, employee ID card, and apartment lease or copy of a utility bill.
2. **Have an online backup of all of your computer data.** Back up your computer in two ways – to an external portable hard drive as well as to an online backup service. For your external backup, use a reliable USB flash drive or external hard drive, and for online backup, check out www.xdrive.com.
3. **Create a file with vital contact information.** Make a file with all of your usernames and passcodes for websites, bank accounts, etc. to your USB flash drive as well as email addresses and all phone numbers of friends, clients and family members - anyone you need to contact during the disaster period. You may also want to take along your children's school contact info to be able to check on the current operating status of your child's school, as well as local media website info.
4. **Know the primary office/computer equipment that will be required to get your business up and running.** Have your office equipment like desktop PC, mouse and keyboard, backup portable external hard drive, office telephone, printer, box of software, and scanner ready and pack it all into two boxes just in case you need to evacuate.
5. **Secure the primary paper files for your clients/business.** Place all your paper files in easy to grab drawer file cabinet that's easy to get in case you need to flee.
6. **Have a backup telephone plan.** Just to be safe, you may upgrade your cellphone plan to post paid aside from the usual prepaid calling card.
7. **Have a backup Internet access plan.** It's good to have your usual dial-up service. If you have cable or DSL Internet service, now is the time to discover alternate Internet access plans to be able to get online should your DSL or cable access be out-of-service. You should also know how to access your email online if you don't have access to your computer.
8. **Store adequate office supplies for a month.** Save pens, pencils, post-it notes, a calculator, stamps, envelopes, tape, stapler, paper clips, note pads, etc. that would last at least a month. Use a portable plastic file case in which to carry these items.
9. **Have an outline of your office procedures to help you operate independently or be able to delegate tasks.** Document all of your office procedures, as well as computer and client info, so that everything you need is in one document, and may be accessed even by your partner or colleague to get your business back up and running.
10. **Bring a digital camera to record the event and/or record damages to personal property.** In a widespread disaster, it can be at least a month before your insurance adjuster will be able to assess damages to your property. In the meantime, however, you need to start repairs, like placing a tarp on your roof, boarding up broken windows, removing downed trees from your house or yard, or cleaning your refrigerator of spoiled food.

Don't let a natural disaster destroy your business. Take some time now to prepare your disaster-readiness plan, and get back into business as soon as you can!

(Reference: 10 Steps to Creating Your Small Business Disaster Plan by Donna Gunter)

RENEW your Malayan Insurance Policies NOW!

For all your non-life insurance needs, call your favorite Malayan Agent, or call 242-8888 or visit our website at www.malayan.com.