

FIRE AND SPECIAL PERILS INSURANCE PROPOSAL FORM

N.B. All questions must be answered in full. Dashes are not acceptable. Please use BLOCK letters or tick as applicable.

Name of Agent/Broker _____

PARTICULARS OF THE PROPOSER

Name of the proposer (in full) _____

Postal Address P.O. Box _____ Town _____

Telephone _____

Profession or Occupation (Nature of business) _____

Situation of premises: Street _____ Town _____

Period of Insurance: From _____ To _____

TIN Number _____

PARTICULARS OF THE PREMISES

1. For what purpose is the building occupied?

Shops Offices Restaurant Factory

Specify process/goods stored _____

2. What is the height of the building, in storeys, including the ground floor? _____

Materials used for the construction of:

(i) walls: Stone Concrete Bricks Wood

(ii) roof: Tiles Concrete Asbestos Iron sheets

(iii) floors: Timber Concrete

OCCUPANCY DETAILS

1. Is the building solely in your occupancy?

YES

NO

2. Is the building detached from other buildings?

YES

NO

If the answer is neither of the above, specify construction/occupancy of other buildings/tenants
(please make a rough sketch plan and attach)

3. How long have you carried business in this premise? _____

4. How long have you carried business elsewhere? _____

FIRE EXTINGUISHER APPLIANCES

How many of the following fire extinguisher appliances are there?

a) Hose reels _____ b) Sprinkler points _____ c) Fire extinguishers _____

If the property is subject to mortgage or lien clause, state the name and address of bank/company interested

ADDITIONAL PERILS

Do you want to insure against any of the 'Additional Perils' listed below?

YES

NO

If YES, tick the covers required

- | | |
|---|---|
| <input type="checkbox"/> Explosions other than damage to boilers or other pressure vessels
<input type="checkbox"/> AIRCRAFT and other aerial devices
<input type="checkbox"/> Riot & Strike (Non Political)
<input type="checkbox"/> Malicious damage
<input type="checkbox"/> Earthquake or volcanic eruption
<input type="checkbox"/> Storm or tempest
<input type="checkbox"/> Storm, tempest and flood | <input type="checkbox"/> Escape of water from tank, apparatus or pipes
<input type="checkbox"/> Impact by road vehicles
<input type="checkbox"/> Bush fire
<input type="checkbox"/> Subterranean fire
<input type="checkbox"/> Spontaneous combustion |
|---|---|

CLAIMS EXPERIENCE

Have you ever suffered a loss in connection with the type of insurance proposed?

YES

NO

If YES, state:

- i. Name of insurer _____
- ii. Date of loss _____
- iii. Amount of loss _____
- iv. Cause of loss _____

If you have suffered more than one loss, give brief particulars of each loss

SCHEDULE

	DESCRIPTION OF PROPERTY	SUM INSURED
1	Building(s) including landlord's fixtures and fittings	
2	Stock-trade including raw materials, finished and semi-finished goods, the property of the proposer consisting of	
3	Goods held in trust or in commission for which the proposer is responsible, consisting of	
4	Machinery, plant and spare parts	
5	Electrical installations	
6	Business furniture, fixtures, fittings and appliances	
7	Office furniture, fixtures, equipment, stationery, the property of the proposer	
8	On packing materials consisting of	
9	Rent for _____ months	
10	Removal of debris	

	Any other items not specified above: give details	
		TOTAL

LIST OF HAZARDOUS GOODS

The following list includes the main classes of goods generally regarded as hazardous. The list is not exhaustive and mention should be made in the proposal for any classes of goods which are known to be readily combustible or which tend to promote combustion when in contact with other materials.

Acetylene (liquid and dissolved)	Explosives of all kinds	Perchlorates of all kinds
Acids of all kinds (except acetic, citric and tartaric)	Firewood	Percussion caps
Aluminium carbide dust, powder, resinate and paste	Fireworks	Permanganate of potash
Ammonia	Fish guano and fish manure	Peroxide of potash (potassium peroxide)
Ammunition including cartridges and fuses	Fulminating powder	Petroleum and its liquid products (see oils)
Aniline	Gases in cylinders	Petrol
Asphalt	Ghee	Phosphorus
	Glyceline	Picric acid
	Grasses of all kinds	Pitch
Bags and sacks which have contained nitrates or sugar, oily, greasy treacly materials	Gunpowder	Plastic, nitro cellulose
Bamboo mats	Gunny bags (see bags and sacks)	Potash, caustic (potassium hydroxide)
Barium sulphide		Potassium sulphide
Bi-chromate of potash	Hay	Rags (excluding clean cloth cuttings)
Bi-sulphide of carbon	Hemp	Resin
Bitumen	Herbs, dried, of all kinds	Rockets
Blacks of all kinds	Hessians (other than in fully pressed based)	Rock oils
Boot polish	Jute (in fully pressed bales or otherwise)	Rope, tared
Brimstone (sulphur)		Rubber (unmanufactured) if stored with other goods
	Kerosene	Rubber solution
Calcium carbide		Sacks (see bags and sacks)
Calcium cyanide except when packed in hermetically sealed drums	Lampblack	Saltpetre
Calcium sulphide	Lime	Shoddy
Campene	Lubricant containing mineral oil or other mineral products	Soda, caustic (sodium hydroxide)
Camphor		Solvents (flash point below 150 F. close test)
Candles	Matches of all kinds	Spirit, except potable spirits packed in bottles, in cases or in jars in cases
Canvas (tared)	Metallic potassium	Stearine
Cartridges	Methyl chloride	Straw
Caustic potash	Mungo	Sulphides, metallic of all kinds
Caustic soda		Sulphide of potash
Celluloid, xylonite and other similar substances having a base of nitro cellulose	Naphtha	Sulphur
Charcoal	Naphthaline	Sulphur dyes or colours (excluding those packed in air-tight metal vessels labelled with a certificate by the manufacturers that the dyes, or colours, contain at least 10% of inert inorganic salt)
Chlorates of all kinds	Nitric acid	Sulphuric acid
Chloride of lime	Nitrates of all kinds	
Christmas crackers	Nitrites of all kinds	Tallow (manufactured and unmanufactured)
Cinematograph or photographic films other than safety or non-inflammable films having a cellulose acetate base	Nitro cellulose plastics	Tar
	Nitro-glycerine	Turpentine
Cori yarn, coir matting and coir rope	Oil of all kinds (other than medical edible and essential oils packed in bottles, in cases or in tins in cases)	
Copper sulphide	Oil seed cake (including cotton seed cake)	Varnish
Copra, copra cake, copra meal	Oil seed meal	Vegetable fibres of all kinds
Cordite		
Cotton (in fully pressed bales or otherwise)	Paints	Waste of all kinds
Cotton seed (alter ginning)	Paper, asphalted, tared and oiled	Wax of all kinds
Disinfectant liquids and liquid insecticides containing kerosene or similar mineral oil	Paraffin	

SKETCH A ROUGH PLAN OF THE BUILDINGS

ACCOUNTS AND RECORDS

1. Do you keep books of accounts in respect of your business?

YES

NO

If YES, how often are they updated? _____

2. How often do you take stock? _____

3. How did you last take stock? _____

4. Do you maintain stock cards and record?

YES

NO

If YES, how often are they updated? _____

5. Are your books of accounts and stock records kept in a fire proof safe?

YES

NO

If NO, where are they kept when the premises are closed for business? _____

Has any Insurance Company either in respect of you or your partners ever:-

(i) Declined to insure you?

YES

NO

(ii) Required special terms to insure you?

YES

NO

(iii) Cancelled or refused to renew your policy?

YES

NO

(iv) Required an increased premium?

YES

NO

If the answer to any of the above questions is YES, give details:

DECLARATION

I/We hereby declare that the above statements are true and complete and that I/we have not withheld any material information regarding this proposal. I/We agree that this declaration and the answers given above, as well as any proposal or declaration or statement made in writing by me/us or any one acting on my/our behalf shall form the basis of the contract between me/us and the Company. I/We further agree to indemnity subject to the condition in and endorsed on the Company's policy.

Date of proposal _____ Signature and stamp of proposer _____

THE LIABILITY OF THE COMPANY DOES NOT COMMENCE UNTIL THE PROPOSAL HAS BEEN ACCEPTED AND THE PREMIUM HAS BEEN PAID

FOR OFFICIAL USE ONLY

Branch Manager/Authorise Person(s) signature _____ Date _____