

PROPOSAL FORM FOR BURGLARY INSURANCE COVER

AGENCY/BROKER

CLIENT NO

All questions must be answered in full. Please use block letters or tick as appropriate

SECTION 1 - PROPOSER DETAILS

- a. Full Name of Proposer
- b. Contact Details: (tel): (fax): (mobile): (web): (email): (postal): (town/ city):
- c. Tin Number : VRN
- d. Financiers Interest if any :
- e. Period of Insurance From : To :

PHYSICAL ADDRESS AND OCCUPANCY

1. Location of premises: Building Street/Road Plot No. Town
2. What is the nature of construction of the following
External walls Internal walls
Roof Ceiling
3. Are you the sole occupant of the Premises? ☐ Yes ☐ No
If not, what other occupants are there?
4. How long have you occupied the Premises?
5. Will the premises be left unoccupied at any time? ☐ Yes ☐ No
If yes, please explain

SECURITY ARRANGEMENTS

6. Who is responsible for the security arrangements?
7. What security arrangements are in place? (Tick appropriate option/s)
- | | |
|--|--------------------------|
| <input type="checkbox"/> Own Watchman | Others : Please Specify |
| <input type="checkbox"/> Security Guard Firm | <input type="checkbox"/> |
| <input type="checkbox"/> Burglary Alarm | <input type="checkbox"/> |

8. If you engage a Security Guard Company state the name of the firm

9. How have you secured:

<input type="checkbox"/> Windows?	
<input type="checkbox"/> Show windows?	
<input type="checkbox"/> Front Door/s?	
<input type="checkbox"/> Rear Entrance?	
<input type="checkbox"/> Sky Lights ?	
<input type="checkbox"/> Trap doors?	
Others ? Please specify	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

INSURANCE/CLAIMS HISTORY

10. Are you now or have you been insured for this type of Insurance?

☐ Yes ☐ No

If yes, please give name of Insurer and Policy Number

11. Have you ever suffered a loss by theft ?

☐ Yes ☐ No

If yes state; a) Date of Loss?

b) Extent of Loss?

c) What precautions have been taken to prevent another loss?

12. Have you taken out Fire Insurance cover for the proposed premises?

☐ Yes ☐ No

(It is mandatory that Burglary and Fire policies run concurrently)

13. Do you require the following extensions to your policy?

(a) Hold up cover

☐ Yes ☐ No

(b) Riot and strike

☐ Yes ☐ No

14. Has any Insurance Company ever;

a) Cancelled your Policy?

☐ Yes ☐ No

b) Declined to insure you?

☐ Yes ☐ No

c) Declined to renew your Policy?

☐ Yes ☐ No

d) Imposed any special terms?

☐ Yes ☐ No

e) Repudiated any claim?

☐ Yes ☐ No

If the answer for any of the above reasons is 'YES', please give details.

BUSINESS RECORDS

15. a) Do you keep proper Books of Accounts records?

☐ Yes ☐ No

b) Are the Stock books and Sales books updated regularly

☐ Yes ☐ No

c) Can the amount of loss be ascertained from them ?

☐ Yes ☐ No

d) When was the last physical Stock taking done?

If you don't maintain stock records, describe how you would verify the amounts of goods stolen in case of a burglary

NB- If property is contained in two or more buildings the sum to be insured in each building must be specified.