

# MAYFAIR INSURANCE COMPANY LIMITED

8<sup>TH</sup> FLOOR MAYFAIR CENTRE, RALPH BUNCHE ROAD

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## 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 \_\_\_\_\_

PIN Number (Attach copy of certificate) \_\_\_\_\_

### PARTICULARS OF THE PREMISES

1. For what purpose is the building occupied?

Shops  Offices  Restaurant  Factory  Godown

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

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## 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<br><input type="checkbox"/> Riot & Strike<br><input type="checkbox"/> Malicious damage<br><input type="checkbox"/> Earthquake (fire and shock)<br><input type="checkbox"/> Storm or tempest<br><input type="checkbox"/> Storm, tempest and flood | <input type="checkbox"/> Escape of water from tank, apparatus or pipes<br><input type="checkbox"/> Impact by road vehicles<br><input type="checkbox"/> Bush fire<br><input type="checkbox"/> Aircraft and aerial devices<br><input type="checkbox"/> Subterranean fire<br><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	
	<b>TOTAL</b>	

## 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, resinates 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
Bags and sacks which have contained nitrates or sugar, oily, greasy treacly materials	Grasses of all kinds	Pitch
Bamboo mats	Gunpowder	Plastic, nitro cellulose
Barium sulphide	Gunny bags (see bags and sacks)	Potash, caustic (potassium hydroxide)
Bi-chromate of potash	Hay	Potassium sulphide
Bi-sulphide of carbon	Hemp	Rags (excluding clean cloth cuttings)
Bitumen	Herbs, dried, of all kinds	Resin
Blacks of all kinds	Hessians (other than in fully pressed based)	Rockets
Boot polish	Jute (in fully pressed bales or otherwise)	Rock oils
Brimstone (sulphur)		Rope, tared
		Rubber (unmanufactured) if stored with other goods
Calcium carbide	Kerosene	Rubber solution
Calcium cyanide except when packed in hermetically sealed drums	Lampblack	Sacks (see bags and sacks)
Calcium sulphide	Lime	Saltpetre
Campene	Lubricant containing mineral oil or other mineral products	Shoddy
Camphor		Soda, caustic (sodium hydroxide)
Candles	Matches of all kinds	Solvents (flash point below 150 F. close test)
Canvas (tared)	Metallic potassium	Spirit, except potable spirits packed in bottles, in cases or in jars in cases
Cartridges	Methyl chloride	Stearine
Caustic potash	Mungo	Straw
Caustic soda	Naphtha	Sulphides, metallic of all kinds
Celluloid, xylonite and other similar substances having a base of nitro cellulose	Naphthaline	Sulphide of potash
Charcoal	Nitric acid	Sulphur
Chlorates of all kinds	Nitrates of all kinds	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)
Chloride of lime	Nitrites of all kinds	Sulphuric acid
Christmas crackers	Nitro cellulose plastics	Tallow (manufactured and unmanufactured)
Cinematograph or photographic films other than safety or non-inflammable films having a cellulose acetate base	Nitro-glycerine	Tar
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)	Turpentine
Copper sulphide	Oil seed cake (including cotton seed cake)	Varnish
Copra, copra cake, copra meal	Oil seed meal	Vegetable fibres of all kinds
Cordite	Paints	Waste of all kinds
Cotton (in fully pressed bales or otherwise)	Paper, asphalted, tared and oiled	Wax of all kinds
Cotton seed (alter ginning)	Paraffin	
Disinfectant liquids and liquid insecticides containing kerosene or similar mineral oil		

## 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 \_\_\_\_\_