



## BOND - APPLICATION FORM

### A. PARTICULARS OF PROPOSER

1. Name of Proposer: \_\_\_\_\_
2. Trading as: \_\_\_\_\_
3. Alternative Contact Persons \_\_\_\_\_
4. Company Registration No: \_\_\_\_\_
5. PIN Number. \_\_\_\_\_
6. Profession /occupation \_\_\_\_\_
7. Postal Address: P. O Box \_\_\_\_\_ Code \_\_\_\_\_
8. Town \_\_\_\_\_ County \_\_\_\_\_
9. Telephone Number/s \_\_\_\_\_
10. Email Address \_\_\_\_\_

### B. PARTICULARS OF INSURANCE

- i. Period of Insurance: From: \_\_\_\_\_ To: \_\_\_\_\_ (both dates inclusive). And any subsequent period for which the Insured shall pay, and the Company shall accept to renew.
- ii. List other insurance cover you currently have with us  
\_\_\_\_\_

### 2) DIRECTORS/SHAREHOLDERS/PARTNERS

Surname	First Names	Shareholding %	Date of Birth	Residential Address

(If insufficient, please use separate sheet of paper)

### 3) KEY PERSONNEL

Name of Person	Position	How Long held	Residential Address


4) CURRENT WORKFORCE

Position	Number
Directors/Partners	
Senior Management	
Middle Management	
Office staff	
Casual workers	
Artisans	
Total Number of workforce	

5) THE BUSINESS

a) What type of contracts are undertaken and approximate proportion of total turnover over the last twelve months?

TYPE	PROPORTION of turnover

b) Annual Turnover - Last 3 years

Year	Amount

Estimation - Next 12 Months Turnover: \_\_\_\_\_

c) Major Contracts ongoing

Nature of Contract	Employer	Contract Price	Value of Work Certified	Contract completion Date	Anticipated Completion Date

d) Major Contracts Completed

Employer	Nature of Work	Amount	Completion Date (Estimate)	Completion Date (Actual)	Remarks (If delays in completion - please state reasons. Details of disputes if any)

e) Details for the bond applied for.

Employer	Contractor &/ Subcontractor	Contract Name	Contract Amount	Bond amount	Completion Date (Estimate)	Beneficiary if any

e) Retention Money Outstanding (if any)

Employer	Contract	Amount	Due Date

f) Major Plant/Machinery Used

Type	Model	Year	Balance Outstanding	H P Lease	With Whom	Current Value

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

g) Major Supplies

Name	Since	Average Account	Amount of Credit	Remarks

6) GUARANTEE HISTORY

a) Who has issued guarantees for you previously: \_\_\_\_\_

b) Total amount of guarantees outstanding: \_\_\_\_\_

c) What Collateral security has been provided and by whom:  
\_\_\_\_\_

d) Has any guarantee issued to you been called up?      YES      NO

If yes, please supply details: \_\_\_\_\_

7) FUTURE GUARANTEES

a) Value of guarantee required: \_\_\_\_\_

b) What Liquid collateral security can be offered (if required)

Cash    Specify amount

Title deed (Attach copy)

Logbook (Attach copy)

Other, please specify: \_\_\_\_\_

c) Please complete and sign attached individual and corporate counter indemnity forms.

8) GENERAL

a) Has this firm/company or and firm/company whose business/assets were incorporated into this firm/company, or any prior or present shareholder/Director or any member of such Shareholder's/Director's family ever been bankrupt or made an arrangement with Creditors or has there ever been a petition for bankruptcy or winding-up against them?

YES      NO    If yes, When \_\_\_\_\_

Has discharge been secured? YES    NO      If yes, When? \_\_\_\_\_

b) Audited financial statements for the last 3 years are required. Are the said statements attached?

YES      NO      If not, when will they be submitted? \_\_\_\_\_

c) At what stage is profit taken on contracts? \_\_\_\_\_

d) Any brochures/Reports issued by the contractor? If so, copies would assist.

e) Please provide name and address of your Attorneys and Bankers:

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9) DECLARATION

I/WE declare that the statements and particulars given herein are true and that I/WE have not concealed any material fact or circumstance that ought to be communicated to insurers and that this application, if accepted, will form the basis upon which any guarantee, surety or performance bond may be issued.

NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ DATE \_\_\_\_\_

**The liability of the Company does not attach until the proposal has been accepted and the premium paid.**