



FIRE INSURANCE PROPOSAL FORM

The issuing of this form is not to be taken as an admission of liability by the Insurers.

NB: All questions must be answered in full. Dashes are not acceptable. Please use **BLOCK LETTERS** and tick where appropriate.

A. PARTICULARS OF PROPOSER

1. Name of Proposer: _____
2. Alternative Contact Persons _____
3. ID/Company Registration No: _____
4. PIN Number. _____ (Attach copy)
5. Profession /occupation _____
6. P. O Box _____ Code _____ Town _____ County _____
7. Contact: Telephone Number/s _____
8. Email Address _____
9. Email address 2 _____

B. INSURANCE PARTICULARS

10. Period of Insurance: From: _____ To _____ (both dates inclusive)
11. If the property is subject to mortgage or lien clause, state:
 - a. Name of Company _____
 - b. Address of Company _____

C. PARTICULARS OF THE PREMISES

1. Location of premises: Building _____
2. Street/Road _____ Plot No. _____
Town _____

3. For what purpose is the building occupied:

Shops

Offices

Restaurant

Factory

Godown

Other - Please specify _____

4. Please describe construction materials for

Walls:	Stone	Concrete	Bricks	Wood	Other _____
Roof	Tiles	Concrete	Asbestos	Iron Sheets	Other _____
Floor:	Tiles	Concrete	Timber	Other _____	

5. What is the height of the building (including ground floor)

6. Is the building detached from another building? YES NO If not, complete following information:

	Construction Material	Trade/Occupation
Building on the right		
Building on the left		
Building at the front		
Building (back)		

7. Is there any building constructed partially or wholly of timber and roofed with leaves, thatch or matting within 60 feet of your premise? YES NO
 a. If yes, what's the occupation of the said building?

D. PARTICULARS OF THE PREMISES

1. Are fire extinguishers installed on building ? YES NO
2. If yes, how many of the following fire extinguishers are installed:
 - a. Hose reels _____
 - b. Sprinkler points _____
 - c. Fire extinguisher _____

E. HAZARDOUS GOODS

Do you store/use any hazardous goods? YES NO If yes, please list items and quantity in store. (Refer to list of hazardous good on page 4 of 6)

F. ADDITIONAL PERILS

Do you wish to insure against any of the additional perils shown below? Please tick as appropriate
 Explosion, other than damage to Boilers or other pressure vessels

Earthquake (Fire & Shock)

Riot & Strike

Malicious Damage

Spontaneous Combustion

Bush Fire

Special Perils: Storm or Tempest

Rain Damage as result of a:

Flood

Overflowing/Guttering

Bustling or overflowing water apparatus

Aircraft and Aerial Devices

Impact by Road Vehicles

Subterranean Fire

G. CLAIMS HISTORY

1. 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 _____

2. Have you ever suffered a loss from fire and perils policy? YES NO If yes state.

a) Date of Loss? _____

b) Extent of Loss? _____

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

3. 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.

4. What other Insurance do you hold with Us? _____

H. BUSINESS RECORDS

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?

e) _____
Do you maintain stock cards or records? YES NO

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

f) Are your books of accounts and stock records kept in a fireproof safe? YES NO

g) If not, where are they kept when the premises are closed for business?

I. SCHEDULE OF PROPERTY TO BE INSURED

IMPORTANT NOTE: The sum Insured will be subject to average. So long as the property is Insured for its full value average Will not apply, but otherwise you will be paid only a proportionate share of any loss. Fill particulars for each location in a separate sheet.

Location 1:

Situation/Location of premises:

Name of building

Situated plot No _____ Street _____

City / Town / County _____

SCHEDULE		SUM INSURED (KES)	PREMIUM	
ITEM	DESCRIPTION OF PROPERTY		(For office use only)	
1	Building(s) Including Landlord's Fixtures & Fittings			
2	Stock-in-trade including raw materials, finished or semi finished goods, the property of the Proposer consisting of _____ _____			
3	Goods held in trust or on commission for which the Proposer is responsible, consisting of _____ _____			
4	Machinery, Plant and Spare Parts			
5	Electrical Installations			
6	Business Furniture, Fixtures, Fittings & Appliances			
7	Office Furniture, Fixtures, Equipment, Stationery, the property of the Proposer or for which he is responsible			
8	On packaging materials consisting of _____ _____			
9	Rent for _____ months			
10	Removal of Debris			
11	Any other Items not specified above _____ _____ _____			
TOTAL				

IMPORTANT NOTE: The sum Insured will be subject to average. So long as the Property Insured for its full value, average will not apply but otherwise you will be paid only proportionate share of any loss.

LIST OF HAZARDOUS MATERIALS (See pg 2 proposal form)

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

<ul style="list-style-type: none"> Acetylene(Liquid and Dissolve) Acids of all kinds (except acetic, citric & tartaric) 	<ul style="list-style-type: none"> Explosives of all kinds Firewood 	<ul style="list-style-type: none"> Peroxide of Potash (Potassium Peroxide) Petroleum & its liquid products (see Oils)
<ul style="list-style-type: none"> Aluminium Carbide dust, powder, resinates & paste) Ammonia 	<ul style="list-style-type: none"> Fireworks Fish Guano & Fish manure Fulminating Powder 	<ul style="list-style-type: none"> Petrol Phosphorus Picric Acid
<ul style="list-style-type: none"> Ammunition including cartridges & fuses) Aniline Aniline Asphalt 	<ul style="list-style-type: none"> Gases in cylinders Ghee Glycerine 	<ul style="list-style-type: none"> Pitch Plastic: Nitro-Cellulose Potash, Caustic (Potassium Hydroxide) Potassium Sulphide
<ul style="list-style-type: none"> Bags & Sacks which have contained nitrates or sugar only, greasy treacly materials greasy treacly materials 	<ul style="list-style-type: none"> Grasses of all kinds Gunpowder Gunny bags(See bags & sacks) Hay 	<ul style="list-style-type: none"> Rags(excluding clean cloth cuttings) Resin
<ul style="list-style-type: none"> Bamboo Mats Bbarium Sulphide Bichromate of Potash Bi-Sulphide of Carbon 	<ul style="list-style-type: none"> Hemp Herbs dried, of all kinds Hessians (Other than in fully pressed bales) 	<ul style="list-style-type: none"> Rockets Rock oil Rope tarred Rubber (unmanufactured) if stored with other goods)
<ul style="list-style-type: none"> Bitumen Blacks of all Kinds Boots Polish Brimstone (Sulphur) 	<ul style="list-style-type: none"> Jute (In fully pressed bales or otherwise) Kerosene Lampblack 	<ul style="list-style-type: none"> Rubber solution Sacks(see Bags & Sacks) Saltpetre
<ul style="list-style-type: none"> Calcium Carbide Calcium Cyanide except ehen packed in hermitically sealed drums 	<ul style="list-style-type: none"> Lime Lubricants containing mineral oil or other mineral products 	<ul style="list-style-type: none"> Shooddy Soda, Caustic (Sodium Hydroxide)
<ul style="list-style-type: none"> Calcium Sulphide Camphene 	<ul style="list-style-type: none"> Matches of all kinds Metallic potassium 	<ul style="list-style-type: none"> Solvents (Flash Point below 150 F. close test) Spirits, except potable spirits packed in bottles in cases or in jars in cases
<ul style="list-style-type: none"> Camphor Cadies Canvas(tared) 	<ul style="list-style-type: none"> Methyl Chloride Mungo 	<ul style="list-style-type: none"> Stearine Straw
<ul style="list-style-type: none"> Cartridges Caustic potash Caustic soda Celluloid, Xylonite & other similar substances having a base of nitro-cellulose 	<ul style="list-style-type: none"> Nephtha Naphthaline Nitric Acid Nitrites of all kinds Nitro-cellulose plastics 	<ul style="list-style-type: none"> Sulphides, metallic of all kinds Sulphide of Potash Sulphur Sulphur dyes or colors (excluding those packed in air-tight metal vessels labelled with a certificate by the manufacturers that the Dyes or color contain at least 10% of inert inorganic salt)
<ul style="list-style-type: none"> Charcoal Chlorates of all kinds Chloride of lime Christmas crackers Cinematograph or phonographic films other than safety of non-inflamable films 	<ul style="list-style-type: none"> Nitro-Glycerine Oils of all kinds (other than medical edible & essential oils packed in oonles in cases, or in tins in cases) Oil seed cake (including cotton seed cake) 	<ul style="list-style-type: none"> Sulphuric Acid
<ul style="list-style-type: none"> having a cellulose acetate base Cori yarn, coir matting & coir rope Copper Sulphide Copra, Copra Cake, Copra meal 	<ul style="list-style-type: none"> Oil seed meal Paints Paper/Asphalted, tarred & oiled 	<ul style="list-style-type: none"> Tallow (manufactured & unmanufactured) Tar Turpentine
<ul style="list-style-type: none"> Cordite Cotton (In fully pressed bales or otherwise) Cotton seed (after ginning) 	<ul style="list-style-type: none"> Paraffin Perchlorates of all kinds Percussion caps Permanganate of Potash 	<ul style="list-style-type: none"> Varnish Vegetable Fibres of all kinds
<ul style="list-style-type: none"> Disinfectant liquids & liquid insecticides 		<ul style="list-style-type: none"> Waste of all kinds

ROUGH SKETCH PLAN OF THE BUILDINGS

Declaration

I hereby declare that the above answers are true to the best of my knowledge and belief and that I have not withheld any material information whatsoever regarding the proposal. I agree that this declaration and the answers given above shall be the basis of the contract between Me and The Monarch Insurance Company Limited. The liability of the Company does not attach until the proposal has been accepted and the premium paid.

I confirm that I have authorized The Monarch Insurance Company Limited to use the information provided solely for internal and compliance purposes.

Name of Proposer _____ Signature _____ Date _____

Name of Agent/Broker _____ Signature _____ Date _____