



# INTRA AFRICA ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

## HEAD OFFICE

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## BRANCH OFFICE

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### PROPOSAL FORM – FIRE INSURANCE.

Agency name: \_\_\_\_\_

#### SECTION 1: BUSINESS DETAILS

A. Full name of proposer \_\_\_\_\_

B. Pin number(please attach copy): \_\_\_\_\_

C. Certificate of Registration/Incorporation/ID/Passport  
(Please Attach copy) \_\_\_\_\_

#### D. Contact Details:

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Postal: \_\_\_\_\_ Code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Web: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

#### SECTION 2: PROPOSAL DETAILS

Period of insurance: From: \_\_\_\_\_ To: \_\_\_\_\_

#### PROPERTY TO BE INSURED

1. Name of the Building: \_\_\_\_\_

Height in storeys/metres: \_\_\_\_\_

Materials used in construction of the following:

Walls \_\_\_\_\_ Roof: \_\_\_\_\_ Partitions: \_\_\_\_\_

Situate LR/ PlotNo: \_\_\_\_\_ Street: \_\_\_\_\_

Township/County: \_\_\_\_\_

The building is occupied by the insured as: \_\_\_\_\_

(if more than one Location prepare a list). \_\_\_\_\_

2. Stock in trade consisting chiefly of: \_\_\_\_\_

Whilst contained in the building described by item No: \_\_\_\_\_ (Attach a list if need be).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Sum Insured: KES \_\_\_\_\_

3. Furniture, fixtures and fittings consisting of

Sum Insured: KES \_\_\_\_\_

4. Machinery and plant consisting of

Sum insured: KES \_\_\_\_\_

5. Goods held in trust comprising of

Sum Insured: KES \_\_\_\_\_

6. Rent receivable/payable

Sum Insured: KES \_\_\_\_\_

#### QUESTIONS TO BE ANSWERED BY THE PROPOSER:

1. Who is/are a) the owner of the building(s) \_\_\_\_\_

b) the occupant(s) of the building(s) \_\_\_\_\_

2. How are the buildings lighted and heated \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Have you ever had a fire in these premises or elsewhere?  
If so, state full particulars \_\_\_\_\_  
\_\_\_\_\_
4. Have you ever proposed to any company for Fire Insurance and been refused, either on your own account or on account of any firm or partnership, or in conjunction with any other persons?
5. Are you at present insured in this or any other company?  
If so, state full particulars \_\_\_\_\_  
\_\_\_\_\_
6. Has any Fire Insurance policy, effected by you or in conjunction with any other person, ever been cancelled by any company before, or on expiry? \_\_\_\_\_
7. Have you ever been bankrupt, insolvent, or made a compromise with your creditors? \_\_\_\_\_
8. Is the policy to be assigned to, or held by, any creditor, as collateral security?  
If so, by whom and for what amount \_\_\_\_\_  
\_\_\_\_\_
9. If there be any stove or furnace (other than a common Fire place or cooking stove, set in brick, with brick chimney) in the building, or if machinery of any kind be used therein, state full particulars.  
\_\_\_\_\_  
\_\_\_\_\_  
If a pipe stove is used, state also:  
A). On what material the stove is fixed \_\_\_\_\_  
B). Whether pipe is carried into brick flue \_\_\_\_\_ Yes/No.  
C). Whether pipe is within nine inches of unprotected wood work \_\_\_\_\_ Yes/No.
10. Does the building have the following?  
A). Fire Alarm \_\_\_\_\_ Yes/No.  
B). Fire extinguishers/Hose reels \_\_\_\_\_ Yes/No.  
If so, state full particulars \_\_\_\_\_  
\_\_\_\_\_
11. If you have rented out parts of the building, please describe the occupations of your tenants  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. State the nature of business carried out by the immediate neighbors.  
\_\_\_\_\_  
\_\_\_\_\_
13. Is any process of manufacture carried on? \_\_\_\_\_ Yes/No.  
If so, state full particulars \_\_\_\_\_  
\_\_\_\_\_  
Is there any steam, gas oil, or electric engine power used in the building? \_\_\_\_\_ Yes/No.  
For what purpose is such power used? \_\_\_\_\_
14. Are goods or merchandise of a hazardous description stored in the building? \_\_\_\_\_ Yes/No.  
Is there oil or petrol or petroleum kept? If so, what quantity? \_\_\_\_\_ Yes/No.
15. Is the building detached? If so, state distance to nearest building, its construction and occupancy? \_\_\_\_\_ Yes/No.  
\_\_\_\_\_
16. How long have you conducted business?  
A). In these premises and \_\_\_\_\_  
B). Elsewhere? \_\_\_\_\_  
The full address of any former business must be given \_\_\_\_\_  
\_\_\_\_\_
17. How often do you take an inventory of the business? \_\_\_\_\_
18. A. Do you keep a set of books showing a complete record of business transacted including all purchases and sales for cash and credit, together with the last inventory to the business? \_\_\_\_\_ Yes/No.  
B. Are the books securely locked in a fireproof safe at night and at all times when the warehouse or store is not actually open for business? \_\_\_\_\_ Yes/No

#### DECLARATION

I/ We declare the truth and correctness of the above statements and particulars and agree that this proposal and declaration shall be held to be promissory and form the basis of the contract between me/us and the company.

Proposer's signature: \_\_\_\_\_ Date: \_\_\_\_\_