

INSURER: -----

OFFICE COMPREHENSIVE POLICY PROPOSAL FORM

Please answer all questions fully. If a negative is intended, state no or none.

NAME OF PROPOSER (in full) _____

ADDRESS: _____

PROFESSION OR OCCUPATION: _____

SITUATION: _____

PERIOD OF INSURANCE: FROM: _____ TO: _____

OFFICE CONTENTS

- | | | Sum Insured |
|----|--|-------------|
| 1. | Section A | |
| | i) On Office Furniture, Tenants Fixtures and Fittings | GH¢ |
| | ii) On all other Office Contents including office utensils directly relating to the Profession or Occupation other than samples, stocks and materials in Trade or Landlord's Fixtures and Fittings | GH¢ |

Section B

- On all risks for all office equipment including Typewriters office machines other contents as specifically declared in the Schedule
GH¢
2. (a) Is the Property to be insured contained in the Building constructed of Bricks, Stone or Concrete, and roofed with Concrete, Asphalt, Metal, Asbestos or Tiles?
(a)
If not give full details:
.....
3. (a) Do you occupy the premises otherwise than as office/ consulting rooms e.g. Stock Room?
If so give full details:
.....
- (b) What quantity of Stock-In-Trade, samples etc, do you keep on the Premises?
(b)
4. Do you maintain a proper set of account books and inventory of Property?
.....
5. How long have you conducted business:

- i) In these premises (i)
- ii) Elsewhere (ii)

6. LOSS OF MONEY

Please insert the maximum amounts of money for which cover is required at any one time.

- (a) (i) In your premises when they are open or closed for business up to a limit of GH¢500.00 (i)
- (ii) Temporarily in your residence or of any partners, directors or employee up to a limit of GH¢500.00 (ii)
- (iii) In transit between the Insured's premises and Bank, Post Office or Revenue Office up to a limit of GH¢500.00 (iii)
- (b) In Locked safe or Strong room on your premises when closed for business up to a limit of GH¢500.00
- (c) (i) Have you in force any other insurance against loss of money? (b)
- (ii) If so, what is the sum insured? (i)
- (ii) ¢

7. LOSS OF DOCUMENTS

If cover is required please state sum to be insured ¢

8. PUBLIC LIABILITY

- (i) Have you in force any other public liability insurance? (j)
- (ii) If so what is the sum insured? (ii)
- If cover is required please state sum to be insured (not exceeding GH¢500.00) ¢

9. Have you or any of your partners or directors ever:

- (i) been refused insurance or had a Policy cancelled or been subjected to special terms? (i)
- (ii) suffered any loss or had any claim made against you arising from perils or liabilities covered by this proposal? (ii)
- (iii) been bankrupt or made a compromise with creditors? (iii)

If so give full particulars:

.....

SCHEDULE REFERRED TO IN SECTION B

SCHEDULE OF OFFICE EQUIPMENT INCLUDING TYPEWRITERS, OFFICE MACHINES AND OTHER CONTENTS			
Item No	Description & Serial Number	Date & Place of Purchase	Estimated Value
	SEE	ATTACHED	

NB: THE COMPANY'S MAXIMUM LIABILITY IS LIMITED TO VALUES DECLARED

DECLARATION

I/we, the undersigned hereby declare that all the above statements and particulars are complete and true and that no material fact had been withheld and that this declaration shall be the basis of the contract between me/us and the , whose policy, subject to the terms and conditions thereof, I/we am/are willing to accept and I/we undertake to pay the premium when called upon to do so.

Date: _____ Signature of Proposer(s)

Agency: _____

PLEASE NOTE: *The Insurance requested by this proposal is subject to the terms and conditions of the Policy and relevant endorsements which you are requested to read up on receipt.*