



**BURGLARY INSURANCE PROPOSAL FORM**

Agency \_\_\_\_\_ Account Number \_\_\_\_\_

Client No.....

**All questions must be answered in full. Please use block letters or tick as appropriate.**

**A. PARTICULARS OF PROPOSER**

Individual Applicants:

Name of Proposer: Surname \_\_

Middle Name: \_\_

Other \_\_\_\_\_

Corporate Applicants:

Name/s \_\_

Contact Person( with Designation) \_\_\_\_\_

**B. PROFESSION /OCCUPATION\_\_\_\_\_**

Postal Address: P. O Box\_\_\_\_Code \_\_\_\_\_

Town \_\_\_\_\_

Contact: Telephone Number/s \_\_\_\_\_ Fax

Number \_\_\_\_\_ Email

Address

PIN Number. \_\_\_\_\_

Period of Insurance :From: .....To.....

**C. FINANCIERS INTEREST IF ANY \_\_\_\_\_**

**D. PHYSICAL ADDRESS AND OCCUPANCY**

1. Location of premises: Building

Street/Road\_\_\_\_\_Plot No. Town\_\_\_\_\_

What is the nature of construction of the following

External walls \_\_\_ Internal walls\_\_\_\_\_

Roof \_\_\_\_\_ Ceiling \_\_\_\_\_

2. Are you the sole occupant of the Premises? Yes/No  
If not, who are the other occupants of the premises
- 

3. How long have you occupied the Premises?
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4. Will the premises be left unoccupied at any time? Yes/No

If yes, please explain and give duration of such period

## **E. SECURITY ARRANGEMENTS**

1. Who is responsible for the security arrangements?
- 

2. What security arrangements are in place? (Tick appropriate option/s)
- a) Own Watchman
  - b) Security Guards
  - c) Burglar Alarm
  - d) Any other (Please specify )
- 

3. If you engage a Security Guard Company state the name of the firm.
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4. How have you secured:
- a) Windows?
  - b) Show windows?
  - c) Front Door/s?
  - d) Rear Entrance?
  - e) Sky Lights ?
  - f) Trap doors?
  - g) Others ? Please specify

## F. INSURANCE/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 by theft ?

Yes/No

If yes state;

a) Date of Loss? \_\_\_\_

b) Extent of Loss? \_\_\_\_\_

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

3. Have you taken out Fire Insurance cover for the proposed premises?

Yes/No (It is mandatory that Burglary and Fire policies run concurrently)

4. Do you require the following extensions to your Policy?

1. Hold up cover YES/NO

2. Riot and strike YES/NO

5. 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.

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

**H. SCHEDULE – PARTICULARS OF PROPERTY TO BE INSURED**

**NB-** If property is contained in two or more buildings the sum to be Insured in each building must be specified.

Description	Sum Insured

**DECLARATION**

I/We do hereby declare that the above answers are true to the best of my/our knowledge and belief and that I/We have not withheld any information whatever regarding the proposal. I/We agree that the declaration and the answers given above shall be the basis of the contract between me/ us and GA Insurance Tanzania Ltd.

Signature of Proposer \_\_\_\_\_ Date

**(Note: This proposal shall be completed and signed by the proposer.)**