

PROPOSAL FORM FOR SHOPKEEPER'S PACKAGE POLICY

(The property proposed for insurance is not covered until the proposal is accepted and premium paid)

1) Agent/Broker Name	
2) Agent/Broker Code	
3) Name of the Proposer	
4) Address of the proposer	
5) Phone Number	
6) Email id	
7) Bank Account No.	
8) Occupation/ Business Activity (Please state the commodities to deal in)	
10) Do you wish to cover the interest of any financial institution-if yes, give the names of all financial institutions.	
11) District in which the risk is located	
12) State in which the risk is located	
13) Pin code of the location of risk	

COVERAGE PROPOSED (PLEASE FILL IN THE RELEVANT SECTIONS YOU REQUIRE)**SECTION 1****Fire and Allied Perils- Building & Contents****A. Business and Location of Business**

Location of risk/business to be covered - full postal address with Pin Code.

Sl No.	Address	Pin code	Occupancy	Age of unit	Floor*
1.					
2.					
3.					

*Floor: Ground floor (GF)/ Mezzanine Floor (MF)/ Higher Floor (HF)

B. Details about Business covered at the insured location

1.	Details of insured property	Please tick in the space below :
a.	Boundary wall	Yes <input type="checkbox"/> / No <input type="checkbox"/>
b.	Basement storage	Yes <input type="checkbox"/> / No <input type="checkbox"/> If, yes value stored SI: ₹.....
c.	Others (please specify)	_____
2.	If used as warehouse / godown (not Located in a manufacturing unit), please give the list of goods stored.	
3.	Fire Protection devices installed	Please tick the correct answer in the box below.
		<input type="checkbox"/> Portable Extinguishers
		<input type="checkbox"/> Small bore hose reels
		<input type="checkbox"/> Trailer Pumps/Fire engines
		<input type="checkbox"/> Hydrant System
		<input type="checkbox"/> Sprinkler System
		<input type="checkbox"/> Fixed Water Spray System
		<input type="checkbox"/> Foam System
		<input type="checkbox"/> Fire Alarm System
		<input type="checkbox"/> Gas Flooding System
		<input type="checkbox"/> Others, please specify below.
4.	Indicate whether AMC(Annual Maintenance contract) for the Fire Protection Appliances is in force	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	Construction details	
a.	Please state material used	Please tick the correct answer in the box.
i.	Walls	Kutchha <input type="checkbox"/> / Pucca <input type="checkbox"/>
ii.	Floor	Kutchha <input type="checkbox"/> / Pucca <input type="checkbox"/>
iii.	Roof	Kutchha <input type="checkbox"/> / Pucca <input type="checkbox"/>

<p>Note Kutcha : Building(s) having walls and/or roofs of wooden planks/thatched leaves and/or grass/hay of any kind/bamboo/plastic cloth/asphalt/ canvas/tarpaulin and the like are treated as Kutcha Construction. Pucca : Buildings other than Kutcha are treated as Pucca constructions</p>			
b. Number of Floors			
c. Age of the Building	Less than 5 years		
	5-10 years		
	10-20 years		
	Above 20 years		
6. Distance between the risk to be covered and nearest Fire Brigade			
7. Whether You have insured the same property with any other Insurance Company with the same type of coverage (Give details)			
8. Whether Insurance was declined by any other Company (Give details)			
9. Premium / Claim details for the past 36 months excluding the expiring policy period	Year	Premium	Claim
		₹	₹
		₹	₹
		₹	₹
	TOTAL	₹	₹

B. Sum Insured and Other details of Insured Property

(Indicate Sum Insured on the following basis:

- For Building, Plant and Machinery, Furniture, Fixture and Fittings and other contents: **Reinstatement Value**;
- For raw material: **Landed Cost**;
- For stock in process: **Input cost**;
- For finished stock: **Manufacturing cost** of the finished stock **or the Contract Price*** of goods sold but not delivered, as applicable.

* **Contract Price** is in respect only of goods sold but not delivered, for which You are responsible and with regard to which under the conditions of the sale, the sale contract is cancelled by reason of any Damage insured under this Policy either wholly or to the extent of the Damage. The Company's liability shall be based on the Contract Price).

10.	Description of Block	Building including plinth, Basement and additional structures	Plant & Machinery	Furniture & Fixtures, Fittings and other equipment	Raw Material	Stock in Process	Finished Stock	Other Contents (Please Specify)	Total
									₹
									₹
									₹

C. Details for in-built cover for Floater

11.	Floater Cover (for stocks at various locations)	Location (Postal Address with Pin Code)	Sum Insured (in ₹)
		i) Maximum value at any one location: ₹.....	
		ii) Whether stocks stored in open: Yes/No	

D. Standard Add-on

Do You want to opt for Declaration Policy? -- Yes/No (strike off what is not applicable). If Yes, give details below:

12.	Stocks which fluctuate in value to be covered on (monthly) declaration basis: Amount (₹):
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SECTION 2 Burglary & Robbery	
<p>1. What protection is provided to:</p> <ul style="list-style-type: none"> (a) Doors (b) Windows (c) Skylights, ventilators, exhaust fans, lights, airconditioners, trap doors <p>NB: Mention any specific precautions you have adopted for safeguarding your Property</p> <p>2. Are the premises guarded by Watchmen? If so by how many and during what time?</p> <p>3. Are all valuables secured in a safe(s) outside business hours?</p> <p>4. How many keys are there to the safe (s) and with whom are they kept?</p> <p>5) Is the insured location protected by a burglar alarm system ? If yes, please specify</p>	<p>Rs.....</p> <p>Rs.....</p>

6) Sum to be Insured for contents:	Rs.....
(i) Saleable Items (Market Value ie.procurement value)	Rs.....
(ii) Furniture, Fixture, Fittings (Reinstatement Value)	Rs.....
(iii) Business Equipments/Electronic Equipments (Reinstatement Value)	Rs.....
(iv) Money in safe (Restricted to one day's collection)	
v) Money in till/counter (Restricted to one day's collection)	
vi) Other Valuables (pl. specify)	

SECTION 3 MONEY	
1. Money in transit (Please indicate the limit required per transit)	Rs..... Yes/No
2. Is there a daily written record of the money in transit and is it updated everyday	

SECTION 4 Plate Glass and Neon Signs/Glow Signs	
A. Plate Glass	
(i) Description & location	
(ii) Insured Value of Plain Glass (pl. provide Replacement value)	
(iii) The cost of tinting, lettering, painting, embossing, silvering or another ornamental work, if propose to insure	

<p>B. Neon Sign/ Glow Sign</p> <p>i. Description & Location :</p> <p>ii. Year of installation</p> <p>iii. Name of manufacturer</p> <p>iv. Insured Value (pl. provide Reinstatement value)</p>	
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SECTION 5				
Electronic Equipment Insurance				
(Only Equipments which are less than 10 years of old from the date of manufacture can be covered. Following details must be provided in respect of each equipment)				
Item No	Description	Date of Manufacture	Name of manufacture	Reinstatement Value

<p>Do you require cover for data media and system software? If so, provide</p> <p>(i) Reinstatement value of data media</p> <p>(ii) Repurchase cost for system software</p>	<p>Rs.....</p> <p>Rs.....</p>
<p>Do you require cover for reproduction of data lost following identifiable damage to data media? If 'Yes', what is the limit required?</p>	<p>Rs.....</p>
<p>Details of breakdown and Repair cost incurred during the last 3 years for the above Equipments:</p>	

SECTION 6				
Breakdown of Business Equipments				
(Only Equipments which are less than 10 years of old from the date of manufacture can be covered. Following details must be provided in respect of each equipment)				
Item No	Description	Date of Manufacture	Name of manufacture	Reinstatement Value

Details of breakdown and Repair cost incurred during the last 3 years for the above Equipments:				

SECTION 7 PERSONAL ACCIDENT				
(Please give the following details for all persons to be covered under this section)				
Name of the Person	Relationship with the proposer	Nature of functions	Date of Birth	Sum to be insured (Rs)

(*Please limit the sum insured to 5 times annual income of the person to be covered)

SECTION 8 FIDELITY GUARANTEE			
(Please give the following details for all persons to be covered under this section)			
Name of the Person	Designation	Monthly Salary	Amount of cash/stock held by the employee
Has there been any occasion to question the honesty or conduct of any person proposed for coverage? If yes, please provide details			
How often are the employees required to account for the money?			
Are books of accounts balanced everyday?			
Detail the system in place to check that all sums received by employees are accounted for.			
Have there been any reported losses (whether insured or not) due to fraud or dishonesty of employees, partners during the last 5 years.			

SECTION 9	
Public Liability	
(The maximum amount of Limit of liability can be Rs 10 lakhs only)	
Limit of Liability (Any one Accident and Any one Year)	Rs.....

SECTION 10			
Employees Compensation			
Serial No.	Category of Workers	Number of workers	Annual Wage for each Category or workers put together

SECTION 11	
Business Interruption	
A) APPLICABLE WHERE ANNUAL TURNOVER IS LESS THAN RS. 10 LAKHS	
1) What was your turnover for last financial year?	Rs.....
2) What is the estimated turnover for this year?	Rs.....
3) Do you keep proper books of accounts?	Yes/No
4) Is the books of accounts are audited by a Chartered Accountant?	
5) If yes, give the name and address of the Chartered Accountant	
6) What is the indemnity period opted? (Maximum 12 months only)	
7) What is the sum insured for saleable items under Section 1?	

B) APPLICABLE WHERE ANNUAL TURNOVER IS MORE THAN RS. 10 LAKHS	
1) What was your turnover for last financial year?	Rs.....
2) What is the estimated turnover for this year?	Rs.....
3) Do you keep proper books of accounts?	Yes/No
4) Is the books of accounts are audited by a Chartered Accountant?	
5) If yes, give the name and address of the Chartered Accountant	
6) What is the indemnity period opted?	
7) Gross Profit To be Covered	Rs.....
Net Profit (before Tax)	Rs.....
Standing Charges	Rs.....

NOTE:

- a. If the indemnity period is more than 12 months, the gross profit to be proportionately increased.
- b. All the fixed expenses are to be considered as standing charges.

DECLARATION

I/We hereby declare and warrant that the above statements are true and complete in all respects and that there is no other information which is relevant to my application for insurance that has not been disclosed to you. I/We agree that this proposal and the declarations shall be the basis of the contract between me/us and Magma HDI General Insurance Co. Ltd and I/We agree to accept a policy in the standard form of Company's policy and, subject to the conditions prescribed by Magma HDI General Insurance Co. and to pay premium on the amount estimated above at the end of each policy period. I/We undertake to exercise all ordinary and reasonable precautions for safety of the property as if it were uninsured.

I/We hereby also declare and undertake that the amount paid by me/us as premium for the aforementioned proposal is out of my/our lawful and declared source of Income."

Place:

Date:

Signature of Proposer:

SECTION 41 OF INSURANCE ACT, 1938

No person shall allow or offer to allow either directly or indirectly, as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer.

ANY PERSON MAKING DEFAULT IN COMPLYING WITH THE PROVISIONS OF THIS SECTION SHALL BE PUNISHABLE WITH FINE WHICH MAY EXTEND TO TEN LAKHS RUPEES