

OFFICE INSURANCE PROPOSAL FORM

Broker:	Underwriter:
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PLEASE GIVE A DEFINITE REPLY TO EACH QUESTION ON THE FORM

No Insurance is in force until the proposal has been accepted by Cayman First General Insurance Company Ltd.

1. Name:			
MAILING Address:		Email Address:	
Telephone Nos.:	Work:	Home:	Cell:
Location of Risk:			
Trade or Business:			
Period of Insurance:	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	
Mortgagee(s) or Loss Payee(s):			

2.	<p>(a) On Computer and peripheral equipment, tapes or disc or cards the property of the insured or for which he is responsible (Limit \$50,000– see Note 1)</p> <p>(b) On all other Office or surgery CONTENTS (including outdoor signs belonging to the insured or for which he is responsible)</p> <p>(c) On LANDLORD'S FIXTURES AND FITTINGS and all fixed glass for which the insured is responsible, tenants improvement and decorations including Principal's and Employees' effects (other than money)</p>	
3.	On ADDITIONAL EXPENDITURE Legal Costs and other expenses (i) Sub limit any item above \$20,000 – See Note 3	
4.	Public Liability limit required:	<input type="checkbox"/> \$ 500,000 <input type="checkbox"/> \$1,000,000 (Subject to \$250 additional premium)
5.	<p>(a) Is the building in which the property is contained constructed of bricks, stone or concrete and roofed with concrete, asphalt, metal asbestos or tiles? If not, give full details</p> <p>(b) Are the floors and staircases of the building constructed of concrete?</p>	
6.	Do you occupy the premises otherwise than as an office or consulting rooms? If so, give details	
7.	Do you maintain proper books of account?	

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<p>8. Are your accounts audited annually? If so, please give names of auditors</p> <p>(i) Number of Employees</p> <p>(ii) Estimated Annual Wage Roll</p>	
<p>9. How long have you conducted business?</p> <p>(i) in these premises?</p> <p>(ii) elsewhere?</p>	
<p>10. If there are any other tenants in the building, what are their occupations?</p>	
<p>11. Have you or any of your partners or directors ever:</p> <p>(i) been refused insurance, or</p> <p>(ii) suffered any loss or had any claim made against you arising from the perils or liabilities covered by this proposal?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

DECLARATION

Please read this very carefully and if acceptable then sign and date below.

You should show this declaration to anyone who has an interest in property insured under this policy.

I/we declare that, to the best of my/our knowledge and belief, the information provided in connection with this proposal, whether in my own hand or not, is true and I/we have not withheld any material facts. I/we understand that non-disclosure or misrepresentation of a material fact will entitle Cayman First Insurance Company Limited to void this insurance. A material fact is one likely to influence acceptance or assessment of this proposal by Cayman First Insurance Company Limited. If you are in any doubt as to what constitutes a material fact, you should consult Cayman First Insurance Company Limited.

I/we agree that this proposal forms the basis of the contract between me/us and Cayman First Insurance Company Limited and I/we accept and abide by the terms and conditions of the policy to be issued. I/we confirm that I/we have seen or have been given the opportunity to see a copy of the full policy wording.

The Insurance provided may include cover for individuals who are either insureds or beneficiaries under the policy (individual insureds). Relevant information about individual insureds is collected to provide insurance cover and to meet our legal obligations. This information may include details such names, addresses, health information, criminal convictions and other sensitive personal data.

We will process individual insureds' details, as well as any other personal information provided in respect of the insurance cover, in accordance with our Cayman First Insurance Data protection Statement, a copy of which is available online at www.caymanfirst.com/dataprotectionstatement or upon request.

Date
(dd/mm/yyyy)

Signature of Proposer

NOTES

- Note 1 If you have computer equipment worth more than \$50,000 your needs would best be met by taking out a Computer policy. Please contact us or your broker for details.
- Note 2 Our Office Policy is designed with small to medium sums insured in mind. If you require higher sums insured, we or your broker will be happy to discuss the issue of separate policies to suit your needs.
- Note 3 The sum insured under this item should be sufficient to cater to the additional expenditure you will incur following an insured loss such as: Sub limit any item above \$20,000.
- removal expenses
 - increase in rent and taxes, overtime payments
 - legal costs
 - cost of reinstatement of deeds, documents and books of account
 - professional accountants' charges
- Note 4 Cover for Money and Legal Liabilities is automatically included within the rating structure for Contents.