HDFC ERGO General Insurance Company Limited

Business Suraksha Classik - Laghu Udyam - Proposal Form



Please answer all questions in BLOCK letters)

Note: if you not find sufficient space in any of the below columns please use additional sheets for giving full details.

GENERAL INFORMATION

1	a.	Name of the Insured					
'	a.	Correspondence address of the Insured					
		Phone No					
		Email ID					
	b.	Nature of trade or Business of the Insured					
	C.	Risk Occupancy					
	d.	Risk Location Addresses of all major locations					
	e.	Name, Address of the Financial Institution/s or any bank/ person					
	C.	(if any financial interest is involved)					
	f.	Paid up capital of the firm					
2	a.	Period of Insurance	From To				
3	a.	Source of Business	Agent/Broker/Direct				
	b.	Intermediary Name					
	c.	Intermediary Code					
	d.	Contact No.					
4.		Claims Details for past three years Claims paid + Outstanding (Rs) + No of claims in an year + Loss Mitigation Factors in case of any major claim					
		SECTION I: FIRE & ALL	IED DEDII S				
		SECTION I. FIRE & ALL	IED FERIES				
1.	Risk	Details					
	a.	Type of Construction	Pucca/ Kutcha				
	b.	Does any location proposed for insurance has basement occupancy? If yes, what is stored inside and approximate value out of total SI?					
	C.	Age of the Buildings					
	d.	Is the building part of Industrial Area or Commercial Complex?	Industrial Area/ Commercial Complex/ Stand-alone				
	e.	What are the surrounding occupancies and their distance from the facility?					
	f.	Any other occupancy in same building belonging to Insured or others					
	g.	Approximate distance from the nearest water body (River, Lake, Canal, Sea, nala etc.)					
	h.	What are the Fire Protection Systems at the Facility? (Extinguishers, Hydrants, Sprinkler, Hose Reel etc.)					
	i.	How far is the nearest Public Fire Brigade and what is the response time?					
	j.	What are the security arrangements?					
		DETAILS ABOUT BUSINESS COVERED	AT THE INSURED LOCATION				
2.	Deta	nils of insured property	Please tick in the space below :				
	a.	Offices, Shops, Hotels etc.	Yes / No				
	b.	Industrial / Manufacturing risks	Yes / No				
	c.	Storage outside Industrial/ Manufacturing risks	Yes / No				
	d.	Tanks / Gas holders outside Industrial/ Manufacturing risks.	Yes / No				
	e.	Utilities located outside Industrial/Manufacturing risks.	Yes / No				
	f.	Boundary wall	Yes / No				
	g.	Basement storage	Yes / No				
	h.	Others (please specify)	Yes / No				

3.	If used as warehouse / godown (not located in a manufacturing unit), please give the list of goods stored.					
4.	If used as an Industrial Manufacturing unit give products manufactured at the location proposed (detailed block plan showing various facilities to be enclosed wherever applicable.)					
5.	Fire Protection devices installed	Please tick the correct a	answer in the box below	W.		
		Portable Extinguish	ers			
		Small bore hose red	els			
		Trailer Pumps/Fire	engines			
		Hydrant System				
		Sprinkler System				
		Fixed Water Spray S	System			
		Foam System				
		Fire Alarm System				
		Gas Flooding Syste	em			
		Others, please spec	cify below.			
	Indicate whether AMC (Annual Maintenance contract) for the Fire Protection Appliances is in force	Yes / No				
	Construction details					
	a. Please state material used	Please tick the correct answer in the box.				
	i. Walls	Kutcha / Pucca				
	ii. Floor	Kutcha / Pucca				
	iii. Roof	Kutcha/ Pucca				
	Note:					
	Kutcha: Building(s) having walls and/or roofs of wooden planks/thatched tarpaulin and the like are treated as Kutcha Construction.	eaves and/or grass/hay o	of any kind/bamboo/pl	astic cloth/asphalt/canvas/		
	Pucca: Buildings other than Kutcha are treated as Pucca constructions					
b.	Number of Floors					
C.	Age of the Building	Less than 5 years				
		5 – 10 years				
		10 – 20 years				
		Above 20 years				
9.	Distance between the risk to be covered and nearest Fire Brigade					
10.	Whether You have insured the same property with any other Insurance Company with the same type of coverage (Give details)					
11.	Whether Insurance was declined by any other Company (Give details)					
12.	Premium / Claim details for the past 36 months excluding the expiring	Year	Premium	Claim		
	policy period		₹	₹		
			₹	₹		
			₹	₹		
			₹	₹		
		TOTAL	₹	₹		

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).

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

A. Standard add-ons

Do You want to opt for Floater	C 2 . \/ /N - / - + . :	££ + : + :	اماما مائمته المسائم مماني الأساما	
Do foil want to onl for Floater	COVERC YES/IND ISTRIK	a on what is not applicat	niei II ves dive delalis nei	.)\//

14. II. D	o You wa	i)		ı: ₹s			
	SECTION II: BURGLARY & HOUSEKEEPING						
1.	a.	Is your premises guarded by Watchmen/Security Guards 2-	4 hours?	Yes / No			
	b.	Is the premises installed with CCTV/ Burglary alarm?		Yes / No			
	C.	Are all entry / exits of the premises secured with iron grills	and locking system.	Yes / No			
2.		Are stock and sales book maintained by you?					
				Yes / No			
3.	a.	Have any premises occupied by you been subjected to the	eft or burglary?	Yes / No			
	b.	If so, give full particulars stating when and how access was of	obtained and the extent of the loss.				
4.		Do you require a policy on 100% sum insured basis or a pl. mention the % to the full sum insured?	first loss limit? If on first loss limit,				
5.		Operating Hours of your Business					
	a.	Will the premised at any time be left unoccupied?					
	b.	If so, how many and during what time?					
6.		Add-on Covers: If any of the below mentioned add-on cover					
	Floater Cover						
	Riot & Strike Damage Clause						
		Theft Extension					
		Cost of Debris removal					
		Cost of restoring documents					
		Expense for Loss minimisation Employee personal property cover					
		 Employee personal property cover Replacement of locks including repair to Insured premise 	<u> </u>				
		Omission to Insure	5				
		• Theft by use of Duplicate Keys					
		Reinstatement Value policies					
		Terrorism cover Inclusion					
7.		Sum	Insured Details -				
	Sr. no.	Description of property to be insured		Sum Insured (₹)			
	a.	Plant & Machinery					
	b.	Stocks & Stocks in Process					
	C.	Furniture, Fixture & Fittings					
	d.	Other Contents					
		SECTION III – PLATE G	LASS & SANITARY FITTINGS				
1.		pe of glass/ sanitary fittings are proposed for insurance? building glass, fixed glass on door/ window/ table tops etc)					
2.		is proposal include all the insurable glass at the premises? tion is made, then please Furnish details)					
3.	Do you	desire to insure lettering or painting	Yes / No				
4.	Do you frames	desire to insure Damage to woodwork of showcase or Wind	ow- Yes / No				

5.	Terrorism cover Inclusion Yes / No							
6.	Please furnish value of the gla	uss with dimension an	d of framework and ar	y tinted embos	ssed, orna	mental, or pa	inted glass	
	1							
Sr. N	lo. Descript	ion	Dir	nension			Value (₹)	
7.	Sanitary Fittings		₹					
		SESTION	IV. NEON SIGNING	CLOW CICN/L	IOARRINI	6		
		SECTION	IV- NEON SIGNING/	GLOW SIGN/ F	IOARDIN	G		
1.	Please specify the location fixed or erected	ns of the premises, w	here the neon sign/ o	glow sign/ hoar	ding is			
2.	Does this proposal include	all the insurable neo	n signs at the premise	S				
3.	Is the premises where the	neon signs are erecte	ed owned or leased by	/ you				
4.	Does the proposal include	all the insurable neo	n signs at the premise	s				
5.	Please furnish the descript	ion in the following fo	ormat		1			
Sr. N	o. Description of neon sign/	glow sign/ hoarding			\	/alues (₹)		
a.								
b.								
6.	Terrorism cover Inclusion				`	res / No		
		SECTION V- BREAK	DOWN OF ELECTRIC	AL AND MECH	ANICAL A	APPLIANCES		
1.	Has your machinery sustained							
						Yes / No		
3.	Are regular periodical insperintervals. Schedule of machinery to be		ery carried out it so, t	by whom and a	it what \	Yes/ No _		
	a. Each machinery should b. The sum insured must be freight and also value of c. Please declare only insta d. Separate value for found required for them.	calculated on the pre erection costs, custon lled machines not por	esent day new replace ns duty, etc to afford for table ones.	ment value of th ull protection ur	nder the p	olicy		
SI No	Quantity		e, model, capacity of D/ KVA/ Volts, Amps, l			s Name and ry of origin	Year of Make	Sum Insured (₹)
1.								
2.								
4.	Add-on Coves: If any of the b	elow mentioned add	-on covers are require	ed.				
	Escalation Clause							
	Express Freight							
	Air Freight							
•	Owners Surrounding Property	r						
•	Third Party Liability							
•	Additional Customs Duty							
·	Modification cost/Incompatibil	ity expenses						
•	Un Repaired damages							
	Waiver of improvement/Better	ment clause for repla	cement of selected m	achinery				
·	Expense for loss minimization							
•	Capital addition							
•	Claim Preparation Costs							
•	Un repairable Equipment Clau	ise						
•	Serial Losses							

	SECTION VI. ELECTRONIC FOLUDMENTS							
		SECTION VI- ELECTRONIC EQUIPME	:NTS		1			
1.	Is the equipment maintained in accordance with manufacturer's instructions? Yes / No							
2.	Have operators been trained by manufacture?							
3.	Is there any Annual Maint	enance Contract (AMC) in force			Yes	/ No		
4.	Please provide the details	s of the claims (if any) made by you for the last three years. If, y	es please provide d	etails	Yes	/ No		
5.	Schedule of machinery to	be insured-						
Sr. No.	Quantity Descriptions of Items Year of Make Value (₹) Serial No.							
1.								
2.								
3.								
Rs	se note that the value of e	lectronic equipment should be replacement value by new one	e of same kind inclus	ive of freiç	ght, custo	mer duty and other		
char	ges and cost of erection.							
U.	Add-on Coves: If any of the below mentioned add-on covers are required. Air Freight Endorsement For Exclusion of Damage Caused By Fire And Allied Perils Medical Equipment Using X-Rays Tubes Escalation Clause Express Freight Air Freight Owners Surrounding Property Third Party Liability Additional Customs Duty Software Endorsement Floater Clause Omission to Insure additions Removal of Debris Professional Fee Clean Up and Decontamination Cost Modification cost/Incompatibility expenses Waiver of improvement/Betterment clause for replacement of selected machinery Un Repaired damages Capital addition Claim Preparation Costs							
		SECTION VII- ALL RISK - PORTABLE ELECTRONI	C EQUIPMENTS					
1.	Is there any Annual Maint	enance Contract (AMC) in force		Ye	es / No	0		
2.	Territorial Limit required			Ye	es / No	0		
3.		ss of or damage to any equipments or had a breakdown or fa of repair. If so, give details thereof	ailure during the last	three Ye	es / No	0		
4.	Schedule of machinery to	be insured-						
Sr. No.	Quantity	Descriptions of Items	Year of Make	Value	e (₹)	Serial No.		
1.								
2.								
5.								

SECTION VIII - MONEY								
Descr	iption pf Mon	ey to be insured, (If	no Insuran	ce is required for any iter	m insert "NIL")			
Item	No.	Money		d Annual amounrt of mone al premium will be charge		the basis on which the	Highest amount in transit	
-								
ii. N	Money in locke	ed safe or strong roo	m during b	usiness hrs				
iii. N	iii. Money in till and/or counter during business hours							
-	iv. Money in locked safe or strong room outside business hours							
		ersonal custody of the time of time of the			ee/s of the insured whilst i	n transit to the premises	or bank within a period not	
vi. [Damage to Saf	e, Cash Box or Stron	g room in t	the premises				
1.	How is the m	oney carried?						
2.	What is the d	istance over which t	he money v	will be carried? (Km)				
3.	Have you eve	er sustained any loss	of money	whilst in transit or whilst o	n your premises? If so giv	e full particulars	Yes / No	
4.	What means of transport do the persons carrying the money use i.e. own car/public transport etc.?							
5.	Are the person or them.	ons carrying the mon	ey accomp	panied by an armed guard,	/s? If not state what prote	ction if any, is provided		
6.	 State following particulars of safe/s and/or strong room in which money will be kept outside business hours a. Maker's Name, Weight Dimensions, Identification Number b. Is it fixed to the walls of floor? c. By whom are the keys of the safe(s) and/or strong room held? d. Are all such keys removed from the premises outside business hours? e. Will the premised are guarded whilst they are closed for business? If so, by whom? 							
7.	7. Have you ever sustained any loss of money whilst in transit or whilst on your premised? If so, give full particulars							
8.	Automatic I Business/ V Claim Prep. Damage to Definition o Infidelity co Loss or Dam Money in o Replaceme Temporary Theft by us Worldwide Theft from Adjustment Terrorism Ir	Reinstatement Vorking Hours extenderation Costs clothing/ personal extenderation Costs clothing/ personal extenderation Costs def Money exer clause age to Safes, Strong revernight custody clause to Keys & Locks, revernight (and the e of Duplicate Key travel Unattended Vehicle of Premium	ded ffects (asset poms & Mon use ecoding of	ey Receptacles (including da locking devices (including thereof)	amage to property and land g repair)	ords fixtures and fittings)		
				SECTION IX	- BAGGAGE			
1	Territorial Lim	it required			India or worldwide			
2	Limit of Inden	nnity			<u>'</u>			
3	Any one ever	nt per person			₹			
4	Any one year	for all persons			₹			
5	Terrorism cov	ver Inclusion			Yes / No			
			SEC	CTION X - INFIDELITY/ D	ISHONESTY OF EMPLOY	EES		
1 (I)	Details of En	nployees to be guara	anteed (Na	med/ Designation cover o	ption)			
Sr.		Name	·	Designation	Place of Employment Amount to be guaranteed per pers		Any other security taken	
a.						33a.a	- Canon	
b.								
	L attached co	parate sheet if the s	nace is inc	 ufficient	<u> </u>			
		egate Limit of Guara	-		Rs.			
IUId	Annual Aggr	cyale Lillii VI Gudfa	コールモモ		113.			

1 (II)	Det	ails of Employees to be guaranteed (Flo	ating cover option)						
Sr.	С	Category of employees to be covered	No. of employees	Place of Employm	ent	Amount to be	Any other security		
No.			to be covered		guai	ranteed per person	taken		
a.									
b.									
	Please attached separate sheet if the space is insufficient								
Tota	I Annı	ual Aggregate Limit of Guarantee		₹					
2.		ere a system to obtain reference from pr t, specify practice followed	revious employees?						
3.	State	e the estimate of maximum amount held	by any employee at any o	one time and for how	long				
	a. Money: Amount Period								
	b. St	ocks: Amount Period							
4.	a. How often are the employees required to account for money? b. What Independent system is there to check that all sums received by employees are accounted for?								
5.	a. Do employees pay out money or draw cash from Employer's account? b. System of operation of Bank account and precaution taken c. Whether such payments/ withdrawals are authorized by a senior employee and compared with supporting documents? Yes // No								
6.	How	often the cash back is balanced, the er	tries checked with vouche	ers, Bank's passbook	and with c	counterfoils of receip	t books		
7.	How	often are the Proposer's books balance	ed?						
8.	a. System followed for purchase of goods and recording deliveries b. System followed for authorized dispatch of goods and ensuring that dispatch us recorded and changed to the customer								
9.	How often and by whom stock verification is done?								
10.	System for collecting outstanding accounts								
11.	How often will statements of account be furnished by the Proposed direct to Customer?								
12.	What is the extent and frequency of audit?								
13.	Details of losses suffered on account of infidelity of any employees during last 5 years and steps taken to prevent recurrence.								
14.	Ex Ac Alt Au Cla Cc Cc Cr Dis Su Un	con Covers: If any of the below mention tended cover for past employees ecountants & auditors teration of systems atomatic reinstatement aims preparation costs & audit fees (incluses of recovery following subrogation to east of recovery (by the insured for loss in the past of rectifying accounting & computer redit/debit card (fraudulent use of) scretion in reporting to police (period of abrogation waiver (contracting parties) indentifiable employees (loss as a result contractual/Off Roll Employee Cover	uding computer system ce the company (by the com n excess of the sum insure records & programmes grace and successful reco	ertification) npany) ed					
			SECTION XI - P	UBLIC LIABILITY					
1	a.	Projected Annual Revenue							
	b.	Number of employees							
	C.	Projected Annual salaries							
	d.	Occupied floor area in sq meter							
	e.	Type of construction							
	f.	Age of the building							
	g.	No of floors and height if the building a	and which floors are occur	oied by you					
	h.	Details of other occupants		. , ,					
	i.	Details of lifts, elevators, escalators etc	c. please specify make and	d capacity.					
2		Activities being carried on in the premi							
3		Details of surrounding areas/property							
4		Please indicate the limits of indemnity	required						
	a.	Any one accident	- 4						
	b.	Any one year							
5	~•	Do you handle or use or store gases/h premises. If yeas, please give details o				in the			

			SECTION XII – FI	RE LOSS OF PROFI	Т		
1	Year of incorporation of insu	red's firm/company					
2	Which Chartered Accountan interval?	nt (Name and Addre	ess) audits insured's	accounts and at wh	at		
3	What type of repair work car	n be carried out with	out external help?				
4	Please indicate external repa	air/ procurement fac	cilities available in Inc	dia			
5.	Normal working hours of the a. Hours per day b. No. of shifts c. Days of Week	works to be insure					
6.	Number of employees in the	works to be insure	d?				
7.	Are there any seasonal prod insured?	luction or sales fluct	tuations more than 2	0%, in the works to	oe Yes/ No		
8.	Is there a stock of semi finish this stock can cover	ned or finished produ	oly Yes / No				
9.	State Indemnity Period desired (Months)						
10.	State the time deductible de	sired (Days)					
11.	Sum Insured a. On Net Profit b. No. of shifts c. On Increased Cost of World	king					
12.	Index of Business Activity				Turnover/Outp	ut/Thruput/Revenue/	Difference Basis
13.	Details of Previous Interrupti a. Period of Interruption b. Nature of interruption with c. Loss in Gross Profit /Turno	n causes	ruption				
		5	SECTION XIII - WOR	KMAN COMPENSA	TION		
1 5	anla ca a Dataila						
ı. En	nployee Details	Fatherstad	Full details of	Carl	1 to store or / - at	Total Fathers 1	
	Employees Number of work subject (annual)			Living/other allowances if any (annual)	Total Estimated Annual Earnings	Insurance required State Table A or B of prospectus	
Cleri	cal Staff						
Com	margial Travallara						

Description of Employees		Estimated Number of Employees	Full details of work subject (Specify exact, nature of work)	Cash (annual)	Living/other allowances if any (annual)		Total Estimated Annual Earnings	Insurance required State Table A or B of prospectus
Cleri	cal Staff							
Com	mercial Travellers							
Any other employee(pl provide category and details as provided in first two categories)								
2. Tł	2. The total amount of wages salaries and other earnings paid by me during the past twelve months was Rs.							
3.	B. Does the above, schedule include- a. All persons in your service? b. All your subcontractors?				Yes / N	lo		
4.	If Not, then kindly confirm wh	nich categories of e	mployees are not co	vered?				
5.	Do you provide specific training to your employees on how to perform their respective job? Yes / No							
	Does all employees are acquitted with standard safety procedures?							
	Are your premises a Factory	within the meaning	of the Factories Act	?				
	Does the insured instruct all workers in proper lifting techniques? Are they provided with materials- handling aids and encouraged to obtain help where moving extremely heavy objects?							

Signing this form does not bind the Proposer to complete the insurance, but it is agreed that this form shall be the basis of the contract should a policy be issued.

I / We have disclosed all the facts, which could influence the acceptance of this Proposal or the terms to be approved, & the above facts, documents; statements shall be the basis of the contract between me/us and HDFC ERGO General Insurance Company Limited. The Proposer agrees that the receipt of the Proposal Form by HDFC ERGO General Insurance Company Limited along with the premium payment does not tantamount to the acceptance of the Proposal for insurance by HDFC ERGO General Insurance Company Limited and does not result in a concluded contract of insurance. The acceptance of the Proposal for insurance shall be at the Company's sole and absolute discretion. In the event of acceptance of the Proposal for insurance by HDFC ERGO General Insurance Company Limited, such acceptance shall be specifically intimated to the Proposer by HDFC ERGO General Insurance Company Limited along with the date from which the insurance Cover shall become effective. HDFC ERGO General Insurance Company Limited shall not be liable for any claim in respect of an event giving rise to a claim covered under the Policy of Insurance that has occurred prior to policy issuance (Your proposal form will be considered after HDFC ERGO General Insurance Company Limited receives premium payment.)

Fraud Warning: This policy shall be voidable at the option of the Company in the event of mis-representation, mis-description or non-disclosure of any material particulars by the Proposer. Any person who, knowingly and with intent to defraud the insurance company or any other person, files a proposal for insurance containing any false information, or conceals for the purpose of misleading, Information concerning any fact material thereto, commits a fraudulent insurance act, which will render the policy voidable at the sole discretion of the insurance company and result in a denial of insurance benefits. Insurance is the subject matter of the solicitation.

I / We agree that if this insurance is completed the protections and/or safeguards mentioned above shall not be withdrawn or varied to the detriment of the intrests of the Company without their consent and additional premiums if any will be remitted.

I, hereby grant consent to Agent/Broker/Corporate Agent or any other licensed intermediary to share my KYC (Know your Customer) and customer due diligence information with HDFC ERGO General Insurance Company Limited for the purpose of my insurance proposal.

Signature and Name of the Proposer

	PAY	MENT DETAILS	
Amount (Rs.)	Rupees		
	MODI	OF PAYMENTS	
Bank Account No	Ba	nk Name:	
ranch Name & Address :			
Instrument No.	Instrument Date :		

Note: The liability of the Company does not commence until the acceptance of the proposal has been formally intimated by the Compa- ny and full premium has been realised by the Company.

PROHIBITION OF REBATES SECTION 41 OF THE INSURANCE ACT 1938 PROVIDES AS FOLLOWS:

- i. 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 or continuing a policy accept 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.

STATUTORY NOTICE: "INSURANCE IS THE SUBJECT MATTER OF THE SOLICITATION"