# 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 INFORM	
1	a.	Name of the Insured	
		Correspondence address of the Insured	
		Phone No	
		Email ID	
	b.	Nature of trade or Business of the Insured	
	с.	Risk Occupancy	
	d.	Risk Location Addresses of all major locations	
	e.	Name, Address of the Financial Institution/s or any bank/ person (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 & ALLIED PERILS

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?	
	с.	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	ails 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

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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	N.
		Portable Extinguish	ners	
		Small bore hose re	els	
		Trailer Pumps/Fire	engines	
		Hydrant System		
		Sprinkler System		
		Fixed Water Spray	System	
		Foam System		
		Fire Alarm System		
		Gas Flooding Syste	em	
		Others, please spe	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 a	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	leaves and/or grass/hay	of any kind/bamboo/pla	astic cloth/asphalt/canvas/
	tarpaulin and the like are treated as Kutcha Construction. <b>Pucca:</b> Buildings other than Kutcha are treated as Pucca constructions			
b.	Number of Floors			
с.	Age of the Building			
0.	, ige of the Bullang	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	₹	₹
			1	1

# 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;

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• 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

I. Do You want to opt for Floater Cover?: Yes/No (strike off what is not applicable). If yes, give details below:

14.	Floater Cover (for stocks at various locations)	Location (Postal address with pincode)	Sum Insured (In ₹)
		i) Maximum value at any one location: ₹ .	
		ii) Whether stocks stored in open: Yes	/ No

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

15. Stocks which fluctuate in value to be covered on (monthly) declaration basis:Amount (₹):

#### SECTION II: BURGLARY & HOUSEKEEPING

1.	a.	Is your premises guarded by Watchmen/Security Guards 24 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 theft or burglary?	Yes / No
	b.	If so, give full particulars stating when and how access was obtained and the extent of the loss.	
4.		Do you require a policy on 100% sum insured basis or a first loss limit? If on first loss limit, pl. mention the % to the full sum insured?	
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 covers are required.	
		Floater Cover	
		Riot & Strike Damage Clause	
		Theft Extension	
		Cost of Debris removal	
		Cost of restoring documents	
		Expense for Loss minimisation	
		Employee personal property cover	
		Replacement of locks including repair to Insured premises	
		Omission to Insure	
		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 GLASS & SANITARY FITTINGS

1.	What Type of glass/ sanitary fittings are proposed for insurance? (Exterior building glass, fixed glass on door/ window/ table tops etc)	
2.	Does this proposal include all the insurable glass at the premises? (if selection is made, then please Furnish details)	
3.	Do you desire to insure lettering or painting	Yes / No
4.	Do you desire to insure Damage to woodwork of showcase or Window- frames	Yes / No

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5.	Terrorism cover Inclusion		Yes / No			
6.	Please furnish value of the glass with dimension and of framework and any tinted embossed, ornamental, or painted glass					
Sr. N	Io. Description	Dimension		Value (₹)		
7.	Sanitary Fittings	₹				

# SECTION IV- NEON SIGNING/ GLOW SIGN/ HOARDING

1.	Please specify the locations of the premises, where the neon sign/ glow sign/ hoarding is fixed or erected		
2.	Does this proposal include all the insurable neon signs at the premises		
3.	Is the premises where the neon signs are erected owned or leased by you		
4.	Does the proposal include all the insurable neon signs at the premises		
5.	Please furnish the description in the following format		
Sr. No.	Description of neon sign/ glow sign/ hoarding	Values (₹)	
а.			
b.			
6.	Terrorism cover Inclusion	Yes / No	

	SECTION V- BREAKDOWN OF ELECTRICAL AND MECHANICAL APPLIANCES				
1.	Has your machinery sustained any damage from breakdown or other cause during last three years	Yes / No			
2.	Are regular periodical inspections of the machinery carried out If so, by whom and at what intervals.	Yes / No			
3.	Schedule of machinery to be insured-				

a. Each machinery should be entered separately with necessary specification.

b. The sum insured must be calculated on the present day new replacement value of the machinery to be insured including provision for packing, freight and also value of erection costs, customs duty, etc to afford full protection under the policy

c. Please declare only installed machines not portable ones.

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d. Separate value for foundations masonry and brickwork or Oil in transformers and other electrical equipments are to be specified if cover is required for them.

SI No	Quantity	Descriptions, type, model, capacity of machines / sr nos, HO/ KVA/ Volts, Amps, Rpm	Maker's Name and country of origin	Year of Make	Sum Insured (₹)
1.					
2.					

4.	Add-on Coves: If any of the below mentioned add-on covers are required.
•	Escalation Clause
•	Express Freight
•	Air Freight
•	Owners Surrounding Property
•	Third Party Liability
•	Additional Customs Duty
•	Modification cost/Incompatibility expenses
•	Un Repaired damages
•	Waiver of improvement/Betterment clause for replacement of selected machinery
•	Expense for loss minimization
•	Capital addition
•	Claim Preparation Costs
•	Un repairable Equipment Clause
•	Serial Losses

	SECTION VI- ELECTRONIC EQUIPMENTS						
1.	Is the equipment maintained in accordance with manufacturer's instructions?						
2.	Have operators been trai	ned by manufacture?			Yes	/ No	
3.	Is there any Annual Maint	ienance 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,	yes please provide d	etails	Yes	/ No	
5.	Schedule of machinery to	be insured-					
Sr. No.	Quantity	Descriptions of Items	Year of Make	Valu	e (₹)	Serial No.	
1.							
2. 3.							
Sub	Total (a)						
Pleas		lectronic equipment should be replacement value by new on	e of same kind inclus	sive of freig	ght, custo	mer duty and other	
6.	<ul> <li>Add-on Coves: If any of the below mentioned add-on covers are required. Air Freight <ul> <li>Endorsement For Exclusion of Damage Caused By Fire And Allied Perils</li> <li>Medical Equipment Using X-Rays Tubes</li> <li>Escalation Clause</li> <li>Express Freight</li> <li>Air Freight</li> <li>Owners Surrounding Property</li> <li>Third Party Liability</li> <li>Additional Customs Duty</li> <li>Software Endorsement</li> <li>Floater Clause</li> <li>Omission to Insure additions</li> <li>Removal of Debris</li> <li>Professional Fee</li> <li>Clean Up and Decontamination Cost</li> <li>Modification cost/Incompatibility expenses</li> <li>Waiver of improvement/Betterment clause for replacement of selected machinery</li> <li>Un Repaired damages</li> <li>Capital addition</li> <li>Claim Preparation Costs</li> </ul> </li> </ul>						
		SECTION VII- ALL RISK - PORTABLE ELECTRON					
1.	Is there any Annual Maint	ienance Contract (AMC) in force		Ye	es 🗌 / No		
2.	Territorial Limit required			Ye	es 🗌 / No	o 🗌	
3.		ess of or damage to any equipments or had a breakdown or a nof repair. If so, give details thereof	failure during the las	t three Ye	es 🔄 / No	<b>D</b>	
4.	Schedule of machinery to	be insured-					
Sr. No.	Quantity	Descriptions of Items	Year of Make	Valu	e (₹)	Serial No.	
1.							
2.							
5.	Add-on Coves: If any of the below mentioned add-on covers are required.         • Reinstatement value clause for portable items         • Omission to Insure additions or extensions         • Internal Breakdown         • Worldwide geographical limit         • Capital addition         • Un Repaired damages         • Un reparation Costs         • Expense for loss minimization         • Waiver of improvement/Betterment clause for replacement of selected machinery         • Escalation Clause         • Terrorism cover Inclusion						
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	SECTION VIII – MONEY						
Desc	Description pf Money to be insured, (If no Insurance is required for any item insert "NIL")						
Iten	ו No.	Money	Estimated Annual amounrt of money ir provisional premium will be charged R	n transit, which will be the basis on which the s.	Highest amount in transit		
i.	Money in direc						
ii.	Money in locke	d safe or strong roo	m during business hrs				
iii.	Money in till an	d/or counter during	business hours				
iv.	Money in locke	d safe or strong roo	m outside business hours				
		ersonal custody of the time of		of the insured whilst in transit to the premises	or bank within a period not		
vi.	Damage to Saf	e, Cash Box or Stron	g room in the premises				
1.	How is the m	oney carried?					
2.		_	ne money will be carried? (Km)				
3.			of money whilst in transit or whilst on ye	our premises? If so give full particulars	Yes / No		
4.	What means	of transport do the p	ersons carrying the money use i.e. own	car/public transport etc.?			
5.	Are the perso or them.	ons carrying the mon	ey accompanied by an armed guard/s? I	If not state what protection if any, is provided			
6.	<ul> <li>6. State following particulars of safe/s and/or strong room in which money will be kept outside business hours <ul> <li>a. Maker's Name, Weight Dimensions, Identification Number</li> <li>b. Is it fixed to the walls of floor?</li> <li>c. By whom are the keys of the safe(s) and/or strong room held?</li> <li>d. Are all such keys removed from the premises outside business hours?</li> <li>e. Will the premised are guarded whilst they are closed for business? If so, by whom?</li> </ul> </li> </ul>						
7.	Have you eve	er sustained any loss	of money whilst in transit or whilst on ye	our premised? If so, give full particulars			
8.	Add-on Cove Automatic F Business/V Claim Prepa Damage to Definition of Infidelity co Loss or Dama Money in o Replaceme Temporary Theft by us Worldwide Theft from I Adjustment	rs: If any of the belo Reinstatement Vorking Hours exten aration Costs clothing/ personal e f Money ver clause age to Safes, Strong ro vernight custody cla nt of Keys & Locks, r Safe Rental (and the e of Duplicate Key travel Jnattended Vehicle of Premium	w mentioned add-on covers are requir ded ffects (assault) clause poms & Money Receptacles (including dama use ecoding of locking devices (including re	ge to property and landlords fixtures and fittings)			
			SECTION IX - E	AGGAGE			
1	Territorial Lim	it required		India or worldwide			

ired	India or worldwide

1	Territorial Limit required	India or worldwide
2	Limit of Indemnity	
3	Any one event per person	₹
4	Any one year for all persons	₹
5	Terrorism cover Inclusion	Yes / No

# SECTION X - INFIDELITY/ DISHONESTY OF EMPLOYEES

1 (I)	Details of Employees to be guaranteed (Named/ Designation cover option)						
Sr. No.	Name	Designation	Place of Employment	Amount to be guaranteed per person	Any other security taken		
a.							
b.							
Pleas	Please attached separate sheet if the space is insufficient						
Total	Total Annual Aggregate Limit of Guarantee Rs.						

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1 (II)	Det	ails of Employees to be guaranteed (Floa	ating cover option)						
Sr.	С	Category of employees to be covered	No. of employees	Place of Employm		Amount to be	Any other security		
No.			to be covered	guaranteed		inteed per person	taken		
a.									
b.		ached separate sheet if the space is insu	ifficient						
	iotal Annual Aggregate Limit of Guarantee ₹								
				,					
2.		ere a system to obtain reference from pr t, specify practice followed	evious employees?						
3.	State	e the estimate of maximum amount held	by any employee at any	one time and for how	long				
	a. Mo	oney: Amount Period							
	b. St	ocks: Amount Period							
4.	b. W	ow often are the employees required to /hat Independent system is there to che punted for?	-	d by employees are					
5.	b. Sy c. Wi	o employees pay out money or draw cas /stem of operation of Bank account and hether such payments/ withdrawals are au supporting documents?	precaution taken		Yes / No	0			
6.	How	often the cash back is balanced, the en	tries checked with vouch	ers, Bank's passbook	and with co	unterfoils of receipt	t books		
7.		often are the Proposer's books balance							
8.	b. Sy	rstem followed for purchase of goods an rstem followed for authorized dispatch of changed to the customer		lispatch us recorded					
9.	How	often and by whom stock verification is	done?						
10.	Syste	em for collecting outstanding accounts							
11.	How	often will statements of account be furn	ished by the Proposed d	irect to Customer?					
12.	Wha	t is the extent and frequency of audit?							
13.		ails of losses suffered on account of infide s taken to prevent recurrence.	elity of any employees du	ring last 5 years and					
14.	Add-on Covers: If any of the below mentioned add-on covers are required.         • Extended cover for past employees         • Accountants & auditors         • Alteration of systems         • Automatic reinstatement         • Claims preparation costs & audit fees (including computer system certification)         • Costs of recovery following subrogation to the company (by the company)         • Costs of recovery following subrogation to the company (by the company)         • Costs of recovery (by the insured for loss in excess of the sum insured         • Cost of rectifying accounting & computer records & programmes         • Credit/ debit card (fraudulent use of)         • Discretion in reporting to police (period of grace and successful recovery)         • Subrogation waiver (contracting parties)         • Unidentifiable employees (loss as a result of)         • Contractual/Off Roll Employee Cover								
			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	nd which floors are occu	pied by you					
	h. Details of other occupants								
	i.	Details of lifts, elevators, escalators etc	. please specify make an	d capacity.					
2		Activities being carried on in the premi	ses						
3		Details of surrounding areas/property							
4		Please indicate the limits of indemnity r	required						
	a.	Any one accident							
F	D.	b. Any one year							
5	Do you handle or use or store gases/hazardous/toxic/radio active material and/or equipments in the premises. If yeas, please give details of maximum capacity stored/used/handled at the time.								

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	SECTION XII – FIRE LOSS OF PROFIT	
1	Year of incorporation of insured's firm/company	
2	Which Chartered Accountant (Name and Address) audits insured's accounts and at what interval?	
3	What type of repair work can be carried out without external help?	
4	Please indicate external repair/ procurement facilities available in India	
5.	Normal working hours of the works to be insured a. Hours per day b. No. of shifts c. Days of Week	
6.	Number of employees in the works to be insured?	
7.	Are there any seasonal production or sales fluctuations more than 20%, in the works to be insured?	Yes / No
8.	Is there a stock of semi finished or finished products? If Yes, state the no. of weeks of supply this stock can cover	Yes / No
9.	State Indemnity Period desired (Months)	
10.	State the time deductible desired (Days)	
11.	Sum Insured a. On Net Profit b. No. of shifts c. On Increased Cost of Working	
12.	Index of Business Activity	Turnover/Output/Thruput/Revenue/ Difference Basis
13.	Details of Previous Interruption a. Period of Interruption b. Nature of interruption with causes c. Loss in Gross Profit /Turnover during the Interruption	

#### SECTION XIII - WORKMAN COMPENSATION

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1. Employee Details								
	Description of Employees	Estimated Number of Employees	Full details of work subject (Specify exact, nature of work)	Cash (annual)	allov	ng/other vances if (annual)	Total Estimated Annual Earnings	Insurance required State Table A or B of prospectus
Cler	ical Staff							
Com	nmercial Travellers							
Any other employee(pl provide category and details as provided in first two categories)								
2. TI	ne total amount of wages sala	ries and other earn	ings paid by me durin	g the past twelve i	months w	vas Rs.		
3.	Does the above, schedule include- a. All persons in your service? b. All your subcontractors?				Yes / I	10		
4.	If Not, then kindly confirm wi	hich categories of e	employees are not co	vered?				
5.	5. Do you provide specific training to your employees on how to perform their respective job?			job?	Yes / I	10		
	Does al I employees are acq	uitted with standar	d safety procedures?					
	Are your premises a Factory	within the meaning	g of the Factories Act	?				
	Does the insured instruct a materials-handling aids and		<b>u</b> 1					

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

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	PAYMENT DETAILS	
Amount (Rs.)	Rupees	
	MODE OF PAYMENTS	
Bank Account No	Bank Name:	
Branch Name & Address :		
Instrument No	Instrument Date :	
Note: The lightlike of the Company	u doos not commonos until the accontance of the proposal has been formally intimated by t	

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.

ii. Any person making default in complying with the provisions of this Section shall be punishable with fine which may extend to Ten Lakhs rupees.