



**LEADWAY**  
ASSURANCE COMPANY LIMITED  
RC 7988

## FIRE INSURANCE PROPOSAL FORM

- CONTACT US FOR THE FOLLOWING RISKS**
- LIFE & ANNUITY
  - FIRE
  - MOTOR
  - MARINE & AVIATION
  - BURGLARY
  - CASH IN TRANSIT
  - PERSONAL ACCIDENT
  - CONTRACTOR'S ALL RISK
  - WORKMEN'S COMPENSATION
  - GOODS IN TRANSIT
  - VEHICLES
  - OIL & GAS
  - ETC

**NOTE:** "an insurance agent who assists an applicant to complete an application or proposal form for insurance shall be deemed to have done so as the agent of the applicant".

**Personal Information** (To be completed by individual client)

Name

Surname

First name  Last name

Title: Mr/Mrs/Chief/ Dr/Others ..... (Please indicate)

**Corporate Information** (To be completed by corporate client)

Company Name:

Contact Person:

Full Postal / Contact Address \_\_\_\_\_  
(to which all correspondence to be sent)

Phone Number(s)   
For land line, please Indicate dialing code

GSM Number

Fax Number (if available)

E-mail address

Business (Please give full details)

Anniversary Date  Day  Month

We can send alerts to you for renewal of your policy(ies). Please confirm how you would prefer to receive your alert  
E-mail:  SMS:  Both:

Please note that you do not have to complete this form if you have done so or if your address has not changed within the last renewal.

PERIOD OF INSURANCE \_\_\_\_\_ From \_\_\_\_\_ 20\_\_\_\_\_ to, 4.00P.M on \_\_\_\_\_ 20 \_\_\_\_\_

**PROPERTY TO BE INSURED**

DESCRIPTION		
1.	Full address (es) of premises	
2.	Construction of (a) external walls (b) roof	(a) (b)
3.	Number of storeys	
4.	Method of (a) lighting (b) heating	(a) (b)
5.	<b>OCCUPATION OF PREMISES:-</b>	
(a)	Is the whole building used for Residential purposes only? If not please answer (b) to (g)	(a)
(b)	Is any retail trade carried on?	(b)
(c)	What manufacturing processes or repair work(if any)	(c)
(d)	Is any trade or business other than that of the proposer carried on within the premises? If so, give particulars.	(d)
(e)	What are the contents of the premises	(e)
(f)	Are any of the goods to be insured of a hazardous nature such as those listed on the back of this form?	(f)
(g)	Are there any hazardous goods located outside the buildings(s) and within 30 feet 10 metre thereof? If so give particulars	(g)

**NOTE:** If more than one property details to be stated on a separate sheet to be attached

**6. ADJACENT PROPERTY**

If the building is isolated. What is the distance between it and the nearest building?

7. Describe the external walls and roofing of other adjoining buildings within a distance of 50 metres as follows

- (a) Building to the right
- (b) Building to the left
- (c) Building in front
- (d) Building at the back

8. How are these adjacent buildings occupied

By whom \_\_\_\_\_

9. If there is any building constructed partially or entirely of timber and roofed with leaves or thatch describe:-

- (a) distance \_\_\_\_\_
- (b) occupation \_\_\_\_\_

**FIRE EXTINGUISHING SERVICES**

10. What are arrangements made on risk improvements such as:-

- (a) Type of extinguishing appliances secured \_\_\_\_\_
- (b) Hydrants \_\_\_\_\_
- (c) Hose reels \_\_\_\_\_
- (d) Water Supply \_\_\_\_\_
- (e) Private Brigade \_\_\_\_\_
- (f) Distance between the building and the nearest fire Brigade station \_\_\_\_\_

11. Are there any circumstances apart from those named above which appear to increase the risk of loss or damage by any of the perils to be insured against? If so, give particulars.

12. If there is any fire insurance in force on the same property, state:-

- (a) Name of Insurer (s)
- (b) Amount of Insurance (s)

13. Have you ever had a proposal or renewal of insurance declined, or a policy cancelled, or renewal invited at an increased rate? If so, state name of Insurer and full particulars in each case.

14. Have you suffered loss by fire? If so give particulars

- (a) Year \_\_\_\_\_
- (b) Policy No. \_\_\_\_\_
- (c) Amount claimed N \_\_\_\_\_

15. Do you (a) Take stock at lest once a year?

- (b) Keep a proper set of account books (b)
- (c) Keep such books in a fire-proof safe? (c)
- (d) Remove such books to another building (d)

Type of safe

When the above premises are closed?

**NOTE: THE SUMS INSURED BELOW ARE SUBJECT TO AVERAGE. THIS MEANS THAT SHOULD THESE PROVE TO BE INADEQUATE AT THE TIME OF LOSS YOU WILL BE RESPONSIBLE FOR A PROPORTIONATE SHARE OF THE LOSS. IT IS THEREFORE IMPORTANT IN YOUR OWN INTEREST THAT YOU INSURE FOR FULL VALUE.**

## SCHEDULE OF PROPERTY TO BE INSURED

DESCRIPTION: Separate amount to be stated for every Separate building and also for the contents	Amount to be insured	Current Insurance with other companies		
		Amount	Class of Insurance	Company
(A) (i) Building (s)				
(ii) Boundary walls, fence and gates:-				
(b) Machinery and Plant				
(c) (a) Stock in trade ( Nature to be specified)				
(i) Raw materials				
(ii) Work-in-progress				
(iii) Finished goods				
(iv) Merchandise				
(d) Household goods and personal effects in the Premises (Attach list of Valuation)				
(e) Office furniture & Equipment trade Fixture and Fittings therein (list to be attached)				
(f) On..... Months rent				
(g) Others property:-				
<b>TOTAL</b>				

### DECLARATION

I/We desire to effect an insurance in the terms of the usual Policy for Fire insurance and declared that the above statements and particulars are true. I/We further declare that this Proposal shall be the basis of the Contract between me/us and the insurer and that the amounts to be insured represent to the best of my/our knowledge and belief the full market value of the property stated.

Date \_\_\_\_\_ signature of proposer \_\_\_\_\_

### AGENT'S REMARKS:-

**NB:**No insurance is in force until the proposal has been accepted by the Company and the Premium Paid.

### LIST OF HARZARDOUS GOOD

Acetylene (liquid)  
Acids of all kinds (except Acetic Citric and Tartaric)  
Aluminum Carbide Dust, Powder or Rasinate  
Aniline  
Asphalt  
Bamboo Mats  
Benzene  
Benzoline  
Bichronate of Potash  
Bi-Sulphide of Carton  
Bitumen (other than emulsified)  
Bitumen containing not less than 45% of water and packed in metal drums  
Blacks of all kinds  
Calcium Carbide  
Calcium Cyanamide except when packed in hermetically sealed drums, and each consignment accompanied by the manufacturing certificate that the tins contain not more than 0.3% of Carbide,  
Camphene,  
Camphor,  
Candles,  
Caustic Potash,  
Celluloid and Xylonite and other similar substances  
Charcoal  
Chlorate of all kinds  
Cinematograph Films  
Cocogem other than tins and/or in bottles,  
Codilla,

Coir Yam Cour Matting and Coir Rope,  
Copra, Copra Cake and Copra Metal,  
Cotton (weather in fully-pressed bales or otherwise)  
Explosives of all kinds (including ammunition and percussion caps)  
Fireworks of all kinds,  
Fish Guano and fish Manure  
Ghee (other than vegetables Ghee in tins not exceeding 10 lbs, in weight and/or bottles)  
Glycerine  
Grasses of all kinds and Straw  
Grass mats, other than in fully-pressed bales  
Gunny bags (other than in fully-pressed iron-bound bales)  
Hemp,  
Hessians (other than in fully-pressed iron-bound bales)  
Jute in full-pressed bales or otherwise  
Kapok  
Kerosene  
Land and Animal fats of all kinds  
Lime  
Lime ( unslacked)  
Lubricants containing mineral oil or other mineral products  
Matches of all kinds  
Metallic Potassium  
Mungo  
Naphita  
Naphitalene,  
Nitrate of all kinds

Nitrate of Potash  
Oils of all kinds (other than vegetable oil in tins not exceeding 10 lbs in weight and/or in bottles)  
Oil seed cake (including cotton seed cake)  
Oil seed Meal  
Paints other than water based emulsion paints  
Paper Asphalted, Tarred and Oiled  
Percholerate of Potash  
Permanganate of Potash  
Peroxide of Potash (Potassium Peroxide)  
Petroleum and its liquid products  
Phosphorus  
Pitch  
Potash  
Rags  
Resin of all kinds  
Rubber solution  
Saw dust  
Shoddy  
Spirits of all kinds not in bottles  
Stearine  
Sulphide, metallic of all kinds  
Sulphur  
Sulphur, Dyes or Colour (excluding those packed in airtight metal vessels labeled with a certificate by the manufacturers at least 10% of inert organic salts),  
Tallow (manufactured or unmanufactured)  
Tar and/or its liquid products (other than in bottles),  
Turpentine  
Varnish  
Vegetables, Fabric of all kinds  
Vegetables, Gums of all kinds  
Waste of all kinds (excluding silk and tea waste)  
Wax of all kinds