

**GEMINIA INSURANCE COMPANY LIMITED**

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# BURGLARY PROPOSAL FORM

**INSTRUCTIONS:**  
- Please read carefully and fill out the entire document.  
- All questions must be answered in full, in BLOCK letters in the applicants own handwriting or dictation.  
- Attach a copy of certificate of incorporation and KRA PIN certificate with this application.

**Part 1. Proposer's Details**

Full name of the proposer: \_\_\_\_\_

KRA Pin No: \_\_\_\_\_ Certification of Incorporation No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of the premises: \_\_\_\_\_

Contact person's mobile number: \_\_\_\_\_

How long have you conducted the business in terms of years? \_\_\_\_\_

Period of Insurance From: \_\_\_\_\_ To: \_\_\_\_\_

Name of intermediary (if any) \_\_\_\_\_

Does any other person or mortgage firm or bank have interest in the property?  Yes  No

If yes, please give name \_\_\_\_\_

**Part 2: Security Measures**

1. a) What are the premises occupied as:

i) By you? \_\_\_\_\_

ii) By all other occupants? \_\_\_\_\_

b) For how long have you occupied the premises? \_\_\_\_\_

c) Will the premises be left unoccupied at any time?

2. a) Whose is responsible for the security of the premises? \_\_\_\_\_

b) Are the premises protected by a Watchman or Caretaker during:- i) Day  Yes  No ii) Night  Yes  No

If yes, give details \_\_\_\_\_

c) Are the premises fitted with i) Burglar Alarm System?  Yes  No

ii) CCTV  Yes  No

If yes, give details of the backup security Firm \_\_\_\_\_

**Part 3: Stock Records And Books Of Accounts**

1. Are a complete set of stock records and account books maintained and regularly updated?  Yes  No

2. Are these stock records independently audited?  Yes  No
3. Are the records kept in a secure place during non-business hours?  Yes  No
4. In case of a loss, can the amount be ascertained from them?  Yes  No
5. If you do not keep stock and records, please describe how you would verify the amount of goods stolen in case of a burglary
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6. Please give details of when the last Physical stock take was carried out \_\_\_\_\_

**Part 4. Schedule** (NB: If property is contained in two or more buildings the sum to be insured in each building must be specified.)

No.	Description of Property to be insured	Total Value (Kshs)	1st Loss Sum Insured (Kshs.)
Total			

**Part 5. General Insurance History**

- 9) Do the sums proposed for Insurance represent the full value of the property?  Yes  No
- 10) Has the property proposed for this Insurance been covered under a Fire Policy with Geminia Insurance Co. Ltd?  Yes  No  
If not, with which insurance company is the property insured against fire? \_\_\_\_\_
- 11) Will you advise the Company of any future changes in the value of the property insured or any other material alteration to the risk?  Yes  No
- 12) Has any insurer
- i) Declined to insure you?  Yes  No
  - ii) Required special terms to insure you?  Yes  No
  - iii) Cancelled or refused to renew your insurance?  Yes  No
  - iv) Or increased your premium on renewal?  Yes  No

**Part 6. Declaration**

I/We do hereby declare that to the best of my knowledge and belief that the statements set forth herein are true and complete. Further, no material facts have been missed or mis-represented. I/we agree that the proposal together with any other information supplied shall form the basis of any contract.

Name of person Completing the Proposal form \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Official Company Rubber stamp \_\_\_\_\_

**NOTE:**

- The Insurer shall accept a policy subject to excesses, restrictions, terms & conditions Geminia Insurance Company Limited may deem necessary.
- The Insured undertakes to inform the insurer of any material alteration whereby the risk has increased and the insurers reserve the right to modify the terms of the policy.