



OFFICE PROTECTOR PROPOSAL FORM

Argus Insurance Company (Europe) Limited

Unit G.04 West One
Europort Road
Gibraltar

Tel: +350 200 79520
Fax: +350 200 70942

NewClaimsNotification@argus.gi
www.argus.gi

All Material facts must be disclosed. Failure to do so could invalidate the Policy. A material fact is one, which is likely to influence an Insurer in the assessment and acceptance of the proposal form. If you are in doubt as to whether a fact is material then it should be disclosed to the Insurer. State any other material facts that you may believe to be relevant. Correct values at risk must be advised to us. If the Sums Insured you request or values you advise are not adequate this will result in the amount that we pay you in the event of a claim being reduced.

1. BUSINESS DETAILS

Full Name of Proposer Contact name and position within the company	
Business Name	
Business Address	
Postal Address	
Telephone Numbers	
Email Address	
Company Website	
Full Description of Business	
Date Cover Required From	

(Cover cannot apply until this proposal is accepted. The Policy will be renewable annually on this date.)

2. GENERAL QUESTIONS

1. Have you or any of your partners or directors either personally or in connection with any business in which you have been involved	<input type="checkbox"/> YES	<input type="checkbox"/> NO
a) previously held insurance for any of the covers to which this proposal relates at these premises or elsewhere?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES" please advise name of Insurers and Policy Number		
b) held any insurances (in respect of the covers to which this Proposal relates) which have subsequently been declined, terminated, refused renewal, or accepted subject to special terms?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES" please give details:		
c) ever been convicted or charged (but not yet tried) with a criminal offence other than a motoring offence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d) ever been declared bankrupt or are the subject of any current bankruptcy proceedings or any voluntary or mandatory insolvency or winding up procedures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If "YES" please give details:		



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e) had within the last five years any losses whether insured or not or had any claims made against you (in this or any existing or previous business)?

YES

NO

If "YES" please provide details in the table below:

Date & Year	Type of Claim	Brief Circumstances	Amount Paid / Outstanding	Post Loss Action Taken
			£	
			£	
			£	
			£	

2. Are all your final exit doors protected with adequate deadlocks and are all accessible windows fitted with window locks?

YES

NO

If "NO" give details

3. Do you have any form of intruder alarm or fire alarm fitted, if so are they in working order and regular maintained?

YES

NO

If "YES" give details

4. Is any work undertaken away from the premises?

YES

NO

If "YES" give details

5. Please provide number of persons employed

Work Type (e.g. Clerical, Manual, etc...)	No. of Employees
Managerial	
Clerical Administration	
Messenger	
Other	



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3. STANDARD COVER

	Risk Address #1	Risk Address #2	Risk Address #3	Sum Insured
Office Contents				£
Tenants Improvements				£
Business Machinery / Computers				£
Other				£
TOTAL				£

4. INCREASE TO STANDARD LIMITS

	Stated amount to be insured
Glass (Standard Limit £2,000)	£
Public Liability (Standard £1M)	£
Money In Premises during business hours / Transit (Standard £2,000)	£
Money Locked in safe outside of business hours (Standard £1,000)	£

5. SUPPLEMENTARY COVER

Please select option below and amount

- Buildings Insurance Declared Value £
- Loss Book Debts Sum Insured £
- Business Interruption
 - Additional Revenue Sum Insured £
 - Additional Expenditure £
 Or
 Indemnity Period Months

6. PERSONAL ACCIDENT

1. Please indicate cover required: i.e. 24 hour Accident only, Occupational Accidents only, Occupational Accidents and to and from work?

24 hour Accident only Occupational Accident only Occupational Accidents and to and from work

2. State the maximum number of employees who are likely to travel together or work together as a group.

3. State the estimated total number of members to be insured.



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No Of Employees	Type Of Work	Payroll / Total Salaries	Select Disablement Cover	Select Deferred Period
		£	<input type="checkbox"/> Death <input type="checkbox"/> Permanent Total Disablement <input type="checkbox"/> Temporary Total Disablement <input type="checkbox"/> Temporary Partial Disablement <input type="checkbox"/> Medical expenses	<input type="checkbox"/> 4 weeks <input type="checkbox"/> 13 Week <input type="checkbox"/> 26 weeks
		£	<input type="checkbox"/> Death <input type="checkbox"/> Permanent Total Disablement <input type="checkbox"/> Temporary Total Disablement <input type="checkbox"/> Temporary Partial Disablement <input type="checkbox"/> Medical expenses	<input type="checkbox"/> 4 weeks <input type="checkbox"/> 13 Week <input type="checkbox"/> 26 weeks

7. ALL RISK

Please indicate what property you would like to cover on an all risks basis.

Items	Sum Insured
	£
	£
	£
	£
	£

8. INFIDELITY OF EMPLOYERS

1. Please indicate if you wish cover on a basis of

Blanket basis Sum insured £

Individual basis
Please complete below

Employee's Name	Position in Company	Sum Insured
		£
		£



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COMPLAINTS PROCEDURE

Our aim is at all times to provide a first class standard of service. However, there may be occasions when you feel that this objective has not been achieved. Should you have any query or complaint regarding this insurance please write to Argus Insurance Company (Europe) Limited, PO Box 45, Unit G.04 West One, Europort Road, Gibraltar. If you are dissatisfied with the response you receive you should write to the Department of Consumer Affairs, 10 Governor's Lane, Gibraltar.

DATA PROTECTION - INFORMATION USES

Information you supply may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. In assessing any claims made, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossessions). Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators). With limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

MARKETING

Argus Group and its agents may use your information to keep you informed by post, telephone, facsimile, e-mail, text messaging or other means about products and services which may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. By providing us with your contact details, you consent to being contacted by these methods for these purposes.

FRAUD PREVENTION

In order to prevent and detect fraud we may at any time: share information about you with other public bodies including the Police; Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this. We and other organisations may also search these agencies and databases to: help make decisions about the provision and administration of insurance, credit related services for you and members of your accounts or insurance policies; Check your identity to prevent money laundering, unless you furnish with us other satisfactory proof of identity; Undertake credit searches and additional fraud searches. We can supply on request further details of the databases we access or contribute to.

CLAIMS HISTORY

Under the conditions of your policy you must tell us about Insurance related incidents (such as fire, theft or an accident) whether or not they give rise to a claim.

LAW APPLICABLE TO CONTRACT

You and the insurer are free to choose the law to this contract but in the absence of agreement to the contrary, the law of the country in which you reside at the date of the contract (or, in case of a business, the law of the country in which the registered office or principal place of business is situated) will apply. If you are not resident (or, in the case of a business, the registered office or principal place of business is not situated) in Gibraltar, the law which will apply is the law of Gibraltar.



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DECLARATION

Please read the Declaration carefully and then sign below. If there is more than one Proposer both should sign.

I/We declare that the answers given to questions asked in this Proposal are true and complete to the best of my/our knowledge and belief.

I/We understand that if I/we have not given full and true answers to all questions asked on this proposal that my/our insurance may not protect me/us in the event of a claim.

I/We understand that any material fact, which is information that may influence the Company in the acceptance of this insurance and the terms provided, has been disclosed and recorded.

I agree to accept and conform to the terms of the Policy when issued. A specimen copy of policy is available on request.

Name:

Position in Company

Date:

Signature of Proposer

No cover is in force until the Proposal has been accepted by Argus Insurance.