



6. Building, contents, and business interruption values at the locations to be insured:

<u>Location</u>	<u>Values:</u>	<u>Buildings</u>	<u>Contents</u>	<u>Building Interruption</u>
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7. Physical description of location(s) to insured: (include if possible, plan showing electricity and other utility supplies, delivery/dispatch areas, computer/EDP facilities, authorised entry points, guard posts, restricted areas):

8. Description of area surrounding location(s) to be insured:

a. Describe occupants of surrounding buildings.

b. Is it an area known to suffer from an above average crime rate?

c. Distance from nearest police station or army post.

9. Description of employees and operations at location(s) to be insured:

a. Number of employees and operating hours at each location:

b. Details of ethnic minorities, labour relations, and unions at each location:

c. Number and location of employees in building(s) outside normal working hours:

d. Are cleaning staff in-house or contract and what are their hours?

e. What businesses occupy other parts of the building(s) to be insured?

f. Do these other businesses attract press or public attention?

10. Description of security at location(s) to be insured:

a. Details of guard force, number, reports to whom, recruitment, training, duties:

Details of alarm systems, CCTV etc:

- b. Details of key system and control:
  - c. Details of perimeter fence and gates:
  - d. Details of access control procedures and equipment:
  - e. How is the building lit (inside and outside)?
  - f. Who locks the building at night?
  - g. Details of car parking arrangements:
11. Description of past history at location(s) to be insured:
- a. Give full particulars of any incidents or threats in the past 5 years.
  - b. Describe steps taken to deal with them and to prevent recurrence:
  - c. List all property loss for last 5 years:
12. Does the applicant, its directors and officers or any other known person have knowledge or information of any specific fact which may reasonably give rise to a claim under the proposed policy?

THE UNDERSIGNED AUTHORISED OFFICER OF THE CORPORATION  
DECLARES TO THE BEST OF HIS KNOWLEDGE THAT THE STATEMENTS  
SET FORTH HEREIN ARE TRUE.

**Authorised Signature of Applicant :** \_\_\_\_\_

**Name and Title of Authorised Officer :** \_\_\_\_\_

**Date :** \_\_\_\_\_