**Declaration:**

Have you the proposer, any director/partner of the business, either personally or in any business capacity:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ◦ Been bankrupt, insolvent, subject to bankruptcy/ insolvency proceedings |  Yes | [ ]  |  No | [ ]  |
| ◦ Had a proposal refused or declined |  Yes | [ ]  |  No | [ ]  |
| ◦ Had insurance cancelled or special terms imposed |  Yes | [ ]  |  No | [ ]  |
| ◦ Had any convictions for criminal offences  |  Yes | [ ]  |  No | [ ]  |

**Business Details:**

|  |  |
| --- | --- |
| ◦ Renewal Date |       |
| ◦ Legal Trading Status |  |
| ◦ Business Name |       |
| ◦ Nature of Business/Trade/Type  |       |
| ◦ Title |  |
| ◦ Forename  |       |
| ◦ Surname |       |
| ◦ Telephone Number |       |
| ◦ Email  |       |
| ◦ Website | www.       |
| ◦ Street Number/Name |       |
| ◦ Town/City |       |
| ◦ County |       |
| ◦ Postcode |       |
| ◦ Year Business Established |       |
| ◦ Years at Current Address |       |
| ◦ Number of Employees |       |
| ◦ Current Insurer |       |
| ◦ Material Facts | [ ]  None[ ]  The business is not self-contained with its own access[ ]  The location has a history of flooding[ ]  The property is made of non-standard materials[ ]  The property/adjacent property has signs of Subsidence [ ]  The Property is not solely for office use[ ]  The proposer is not the sole occupant of the premises[ ]  There is a cash machine (ATM) at the premises |

1. **Buildings Cover:**

|  |  |
| --- | --- |
| ◦ Do you require Buildings Cover | Yes [ ]  No [ ]  |
|  | If no, continue to section 2 Contents Cover. |
| ◦ Location |  |
| ◦ Occupancy |  |
| ◦ Which Floor does your Business Occupy |  |
| ◦ Is the Building Listed  |  |
| ◦ Approximately when was the Property Built |       |
| ◦ Is the Building in a Good State of Repair | Yes [ ]  No [ ]  |
| ◦ Required Cover (select only one) | [ ]  All Risks [ ]  All Risks plus Accidental Damage[ ]  All Risk plus Subsidence [ ]  All Risks plus Accidental Damage & Subsidence  |
| ◦ Buildings Cover Basis (select only one) | [ ]  Reinstatement [ ]  Indemnity |
| ◦ Buildings  | £       |
| ◦ Landlords Fixtures & Fittings  | £       |
| ◦ Tenants Improvements  | £       |
| ◦ Is Terrorism Cover Required | Yes [ ]  No [ ]  |
| ◦ Loss of Rent Payable/Receivable  | £       |

1. **Contents Cover:**

|  |  |
| --- | --- |
| ◦ Do you require Contents Cover | Yes [ ]  No [ ]  |
|  | If no, continue to section 3 Money Cover. |
| ◦ **Total** Contents Value | £        |
| ◦ Contents - Specified Items (included in total) | Please list any specialist items below:       |
|  | Is cover required for any of these items “All Risks” (i.e. away from office) Yes [ ]  No [ ]  |
|  | Which items, please list and also select the required cover:1. UK Only [ ]  UK & Europe [ ]  Worldwide
2. UK Only [ ]  UK & Europe [ ]  Worldwide
3. UK Only [ ]  UK & Europe [ ]  Worldwide
 |
| ◦ Computer Equipment (included in total) | £       |
| ◦ Other Electrical Equipment (included in total) | £       |
| ◦ All Other Contents (included in total) | £       |

1. **Money Cover:**

|  |  |
| --- | --- |
| ◦ Do you require Money Cover | Yes [ ]  No [ ]  |
|  | If no, continue to section 4 Transit.  |
| ◦ Money During Hours  | £       |
| ◦ Money Out of Hours, in Safe  | £       |
| ◦ Money in Transit/Bank Night Safe  | £       |
| ◦ Money Out of Hours, Not in Safe | £       |
| ◦ Money at Home  | £       |

1. **Items in Transit:**

|  |  |
| --- | --- |
| ◦ Do you require any Transit Cover | Yes [ ]  No [ ]  |
|  | If no, continue to section 5 Business Interruption. |
| ◦ Own Vehicles  | £       |
| ◦ Third Party Vehicles  | £       |

1. **Business Interruption:**

|  |  |
| --- | --- |
| ◦ Do You Require Business Interruption Cover | Yes [ ]  No [ ]  |
|  | If no, continue to section 6 Other Options. |
| ◦ Gross Profit/Revenue  | £       |
| ◦ Do You Require Loss of Book Debts | Yes [ ]  No [ ]  |
| ◦ Increased/Additional Cost of Working  | £       |
| ◦ Indemnity Period (months) |  |

1. **Other Options:**

|  |  |
| --- | --- |
| ◦ Legal Expenses  | Yes [ ]  No [ ]  |
| ◦ Personal Accident  | Yes [ ]  No [ ]  |

1. **Office Risk - Liabilities Cover:**

|  |  |
| --- | --- |
| ◦ Employers Liability (£10,000,000) | Yes [ ]  No [ ]  |
| ◦ Public Liability | Yes [ ]  No [ ]  |
| ◦ Select Limit of Indemnity  | £  |
| ◦ Annual Turnover | £       |
| ◦ Clercial/Sales Wage Roll (next 12 months) |       |

**General Questions:**

|  |  |
| --- | --- |
| ◦ Any Accidents or Claims in the Last 5 Years | Yes [ ]  No [ ]  |
|  | If yes, please give details.       |
| ◦ Intruder Alarm | Yes [ ]  No [ ]  |
| ◦ Alarm Type | [ ]  ABC[ ]  Audible[ ]  Central Station - Dial-Up Line[ ]  Central Station - Direct Line[ ]  Digicom[ ]  Dualcom[ ]  High Decibel Internal Sounder[ ]  Line - Site Security Office[ ]  Paknet[ ]  Police - Direct Line[ ]  Redcare[ ]  Redcare - GSM[ ]  Visual |
| ◦ Police Response | [ ]  Level 1[ ]  Level 2[ ]  Level 3[ ]  No Police Response |
| ◦ Additional Security Details | [ ]  Close Shackle Padlock – 5 (or more) Levers[ ]  Open Shackle Padlock – 5 (or more) Levers[ ]  Rim Lock[ ]  Rim Lock Automatic Deadlock[ ]  Rim Lock Automatic Deadlock – BS3621[ ]  Hinge Bolts[ ]  Steel Lined Doors[ ]  Bars on Windows[ ]  Anti-Ram Raid Bollards[ ]  External Grills[ ]  Proposer/Family Members/Employees Residing [ ]  Rim Deadlocks[ ]  Internal Grills[ ]  Shutters - Metal[ ]  Shutters – Wooden[ ]  Standard Non-Iron Grills[ ]  Encasement Devices on Computer Equipment[ ]  Lock Down Devices[ ]  Town Centre CCTV[ ]  Private CCTV[ ]  Other Monitored CCTV [ ]  24 Hour Security [ ]  Security Patrols[ ]  Guard Dogs |
| ◦ Risk Improvement Features | [ ]  Sprinklers[ ]  Fire Blankets[ ]  Fire Extinguishers[ ]  Smoke Detectors |
| ◦ Fire Alarm | [ ]  Bells Only [ ]  Automatic/Redcare System |
| ◦ Premises Heated by | [ ]  Gas or Electric Conventional Central Heating Pipes [ ]  Other Electric Heating (excluding portable/non-fixed)[ ]  Other  |

**Please email the completed form to** **admin@tcfellis.co.uk** **and we will respond within 48 hours.**

**Any Additional Information**

|  |
| --- |
|       |