



**GEMINIA INSURANCE COMPANY LIMITED**  
**6TH FLOOR GEMINIA PLAZA KILIMANJARO AVENUE**  
**P.O. BOX 61316 CITY SQUARE NAIROBI 00200 KENYA**  
**TELEPHONE: 2782000 FAX: 2782100**  
**Email: [info@geminia.co.ke](mailto:info@geminia.co.ke) WEBSITE: [www.geminia.co.ke](http://www.geminia.co.ke)**



### **BURGLARY PROPOSAL FORM**

All questions must be answered in full. Please use BLOCK letters and tick as appropriate.

**Broker/Agent** \_\_\_\_\_ **Policy No.** \_\_\_\_\_  
(for Company use)

#### **A: PARTICULARS OF PROPOSER**

Name(s) \_\_\_\_\_  
Postal Address: P.O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email address \_\_\_\_\_  
Fax Number \_\_\_\_\_ ID Card No. \_\_\_\_\_ PIN No. \_\_\_\_\_  
Contact Person(s) \_\_\_\_\_  
Date of Registration (for Companies) \_\_\_\_\_ Registration No. \_\_\_\_\_  
Profession / Occupation \_\_\_\_\_  
Does any financial institution have any interest on the property? ☐ Yes ☐ No  
If yes, state the name and address \_\_\_\_\_

#### **B: LOCATION OF PREMISES AND SECURITY MEASURES**

1) Location of Business :Name of building/Plot No/Street/Road/Region/Town \_\_\_\_\_  
2) 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? ☐ Yes ☐ No  
3) 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, supply details \_\_\_\_\_  
c) Are the premises fitted with i) Burglar Alarm System? ☐ Yes ☐ No  
ii) CCTV ☐ Yes ☐ No  
iii) Electric Fencing ☐ Yes ☐ No  
If yes, give details of the backup security Firm \_\_\_\_\_

#### **C: INSURANCE HISTORY**

4) Are you now or have you been Insured for this type of cover? ☐ Yes ☐ No  
If yes, please give name of Insurers and Policy No. \_\_\_\_\_

- 5) Has any Insurance Company or Underwriter ever
- a) Declined, cancelled or refused to renew your Insurance? ☐ Yes ☐ No
- b) Required an increased premium or imposed special conditions ☐ Yes ☐ No
- c) Repudiated any claim? ☐ Yes ☐ No
- If yes to any of the above, please provide details \_\_\_\_\_
- 6) Have you ever suffered a loss in connection with the type of Insurance now proposed ☐ Yes ☐ No
- If so, give details \_\_\_\_\_

#### **D: STOCK RECORDS AND BOOKS OF ACCOUNTS**

- 7) Are a complete set of stock records and account books maintained and regularly updated? ☐ Yes ☐ No
- 8) Are these stock records independently audited? ☐ Yes ☐ No
- 9) Are the records kept in a secure place during non-business hours? ☐ Yes ☐ No
- 10) In case of a loss, can the amount be ascertained from them? ☐ Yes ☐ No
- 11) If you do not keep stock and records, please describe how you would verify the amount of goods stolen in case of a burglary \_\_\_\_\_
- 12) Please give details of when the last Physical stock take was carried out \_\_\_\_\_

#### **E: GENERAL**

- 13) How long have you carried out this type of business? \_\_\_\_\_
- 14) Do the sums proposed for Insurance represent the full value of the property? ☐ Yes ☐ No
- 15) Has the property proposed for this Insurance been covered under a Fire Policy with Geminia Insurance Co. Ltd? ☐ Yes ☐ No
- If not, with whom is the property insured against fire? \_\_\_\_\_
- 16) 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

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

Description of Property to be insured	Total Value (Kshs)	1st Loss Sum Insured (Kshs.)
On stock in trade the, property of the Proposer, consisting of _____		
On similar property held by the Proposer in trust or on commission for which he is responsible.		
On Furniture, Fixtures and Fittings		
On Plant and Machinery		
On Office Equipment		
Other Contents if any to be specified and detailed _____		
<b>Total</b>		



**G: EXTENTIONS**

1. Hold Up ☐

**Period of Insurance** From: \_\_\_\_\_ To: \_\_\_\_\_ (both dates inclusive)  
**Cover** Loss or damage to property caused by theft following forcible and violent entry or exit

**Main** with involvement of employee or family member, losses to money and Equivalents, losses  
**Exclusions** which may be insured against under fire or plate glass policies, losses arising out of fire & allied perils, riot, strike & civil commotion, war, terrorism, political risks.

I/We hereby declare that the above answers and other particulars stated on this proposal are to the best of my/our knowledge and belief complete and true and that we have not withheld any information that might tend to influence the Company's decision regarding' this proposal and I/we undertake to exercise all ordinary precautions for the safety of the said property.

I/We agree that this declaration and answers shall be the basis of the contract between me/us and Geminia Insurance Company Limited.

**Note: This proposal form shall be completed and signed by the proposer.**

Date \_\_\_\_\_ Signature & Stamp or Proposer \_\_\_\_\_

Date \_\_\_\_\_ Signature & Stamp or Agent \_\_\_\_\_

Agents Remarks \_\_\_\_\_

**Liability does not commence until the proposal has been accepted by the Company and the premium paid.**

**Our Branches**

<b>MOMBASA</b> Diamond Trust Arcade, Moi Avenue P.O. Box 80043 - 80100, Mombasa Tel: 041-2228332/2227865, Fax: 041-2228168 Mobile: 0770271739 Email: <a href="mailto:mombasa@geminia.co.ke">mombasa@geminia.co.ke</a>	<b>ELDORET</b> Iten Road P.O. Box 7484 - 30100, Eldoret Tel: 053-2063358 Fax: 053-2062771 Mobile: 0770 271715 Email: <a href="mailto:eldoret@geminia.co.ke">eldoret@geminia.co.ke</a>	<b>KISUMU</b> Block A, 4th Floor, Mega Plaza, Oginga Odinga Road, P.O. Box 9230 - 40100, Kisumu Tel: 057-2020722 / 2023824, Fax: 057-2020723 Email: <a href="mailto:kisumu@geminia.co.ke">kisumu@geminia.co.ke</a>	<b>KISII</b> Ouru Complex Ground Floor P.O.Box 2546-40200, Kisii Tel: 058-30303 Email: <a href="mailto:kisii@geminia.co.ke">kisii@geminia.co.ke</a>
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For Office Use Only

Examined	
By:.....	Date.....
Rates .....	Terms.....
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## **OUR PRODUCTS**

### **General Insurance**

Fire Insurance  
Loss of Profits following fire  
Terrorism & Political Violence Insurance  
Domestic Package

Marine Insurance includes piracy  
Goods in Transit Insurance

Burglary Insurance  
Money Insurance  
Fidelity Guarantee Insurance  
All Risks Insurance  
Golfers Insurance  
Bonds  
Pedal Cycle Insurance  
Plate Glass Insurance

Private Car Insurance  
Commercial Vehicle Insurance  
General Cartage Insurance  
Motor Cycle Insurance  
Work Injury Benefits Act Insurance  
Employers Liability  
Public Liability  
Product Liability  
Professional Indemnity Insurance

Personal Accident  
Group Personal Accident

Machinery Breakdown Insurance  
Loss of Profits due to Machinery Breakdown  
Contractors All Risk  
Contractors Plant & Machinery  
Erection All Risk  
Electronic Equipment Insurance

### **Life Insurance**

Geminia Term Assurance  
Geminia Whole Life Assurance Plan  
Geminia Endowment Assurance (Money Back)  
Geminia Anticipated Endowment Assurance  
Geminia Edmaster Policy (Education)  
Geminia Child Deferred Assurance  
Geminia Joint Life Assurance Plan  
Geminia Employee Benefits Scheme  
Funeral Expense

Group Life  
Mortgage Protection & Mortgage Plus  
Credit Life

Bima Yangu  
Mwavuli Policy  
GemStar Gold