



Artinsure Underwriting Managers PTY Limited

Insurance for Museums

Underwritten by





Insurance For Museums Proposal Form

INTRODUCTION

The policy has been designed to meet the needs of Museums. In accordance with the terms and conditions within this policy we will insure you against physical loss or physical damage to your collection as specified in the schedule. We will insure you during the period of insurance for which we have accepted your premium. We will do this so long as you have paid the premium and all the terms and conditions of the policy are complied with.

The policy is underwritten by The Hollard Insurance Company Limited

Before any question is answered please read carefully the declaration at the end of this proposal which you are required to sign. Please answer all questions in full. Tick Yes/No boxes and initial the bottom of each page in the grey shaded box provided. Please note that if the space provided is insufficient there is further space provided at the end of the proposal form.

POLICYHOLDER DETAILS		Inception Date:
Museum Name:		Contact Name:
Company Type:	Nature of business:	
Physical Address of items to be insured (premises):		
		Code:
Postal Address:		
		Code:
Tel. No. :	Fax No. :	
E-mail:	Broker:	

ADDITIONAL PREMISES WHERE ITEMS ARE TO BE INSURED

- 1
- 2
- 3

AMOUNTS TO BE INSURED All items must be individually listed by the proposer stating for each item the amount for which insurance is sought, which is to be the fair market value. The list must be submitted with this proposal. An independent professional valuation/appraisal may be required and should be forwarded with this proposal if available.

	Total Value
Antique Furniture	
Books	
Carpets	
Clocks	

Please Initial Here

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Clocks (small)	
Gold Silver and other precious metals	
Jewellery	
Maps	
Metalware	
Musical Instruments	
Numismatics	
Objects of Virtue	
Pictures, Paintings, Sketches, Prints and the like	
Philatelic	
Porcelain, pottery, ceramics, glass, jade and other items of a brittle or fragile nature	
Scientific instruments	
Statues and sculptures of a non fragile nature	
Statues and sculptures of a fragile nature	
Small collectibles	
Sporting Memorabilia	
Other (please provide details)	
Total Value	

TRANSITS Your property can be insured for transits away from the premises.	
Would you like a quote for transits ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify amount of insurance required for transits within South Africa	ZAR
Specify amount of insurance required for transits worldwide	ZAR

TRANSITS YOUR PROPERTY CAN BE INSURED FOR ENTRUSTMENTS TO THIRD PARTIES.	
Would you like a quote for entrustments ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify amount of insurance required for entrustments South Africa	ZAR

Please Initial Here



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DEFECTIVE TITLE Defective title insurance may be available to meet claims should they arise during the policy period on items purchased during the policy period from members of recognised art and antique associations.	
Would you like a quote for defective title insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specify amount of defective title insurance required	ZAR

CONSTRUCTION AND USE OF PREMISES Are the premises (including outbuildings):		
Built of brick, stone or concrete and roofed with slate, tile, asphalt, metal or concrete and in good condition and repair?	Yes	No
Used for any business or professional purposes or open to the public?	No	Yes
Regularly left unattended by night?	No	Yes
Do you intend to carry out work on the premises insured involving contractors?	No	Yes
Is the house visible from the street?	Yes	No
Is the house in an established built up area?	Yes	No
Are there streetlights	Yes	No
Is it a corner stand	No	Yes
Are the premises in a boomed area	Yes	No
Are the premises adjacent to any vacant stands	No	Yes
Are the premises within a secure gated complex?	Yes	No
Are the premises near a school, recreational park, sports ground, golf course or shopping center	No	Yes
Is there any construction taking place in the vicinity of the premises?	No	Yes

If you ticked any of the grey shaded boxes in response to the above questions please provide details here. If there is insufficient space please continue on the blank page provided at the end of this proposal form.

Please Initial Here

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SECURITY MEASURES			
Are the premises fully walled with a complete and stable wall?		Yes	No
How high is the wall?			Meters
What types of deterrent toppings are there on the wall?			
If it is electric is it linked to the alarm system?		Yes	No
Do opening windows have bars?		Yes	No
If no which ones?			
Do the windows have any additional locks or covers		Yes	No
Are there any sliding or louver windows?		Yes	No
If yes what protection do they have?			
Do any non opening windows have bars?		Yes	No
If yes which ones?			
Do all exterior doors have security gates?		Yes	No
If no which ones do not have security gates.			
Are the premises protected by an alarm system		Yes	No
Is the alarm system linked to an armed response company?		Yes	No
Is the alarm system a siren only?		Yes	No
Who fitted the alarm system?			
When was the alarm system fitted?			
Is the alarm system activated by fixed panic buttons		Yes	No
Is the alarm system activated by remote panic buttons		Yes	No
Is the alarm system activated by passive infra red sensors?		Yes	No
Is the alarm system activated by contact sensors?		Yes	No
Is the alarm system activated by glass break detectors?		Yes	No
Is the alarm system fully operational?		Yes	No

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Is there an alarm back up battery		Yes	No
Is the alarm tested regularly		Yes	No
Is an alarm activation report available?		Yes	No
Does the alarm protect all areas containing the insured items?		Yes	No
If you have a safe please specify its make			
How is the safe secured to the property?			

Please note that we may decide to perform a survey at the insured premises at our cost.

PREVIOUS INSURANCE, LOSSES AND OTHER INFORMATION	
Name of previous insurers and brokers including dates:	
Date of expiry of previous policy	
Has any insurer declined to accept, cancelled, refused to continue or agreed to continue only on special terms any insurance for the proposer or any other person to whom this insurance would apply?	
If yes please provide details here	
Has the proposer, or any other person whose property is to be insured, sustained any loss or damage during the last six years which would have been covered by this type of insurance had it been in force? If Yes, state: (a) approximate date of each loss or damage (b) circumstances and amount of each loss or damage (c) with whom the property was insured	

Please Initial Here



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<p>Have you, or any other person residing with you, ever been convicted of arson or any offence involving dishonesty, e.g. fraud, theft or handling stolen goods? If Yes, give details</p>	
<p>Is there any other factors affecting this insurance of which you are aware? If Yes, give details</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

ADDITIONAL INFORMATION
If you have been unable to complete your response to any of the above questions in the space provided please use this space.

Please Initial Here



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DECLARATION

You must read this before signing below.

To the best of my knowledge and belief the information provided in connection with this proposal is true and I have not withheld any material facts. I understand that non-disclosure or misrepresentation of a material fact will entitle underwriters to avoid this insurance. (A material fact is one likely to influence acceptance or assessment of this proposal by underwriters. If you are in any doubt as to whether a fact is material or not you must disclose it.) I understand that the signing of this proposal does not bind me to complete the insurance but agree that, should a contract of insurance be concluded, this proposal and the information provided in connection with it forms the basis of the insurance and will be relied upon by the insurers in deciding whether to accept this insurance.

By signing this Proposal Form I consent to you using the information that you may hold about me for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about me where this is necessary. I understand and accept that this may mean that you have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than myself, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to you and its use by yourself as set out above. The information provided will be treated in confidence. I have the right to apply for a copy of your information and to have any inaccuracies corrected.

In terms of policyholder protection legislation, it is an offence for anybody other than the proposer to sign a proposal form and it is hereby brought to my attention that I should not sign any blank or partially completed forms.

I hereby warrant that I am duly and properly authorised to sign this Declaration and Proposal Form for and on behalf of the Proposer

Signature of proposer

Date

Complaints

Any enquiry or complaint You may have regarding Your Policy, or a claim notified under Your Policy may be addressed to the broker acting on Your behalf or directly to Artinsure at:

Postal address: Post Net Suite 176, Private Bag X18, Milnerton 7435
Telephone number: 0861 111 096

If You are not satisfied with the way the complaint has been dealt with You may ask Hollard Insurance Partners (Contact Person Rina Vos) to review Your case at:

Postal address: PO Box 87419, Houghton, 2041
Telephone number: (011) 351 1441

If You are not satisfied with the way a claim has been dealt with You may refer Your case to the Short Term Insurance Ombudsman at:

Postal address: PO Box 32334, Braamfontein, 2017
Telephone number: (011) 726 8900

Please have full Policy details and Policy number with You to enable Your complaint to be dealt with speedily.