



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