



Jewellers Block Proposal Form

Period of Insurance	From:	To:
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Company Details

Full Name of Proposer(s):	
Company Name:	
Trading Name:	
Business Address:	
Postal Address	
Telephone:	
Email:	
Fax:	
Website:	
Mobile:	
ABN:	
Years of Operation:	
Principal(s):	

Business Operations

Type	% of Turnover
Retail:	
Wholesale:	
Manufacturing:	
Valuer:	

Premises

Age of Building:	
Construction of Walls:	
Construction of Floors:	
Construction of Roof:	



Fire Detection

	Answer Yes/No or enter details
Do the premises have Sprinkler System?	
Do the premises have Fire Extinguishers:	
Do the premises have Hose Reels?	
Do the premises have Smoke Detectors:	
Are smoke detectors connected to alarm system?	
Are premises occupied at night? If yes, <i>by whom?</i>	

Security Protection

	Answer Yes/No or enter details
Type of Alarm	
Name of Monitoring Company	
GSM Back Up	
CCTV's	
Movement Detectors	
Glass Sensors	
Panic Buttons	

Provide details on each of the following and how they are protected (e.g. types of locks, bars, sensors)

	Alarmed? Yes /No	Details
Outer Doors:		
Windows:		

Safes

Make/Model of Safe:		Is the safe torch and drill resistant?	Yes / No
Year of Manufacture:		Is the safe connected to the alarm system?	Yes / No
Approx. Size/Weight		Is there a strong room?	Yes / No

Windows and Showcases

Describe Type	Description (e.g. Plate Glass, Laminated Glass, Bullet Proof Glass, Other Glass Type)
Display windows:	
Showcases:	



Coverage Details

Valuation Basis

On what basis do you want claims settled?	
Unless otherwise agreed and noted on the schedule, claims in respect to stock and merchandise in the custody of the Insured will be settled on an Historical Cost Price Basis as evidenced by the Insured's books kept in the normal course of the business. Furniture, Fixtures and all other Contents will be on Cost of Reinstatement and/or Replacement Value at the time of the loss or damage.	

Stock Value Declaration

What were the average and maximum annual values during the last 12 months:	Average	Maximum
1. Your own jewellery, gold, precious stones, pearls, watches, etc.		
2. Your own silverware, porcelain, crystal ware, giftware, etc.		
3. Your own money / banknotes		
4. Customers goods for repair, valuation or other activity entrusted to you		
5. Goods in trust, on approval or consignment from a third party		
TOTAL COMBINED VALUE OF ALL STOCK VALUE ITEMS		

Sums to be Insured

Stock - Your own stock, money, customer's goods and goods on consignment from third parties.	
Seasonal Increase – Additional sum insured for your own stock, customer's goods and goods on consignment during peak seasonal periods (e.g. Christmas, Easter, Mother's Day).	
Contents - All contents, fixture & fittings, machinery, safes, alarm systems other than stock or goods in trust (including Landlord's Fixtures and Fittings).	
General Property e.g. Portable Electronic Equipment – Covered Anywhere in Australia.	
Directors and Employees Personal Effects - Automatic cover is \$5,000 any one event including \$2,000 any one person. Please enter the amount you require.	
Damage by Thieves - Automatic cover is \$10,000. Landlords Fixtures and Fitting that you are legally liable for. Please enter the amount you require.	
Removal Of Debris - Automatic cover is \$50,000. Please enter the amount you require.	
Glass & Signwriting - Automatic cover is \$25,000. Please enter the amount you require.	

Values Out Of Safe (Whilst your store is closed)

What will be the maximum total value of all your Jewellery and other Stock, left out of a locked safe or strong room:	Maximum Value	Limit any one Item
Outside of business hours		
During Temporary Closings (e.g. Lunchtimes if applicable)		


Outside Limit

In respect of all insured property (including Stock/Money carried to and from the bank or safe deposit), by yourselves, your representatives or agents. (Excluding Brokers)

State/Territory Wide – Names of all persons	No. of Travel Days Per Annum	Average Value Per Carry	Maximum Value Per Carry
Australia Wide – Names of all persons			
Overseas – Names of all persons			

Outward Entrustments

	Average Value	Maximum Value
Estimated value at any one time entrusted to third parties within Australia?		
Estimated value at any one time entrusted to third parties Worldwide?		

Sendings

Estimated property to be sent or received during the next 12 months

Australia Wide		World Wide	
Annual Estimate		Annual Estimate	
Average Per Send		Average Per Send	
Couriers/Carriers mainly used:		Couriers/Carriers mainly used:	

Home Risk

Does any principal or employee take stock home for any purpose, including part of travel?

If yes, please provide details:

Name	Address	Maximum Value	Full security details E.g. Safe, alarm	Is Stock left unattended?


Exhibitions and Displays

Do you intend to exhibit or display stock away from your premises during the coming 12 months? If yes, please provide details. Automatic Cover is \$10,000. Please enter the amount you require.

Date	Name of Exhibition or Show	Maximum Value of Items Exhibited

Wearing Risk Extension

Stock items worn by Principals, Employees or other Designated Persons. Automatic Cover is \$10,000. Please enter the amount you require.

Maximum value of items to be covered on any one occasion	\$
Approximate number of times per annum this cover will be required	_____

Working Upon Cover - (Repair and resetting of Finished Goods)

Please select the limit required for Finished Goods being worked upon (repair and/or resetting)	\$
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Windows and Showcases

Total Number of Display Windows:		
Total Number of Inside Showcases:		
Number of Outside Showcases (e.g. in a Hotel Foyer):		
	During Business Hours	Outside Business Hours
Maximum value any one display window		
Maximum value all display windows		
Maximum value any one article, any one display window		
Maximum value any one inside showcase		
Maximum value all inside showcases		
Maximum value all outside showcases		

Public and Products Liability



Limit of Indemnity required (\$10,000,000 or \$20,000,000)	
Estimated Annual turnover for the coming 12 months?	
Total number of staff:	

Valuers Professional Indemnity

If this cover is required please consult your Arthur J Gallagher broker

Employee Dishonesty

Please enter the limit if you require this cover	
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Business Interruption

Estimated Gross Profit for the coming 12 months (e.g. Sales less Cost of Goods)	
Additional Increased Cost of Working	
Accounts Receivable	
Claims Preparation Costs	
Indemnity Period - Please enter the number of months required.	

Claims History

Please list all loss or damage sustained (whether insured or uninsured) over the last 5 years which would have been covered by this type of insurance had it been in force. If no claims then please enter NIL. Please do not leave this section Blank			
Date of Loss	Insurer	Full Details of the Claim	Amount Paid

Risk Management

Details	Yes/No
Are all keys removed from the premises or placed in your locked safe outside of hours?	
Are your display windows and showcases kept permanently locked and keys removed?	
Do your staff have portable panic buttons?	
How many staff are present during opening and closing time?	

Administration



Details	Yes/No
Do you keep records of all sales/purchase transactions? Note: Policy conditions may preclude your rights to indemnity if proper records are not kept.	
Do you give receipts for goods left with you for repair, valuation, sale or any other purpose?	
Do you use entrustment, approbation, repair or valuation notes for all outgoing goods for which you own or have accepted liability?	

Associations & Buying Groups

Please select as below

JAA	<input type="checkbox"/>	Nationwide	<input type="checkbox"/>
Leading Edge Group	<input type="checkbox"/>	Other	<input type="checkbox"/>
Showcase	<input type="checkbox"/>		

References

Unless proposing for renewal, please provide a references from your industry	
Name:	

Notes / Additional Information

Please details other notes or additional information you feel is relevant to declare

How did you hear about Arthur J Gallagher Insurance Brokers?

Via JAA	<input type="checkbox"/>	Via Web Search	<input type="checkbox"/>
Via Leading Edge Group	<input type="checkbox"/>	Via Referral	<input type="checkbox"/>
Via Other Buying Group	<input type="checkbox"/>	Other	<input type="checkbox"/>

Declaration:

I/We, the undersigned, after enquiry declare as follows:

- I/We am/are authorised by each of the other Applicants to complete this Proposal Form.
- I/We have read and understood the Important Notice section of this Proposal Form.
- I/We have read this Proposal Form and acknowledge the contents of same to be true and complete.
- I/We understand that, up until a contract of insurance is entered into, I/We are under a continuing obligation to immediately inform Insurers of any change in the particulars or statements contained in this Proposal Form or in the accompanying documents

Name of Proposer:

Title / Position of Proposer:

Signature of Proposer:

Date:



Important Notices

1. Your Duty of Disclosure

Before you enter into a contract of general insurance with an underwriter, you have a duty, under the Insurance Contracts Act 1984, to disclose to the Underwriter every matter that you know, or could reasonably be expected to know, is relevant to the Underwriter's decision whether to accept the risk of the Insurance and, if so, on what terms. You have the same duty to disclose these matters to the Underwriter before you renew, extend, vary or reinstate this contract of general insurance.

Your duty, however, does not require disclosure of any matter:-

- that diminishes the Underwriters risk.
- that is of common knowledge;
- that the Underwriter knows, or in the ordinary course of business, should know;
- as to which compliance with your duty of disclosure is waived by the Underwriter

Non-Disclosure in Relation to Contracts of General Insurance - If you fail to comply with your duty of disclosure the Underwriter may be entitled to reduce the liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the Underwriter may also have the option of avoiding the contract from its beginning.

2. Subrogation

Your policy of insurance provides that you will not be able to recover under it if you enter into or have entered into any agreement which excludes or limits your right of recovery from other parties; therefore you must not have agreed and must not agree to give away any of your rights because this will affect the insurers right to recover under Subrogation from other parties.

3. Average/Co-Insurance – Property

The insurance contract, which you have entered into, may be subject to an Average and/or Co-Insurance provision. This provision means that the sum insured you select is adequate to represent the value of the property insured, calculated in accordance with the cover being arranged, otherwise you will be under insured and in the terms of the Average/Co-Insurance provisions of your policy you may be responsible for paying part of the loss you actually suffer.

4. Average/Co-Insurance - Business Interruption

The application of average applies to business interruption and is fully set out in the Basis of Cover. For the types of cover most usually provided the average calculation is arrived at by applying the rate of gross profit to the turnover, both factors first being adjusted appropriately as provided for in the trend of business clause. In other words if you base your cover on too low an amount you will contribute proportionately to any loss. It is most important that you also include an adequate indemnity period. If you are not back to normal trading conditions by the time the indemnity period expires then you will have a further uninsured loss.