

PROPOSAL FOR EMPLOYERS' LIABILITY (COMMON LAW) INSURANCE



Summary Indemnity to the Employer against legal liability under Common Law for damages and claimants costs and of expenses of litigation in respect of bodily injury by accident or disease caused to employees during the Cover Period of Insurance and arising out of and in the course of that employment by the Employer in the Business and directly related to breach of Common Law or statutory duty by the Employer and in addition indemnity in respect of all costs and expenses incurred by the Employer with the Company's written consent subject to the terms, jurisdiction clause, exceptions, conditions and warranties of the Company's Employers Liability (Common Law) Policy

Thank you for taking time to fill in this form. Fidelity Shield Insurance Company Limited is committed to processing your personal information according to the provisions of the Data Protection Act, 2019. Please take time to carefully read the Privacy Notice attached at the end of this form before filling in your details for more details about how we collect, use and safeguard your personal information.

Name in full _____

Postal Address _____ Telephone No: _____

Business Address _____

Business _____

Particulars of Work _____

PERIOD OF INSURANCE REQUIRED from _____ To _____

All questions must be answered fully. Ticks or Dashes are not sufficient. Please note carefully that the truth of the statements and answers in this proposal are conditions precedent to any liability of the Company to make any payment under the Policy.

1. Does any law or regulation governing the conduct or maintenance of premises apply to your Premises?

(a) If so, name such laws and regulations _____

(b) Have you carried out all the obligations imposed on you by such laws and regulations? _____

2. (a) Have you any circular saws or other machinery driven by steam, gas, water, electricity or other mechanical power?

(a) Yes/No _____ If Yes, give details _____

(b) Do you have any boilers?

(b) Yes/No _____ If Yes, give details _____

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2. (c) Are your ways, works and plant properly fenced and guarded and otherwise in good order and condition?

Yes/No _____ If Yes, give details _____

3. Do you use acids, gases, chemicals or explosives?

Yes/No _____ If Yes, give details _____

4. Do you handle or use radio isotopes, radioactive substances, or other sources of ionizing radiations?

Yes/No _____ If Yes, give details _____

5. (a) Are you at present insured or have you ever proposed for a Workmen's Compensation (Act Limits)

Policy with the Company?

(b) Are you at present insured or have you ever proposed or any insurance in respect of your legal liability under Common Law to your employees?

(1) If so, please state number of policy _____ and name of Insurer(s) _____

(c) Have such proposals or renewals ever been declined or withdrawn?

(1) Yes/No _____ If Yes, give details _____

(d) Have increased rates been required for such proposals or renewals?

(d) Yes/No _____ If Yes, give details _____

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SCHEDULE 1 – EMPLOYEES COVERED UNDER THIS POLICY

Estimated Annual wages, Salaries & Other Earnings

For Use by Insurer Only

Description of employees (List each type separately)	Estimated No. of Employees	Cash	Value of Food, Fuel Quarters & Other	Total	Rate Per Mille	Premium	Classification Number
a)							
b)							
c)							
d)							
e)							
f)							
g)							
h)							
						TOTAL PREMIUM	

SCHEDULE 2 – ALL OTHER EMPLOYEES

Estimated Annual wages, Salaries & Other Earnings

For Use by Insurer Only

Description of employees (List each type separately)	Estimated No. of Employees	Cash	Value of Food, Fuel Quarters & Other	Total	Rate Per Mille	Premium	Classification Number
a)							
b)							
c)							
d)							
e)							
f)							
g)							
h)							
						TOTAL PREMIUM	

SCHEDULE 1 & 2 GRAND TOTAL PREMIUM _____

Please note that it is a condition of this Policy that the Estimated Annual Wages, Salaries and other Earnings are required to be certified annually by your Auditors within three months of the expiry date of the period of Insurance.

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7. Give the following information in respect of the past three years:

Year	Wages, Salaries & Other earnings	No. of accidents to your employees (whether or not involving claims)
20_____		
20_____		
20_____		

CLAIMS

SETTLED		OUTSTANDING	
Number	Cost	Number	Cost

LIMITS OF LIABILITY – SELECT ANY ONE OF THE FOLLOWING OPTIONS (A/B/C/D)

	A	B	C	D
Number	Cost	Number	Cost	
Any one Person	K.Shs. 2,000,000	K.Shs. 4,000,000	K.Shs. 6,000,000	K.Shs. 8,000,000
Any one event	K.Shs. 10,000,000	K.Shs. 15,000,000	K.Shs. 20,000,000	K.Shs. 25,000,000
Any one year	K.Shs. 20,000,000	K.Shs. 30,000,000	K.Shs. 40,000,000	K.Shs. 50,000,000
Option Selected	Yes/No	Yes/No	Yes/No	Yes/No

I/We the undersigned desire to affect an insurance in terms of the Policy to be issued by the Company against my/our Common Law Liability as above mentioned. I/We agree to keep a proper Wages Book and to render at the end of each Period of Insurance a statement in the form required by the Company of all wages, salaries and other earnings which shall be duly certified by our Auditors and to pay premium on any amount in excess of the amount estimated above. I/We hereby declare that all the above statements and particulars which I/We have read over the checked are true that I/We have not suppressed, misrepresented or mis-stated any material fact, that I/We have fairly estimated the total amount of wages, salaries and other earnings and I/We agree that this declaration shall be the basis of the contract between me/us and the Company.

I hereby declare to the best of my knowledge, that the personal information provided in this form is true, complete, and accurate. I will immediately inform the Company in writing of any changes to the information or details provided in this form.

Date _____

Signature of Proposer _____

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Fidelity Shield Insurance Company would, on occasion, like to keep you updated about its products and services which it considers may interest you.

Please tick any of these boxes indicating how you wish to receive our updates.

SMS Phone Call

Email

If you wish to opt out of receiving these communications, please send us an email at info@fidelityshield.com or writing to us at P. O. BOX 47435 or call us on +254(0)709988000..

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PRIVACY NOTICE

Fidelity Shield Insurance Company Limited ("THE COMPANY" "The Company" "We" "Us") is a leading general insurance service provider offering a wide range of insurance products and services to individuals, corporates, small and medium enterprises, and the government. The company continuously reviews its operating processes, products and services to ensure that it sustainably delivers quality to exceed its customers' expectations.

This Privacy Notice provides an overview of information we collect about you, how we use and safeguard it. Please click this link to read the Company's Corporate Privacy Notice. <https://fidelityshield.com/>.

1 Scope of this Privacy Notice

This Privacy Notice applies to our customer (new & existing), agents/brokers or anyone who interacts with us regarding our services in any way. We refer to these individuals as ("you," "your") in this Notice. This Privacy Notice informs you of how we process, use and safeguard your personal information.

2 How we collect your personal data

We collect personal data directly by email, phone call or by hardcopy forms, book entries or correspondence such as letters. We also collect your information indirectly when you purchase our products or make enquiries or complaints through our website or through CCTV installed at any of our offices. When you give us any information about other people, you must ensure that they have Notice of this Privacy Notice and are comfortable with you disclosing such information.

3 Categories of personal data we collect.

We process the following categories of personal information about you: biodata, contact information, identification information, location data, source of income, claims details, response given to questions contained in our proposal or claim forms, information contained in policy documents, premium details, online identifies such as cookies and related tags, past claims history, any questions and complaints you may have. We also process sensitive personal data such as your gender, sexual orientation, marital status, property details including financials and health data. In relation to your beneficiaries and next of kin, we may process their biodata including names, contact information and location data.

4 How we use your personal data

The information you provide us will be used to process your insurance claim, to underwrite insurance products and provide you policy covers, process premiums, generate quotes, conduct KYC background checks before issuing you policy covers, seek valuation services before issuing you policy cover, to determine whether to engage the services of loss assessors, investigators or adjusters, to evaluate the legitimacy of your claim, to facilitate payment of your claim, process your renewal policy requests, send you promotional materials, establish exercise and defend legal claims and to comply with our legal obligations.

Should you fail to provide any or all the information requested in this form, we may not be able to offer our full range of services to you or offer our services as effectively as we wish to.

5 Sharing your personal data

We share your personal data within the company on a need-to-know basis. We also share your data with other third parties who help us provide services to you (for example website service providers, loss assessors, investigators and adjusters and consultants). We may also share your information when required to by law or court order. We take all reasonable steps to secure your data whenever we share it with third parties including vetting all third parties and, where appropriate, signing processing agreements with them. You can read more about what information may be shared in what circumstance in our full Privacy Notice.

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6 International data Transfers

We may transfer your personal data outside Kenya to: -

- o Website services providers
- o Cloud service providers

We only share your data internationally to countries with appropriate safeguards as determined by law. We also put in place additional measures like processing agreements to safeguard your data. You can read more about what information may be transferred internationally and in what circumstance in our full Privacy Notice.

7 Lawful grounds for processing your personal data.

We process your personal data on the following legal bases: -

- o informed consent
- o a requirement for performance of a contractual obligation
- o compliance with our legal obligations
- o our legitimate interests and for historical
- o statistical, journalistic, literature and art or scientific research.

We process personal data relating to next of kin and beneficiary on the following legal bases: - to perform contractual obligations, to comply with our legal obligations, for other legitimate interests and for historical, statistical, journalistic, literature and art or scientific research purposes.

8 Data Security

We have taken appropriate technical, physical, legal, and organizational measures consistent with applicable privacy and data security laws to protect the confidentiality, integrity and availability of your personal information.

9 Data Retention

We will use your personal data for as long as is necessary to fulfil the purpose for which was collected. We have policies and procedures in place that specify how long we keep your data in line with the law. We have also selected appropriate disposal methods for your personal data. You can read more about our retention and disposal procedures in our full Corporate Privacy Notice. If you no longer wish for us to hold your data, you can contact us by info@fidelityshield.com.

10 Your rights and duties

You have the right to be informed how we use your personal data. You also have the right to access your information and to ask us to correct, erase and restrict the use of your information. Additionally, you have the right to object to your information being used by us and to receive your personal data in a structured, commonly used, and machine-readable format and to transmit the data to another data controller or data processor without any hindrance. Where you have provided consent for use of your child's information, the transfer of your sensitive data internationally, the use of your personal data for commercial purposes or any other consent, you may withdraw your consent at any time. You also have the right to human intervention in any automated decision- making we may undertake using your data.

You have a duty to promptly inform us of any changes to your personal information.

11 How to Exercise Your Rights

If you wish to exercise any of your rights and freedoms rights or duties, please contact us on info@fidelityshield.com. We may contact you periodically to verify your personal information and to inform you of any changes to our Privacy Notice.

12 Our Contacts

If you have any questions, comments, complaints or suggestions about this privacy policy, or any other concerns about the way in which we process information about you, please contact us at info@fidelityshield.com or write to us at P. O .Box 4743.