



FIDELITY INSURANCE CENTRE, WARIDI LANE,
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PROPOSAL FOR DIRECTORS AND OFFICERS LIABILITY

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.

IMPORTANT NOTICE:

Please answer **all** questions fully.
 If the space provided is insufficient, a separate sheet should be attached.

This form may be used for renewals or new business. Or renewals, in the case of renewals, the underwriters must receive the completed form, and acceptance of the renewal terms advised to them prior to renewal date, failing which no cover exists after such date.

AGENT:	POLICY NO.
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FULL NAME

FULL ADDRESS:

TELEPHONE No.

AGENCY.....

PROPOSERS VAT REGISTRATION NUMBER.....

PERIOD OF INSURANCE:	From:	To:
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1. The Company has been continuously in business since (date)?

2. The company has continuously paid dividends on its

a) Ordinary Shares since _____ (date)

b) Preference Shares since _____ (date)

3. The annual election date of Directors of the

Company The compulsory retirement age, if any of

i) Directors of the Company

ii) Officers of the company

4. Subsidiary Companies:

Name(s)	Business of the Subsidiary	% of Ownership	Date Acquired

5. In the applicable category below, state details of the annual year-end figures for the past three years of the Company and all Subsidiary Companies.

Show currency applicable:	2007	2006	2005
Banks and Industries	Total deposit		
Commercial companies	Gross turnover		
Insurance companies (including brokers)	Written gross premium		
Utilities (e.g water gas electricity)	Gross revenue		
Transportation company	Gross revenue		

10. Shares - please advise:

- a) Total number of ordinary shareholders
- b) Total number of ordinary shares
- c) Total number of ordinary shares owned by the Company's Directors
- d) Total number of ordinary shares owned by the Company's Officers (Not Directors)

11. Are there any shareholders who own 10% or more of the issued shares?

Yes No

If so, detail the shareholders and percentages owned:

12. Please list those Personnel to be covered by the Policy and their duties of the general areas of their responsibility. These would presumably be the Directors, Managers and other Officials authorized to sign and act on behalf of the Company with a note of their responsibility e.g. Manager of the Motor Department.
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13. a) State Limit of Indemnity required

b) Please state amount prepared to bear uninsured in respect of each and every claim

14. Within the scope of this proposed insurance
Has any claim been made or is now pending against any person proposed for insurance In the capacity of either director or officer of the company

Yes No

If yes, please give details.

Has any Officer or Director of the Company any knowledge or information of any neglect act, error or omission which might give rise to a claim against them?

Yes No

If yes, please give details.

NOTE

It is agreed, if such knowledge or information exists, any claim or action subsequently arising therefrom shall be excluded from the proposed insurance.

15. Has the Company, its Directors and Officers ever been involved in or have any knowledge of any pending litigation?

Yes No

If Yes, please give details.

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16. State the name and address of the Bankers wherein the Company maintains its principal Bank account.

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17. Is it proposed to implement within the period of the proposed insurance:

- a) An expansion programme

Yes No

- b) A takeover of another Company

Yes No

- c) An amalgamation or financial association with another Company or Companies in addition to normal trading expansion of the Company as now constituted?

Yes No

If yes, notice must be given to Underwriters within thirty (30) days after approval by the Directors and an additional premium shall be payable if required.

18. Is this new cover additional to an existing "Errors and Omissions" Policy or a "Professional Indemnity" Policy, or some other such Policy?

Yes No

If this is the case, the new Policy would have to be adapted so that it would be complementary

19. Please supply details of any other relevant information such as your system for checking and your controls and safeguards.

- a) Approximate number of employees.
- b) What percentage of employees have resigned, been terminated (with or without Cause), or retired within the last twelve months?
- c) Has the Company undergone in the past three years, or is the Company considering undergoing during the next two years, any employee retrenchments or early retirements, including those resulting from any type of Company restructuring or office, plant or store closing?

Yes No

If yes, please provide details.

- d) Are all employment practices guidelines, policies and procedures reviewed by an attorney with experience in employment law?

Yes No

- e) During the past three years, has any employee been involved in any claim, enquiry or investigation, complaint, or administrative proceedings regarding an employment-related wrongful act?

Yes No

If yes, please provide details.

20. Existing Policy, please give full detail

21. Is the Company:

a) Listed on any Stock Exchange?

Yes No

If so, please state which Exchange, original date listing obtained and dates of last offer, tender and issue:

b) Traded in any other way?

Yes No

If so, please specify.

c) If the offer was in the United States of America was it subject to the United States Security Act 1933 and/or the Securities If so, please enclose a copy of the latest 20-F filing or similar made to the USA Regulatory Authorities.

d) Has the Company, within the past 18 months: Exchange Act of 11934 and/or any amendments there

I. Filed any registrations statement for a public offering?

II. Issued any shares (common or otherwise)?

Is any such offering or share issue contemplated in the next 12 months.

Yes No

If yes, please provide details.

22. Please give the total gross assets of the Company and its subsidiary companies in the United States of America

24. Please list any subsidiary company, which has its shares, traded on any Stock Exchange in United States of America together with the percentage of shares traded.

If Directors and Officers Liability Insurances has been carried during the past 3 years, please state: -

i) The name of the Insurers

ii) The Period of the Policy

iii) The Indemnity Limit

As far as is known, have the Proposers ever been refused this type of Insurance or had a similar Insurance cancelled?

Yes No

If so, please provide details: -

25. The undersigned Chairman of the Board or Managing Director of the Company declares that to the best of his knowledge the statements set forth herein are true. It is agreed that this form shall be the basis of the Contract should a Policy be issued.

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.

SIGNED _____.

(Must be signed by the Chairman of the Board or Managing Director)

POSITION:

Chairman / Managing Director (Delete as applicable)

THE COMPANY_____ :

DATE_____ :

PLEASE NOTE

This Proposal must be accompanied by the **latest annual report and accounts** of the Company including:

A list of all directors by name and address

A list of Officers by name and area or responsibility

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 insert phone number.

[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 from 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.

6. International data Transfers

We may transfer your personal data outside Kenya to: -

- Website services providers
- 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: -

- informed consent
- a requirement for performance of a contractual obligation
- compliance with our legal obligations
- our legitimate interests and for historical
- 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 store 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 on insert email.

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 insert email. We may contact you periodically to verify your personal information and to inform you of any changes in 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 insert email address or write to us at insert postal address.

