

DOMESTIC PACKAGE PROPOSAL FORM



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.

Agency _____ Policy No. _____

Full Name of Proposer _____ P.I.N No. _____

Address _____ Occupation _____ Tel. No. _____

Completing Cover Note No. _____ Due _____

QUESTION TO BE ANSWERED BY THE PROPOSER

1. What is the situation of dwelling at which insurance is required _____

2. Of what materials are the buildings constructed

(a) Walls? _____

(b) Roof? _____

3. What is its height in storeys? _____

4. How are the outbuildings (if any) constructed

(a) Walls? _____

(b) Roof? _____

5. Is any business, profession or trade carried out in any portion of the premises of which the residence forms

a. part? If so, give particulars. _____

6. Is the residence.

(a) a private dwelling house. _____

(b) a self-contained flat with separate entrance exclusively under your control? _____

(c) rooms not self-contained? _____

7. Is the residence solely in your occupation? (including your family and servants) _____

8. Do you let the residence or have boarders? _____

9. Will the residence be left without an inhabitant

(a) for more than 7 consecutive days? _____

(b) for more than 30 consecutive days? _____

(c) If so, state period of unoccupancy _____

DOMESTIC PACKAGE PROPOSAL FORM



10. Are the buildings in a good state of repair and will they be so maintained? _____
11. Has any Company or Insurer, in respect of any of the contingencies to which the proposal applies:
- (a) Declined to insure you? _____
- (b) Required special terms to insure you? _____
- (c) Cancelled or refused to renew your insurance? (d) Increased your premium on renewal? _____
12. Have you ever sustained loss from any of the
Herein mentioned perils? If so, give particulars. _____
13. Have you ever sustained loss from any of the herein mentioned perils? If so, give Particulars. _____
- _____

PROPERTY TO BE INSURED

SECTION A – BUILDINGS

The Proposer's residence being a private dwelling house or private flat and all the Domestic offices, stables, garages and outbuildings on the same premises and used in connection therewith, and the walls and fences around and pertaining thereto situated as above.

Sum to be insured (full value) _____

(all the said buildings are deemed to be brick, stone or concrete built with slate tile, concrete, as asbestos or metal roofs except as specifically mentioned)

Total Sum Insured on Buildings _____

SECTION B – CONTENTS

On furniture household goods and personal effects of every description the Property of the Proposer or of any member of the Proposer's family Normally residing with the Proposer, and fixtures and fittings the Proposer's Own or for which the Proposer's residence situated as above:

The policy does not cover:-

- (i) Property more specifically insured
- (ii) Deeds, bonds, bills of exchange, promissory notes, cheques, travelers cheques, securities for money,

DOMESTIC PACKAGE PROPOSAL FORM



stamps, documents of any kind, cash currency notes, manuscripts, medal, coins, motor vehicles and accessories and livestock unless mentioned specifically herein.

(iii) Any part of the structure or ceilings of the buildings, wall papers and the like or external television and radio antennae, aerials, aerial fittings, masts and towers.

No one article (Furniture, Household appliances, Pianos and Organs excepted) shall be Deemed of greater value than 5 per cent of the Total Sum Insured on the contents unless Such article is specifically insured.

Specify here any such articles of greater value than 5 per cent of the total sum insured on said contents.

Total Sum Insured on Contents Kshs. _____

SECTION C – ALL

RISKS

DESCRIPTION

Each article must be described and its value stated.

SECTION D – WORKMENS COMPENSATION

Please state the number of servants employed.

Indoor servants _____ Stablemen _____

Gardeners _____ Watchmen and Driver _____

SECTION E – LIABILITY (OWNERS)

If you are the Owner of the Residence, do you wish to insure your liability for an Indemnity limit of Kenya

Pounds 25,000/=? _____

SECTION F – LIABILITY (OCCUPIERS)

If you are the Owner of the Residence, do you wish to insure your personal liability For an Indemnity Limit

of Kenya Pounds 25,000/=? _____

DOMESTIC PACKAGE PROPOSAL FORM



OFFICE MEMO

Total sum to be insured section a, b & c premium _____

Training levy Kshs _____

PCF Levy Kshs _____

Total _____

Rating & Premium Calculation _____

DECLARATION

I do hereby declared that the above answers and statements are true, and that I have withheld no material information regarding this proposal. I agree that this Declaration and the answers above given, as well as any proposal or declaration or statement made in writing by me or anyone acting on my behalf shall form the basis of the contract between me and the Company, and I further agree to accept indemnity subject to the conditions in and endorsed on the Company's policy I also declare that the above totals represent not less than the full value of the property, as above mentioned.

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 _____

DOMESTIC PACKAGE PROPOSAL FORM



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 insert email or writing to us at insert postal address or call us on insert phone number.

DOMESTIC PACKAGE PROPOSAL FORM



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.