

**SECTION I – THE CONTRACTOR (THE APPLICANT)**

(a) Name: \_\_\_\_\_

(b) Address / Registered Office: \_\_\_\_\_  
\_\_\_\_\_

(c) Date & Place of Registration: \_\_\_\_\_ Company Registration No.: \_\_\_\_\_

(d) Authorised Capital: \_\_\_\_\_ Paid Up Capital: \_\_\_\_\_

(e) Tin No.: \_\_\_\_\_

(f) Name of directors:-

Name	Occupation	NIN	Age

(g) (i) Has any Director ever been declared bankrupt or compounded with his / her creditors? \_\_\_\_\_

(ii) If so, when, and is he / her now discharged?  
\_\_\_\_\_

(h) How long have you been engaged in this line of work?  
\_\_\_\_\_

(i) Bankers:-

Name	Address

(j) Contracts undertaken / completed by you within the last 3 years.

Contract Details	Principal / Employer	Contract Price	Contract Period (Dates)

(k) Have you ever defaulted on any contract? (If so, please specify)

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(l) Are you aware of any legal action pending against you? (If so, please specify)

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(m) List of all ongoing works at the time of application and its respective percentage of completion. If insufficient space, please attach list on applicant's letter head with authorized personnel's signature.

Principal / Employer	Contract Period (Dates)	Contract Details	Contract Price	Percentage of Completion

(n) Particulars of other bond(s) still in force

<u>Type of Bond</u>	<u>Value of Bond</u>	<u>Nature and particulars of contract</u>	<u>Period of Validity</u>	<u>Name of Bank or Insurer</u>	<u>Nature of security provided</u>
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**SECTION II – THE CONTRACT / PROJECT**

(a) Principal's Name: \_\_\_\_\_

(b) Principal's Address: \_\_\_\_\_  
\_\_\_\_\_

(c) Title of Contract / Project: (If the project consists of several sections, please specify the section(s) to be insured):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Period of Contract:-  
(i) Duration of construction: \_\_\_\_\_ months from \_\_\_\_\_  
(ii) Duration of maintenance: \_\_\_\_\_ months from \_\_\_\_\_

(e) Contract Price: \_\_\_\_\_

(f) If this contract is more than 50% subcontracted, please provide the following details:-

Name of Subcontractor	Details of work	Value

(h) Are you entitled to claim for increases in cost of major materials? (If so, please specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION III – THE BOND / GUARANTEE**

(a) Bond Amount	(b) Type of Bond	(c) Beneficiary of the Bond

(d) Penalty for delay (If applicable, please specify the details):

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(e) Have other insurers refused to act as surety in this or other contracts for you? (If so, please specify the details)

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**Documents to be submitted together with the completed Application Form.**

1. A copy of the Letter of Award and contract conditions.
2. A copy of the contractor Audited Financial Accounts for the past 2 years.
3. Latest 3 months Bank Statement.
4. Certificate of Incorporation or Business Registration.
5. List of projects completed for the past 3 years.
6. List of ongoing projects and their respective percentage of completion.

*Note: Kindly take note that the above documents are not exhaustive; we may require you to furnish additional documents if we require more information.*

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**DECLARATION**

I / We understand that it is my / our duty to take reasonable care not to make a misrepresentation in answering the questions in this Proposal Form and I / we hereby declare that I / we have fully and accurately answered the questions above. I / We also agree that no insurance shall commence until the Proposal has been accepted by the Company.

Date .....

Signature of Proposer .....

