

Insurance Proposal:

- ✓ Shops
- ✓ Offices
- ✓ Multi-storey Buildings

Insurance Packages

"Silver", "Gold" and "Platinum"

Insurance Packages “Silver”, “Gold” and “Platinum”

To whom it is addressed

The Insurance packages “Silver”, “Gold” and “Platinum” are designed to provide wide insurance coverages to owners or occupants of Shops and Offices, depending upon the occupation or the type of business transacted at the Buildings, as well as to Owners or Administrative Committees of Apartment Blocks or House Complexes whereby their occupancy or use is restricted exclusively for residential purposes. In all other cases, the conditions mentioned hereunder should be complied with.

Conditions

- The Buildings to have been constructed with bricks or concrete or stone or reinforced concrete, and roofed with concrete and tiles and to have been constructed in accordance with the related planning or other permits.
- The Buildings to have been constructed after the year 1985.
- The Buildings to be located in areas of the Republic of Cyprus where the Government of the Republic of Cyprus exercises effective control.
- The Proposer’s total number of employees not to exceed 20 persons and the annual turnover not to exceed €1.000.000.
- The Proposer’s annual Gross Profit not to exceed €500.000.

Choice of Package

The three separate Insurance packages “Silver”, “Gold” and “Platinum”, have been carefully designed to offer a selection of comprehensive covers and benefits specifically adapted to the needs of shops and offices. No changes can be made to the Insurance Cover, the Limits of Liability or to any other provision of the Insurance Policy neither to the Proposer’s benefit nor to the Company’s.

Important Condition: - Suspension of Cover

In the event the Buildings are left unoccupied for a period exceeding 30 consecutive days, the insurance cover provided by this policy is suspended and does not apply after the commencement of the 31st day.

Instructions for completing the Proposal

- Tick (✓) where appropriate, provide full answers in all the questions of the Insurance Proposal Form and sign the Declaration.
- Contact the Company or your Insurance Intermediary for any clarification or other information you may require.
- Hand over the Proposal Form, duly completed and signed, to the local offices of the Company or to your Insurance Intermediary.

A. Proposer’s Personal Details

Name	Surname	
Identity Card No.	Company’s Registration No.	
Business Telephone No.	Mobile Tel. No.	Fax
E-mail address	V.A.T. Registration No.	
Situation of the property to be insured	Town	Postal Code
Address of Correspondence (if different from the above)		
Specific Occupation or business transacted at the Buildings		

B. Period of Insurance

	Day	Month	Year		Day	Month	Year
From		/	/	To		/	/

C. Insurance Package

Please choose the Insurance Package which meets your demands and needs, in accordance with the table “Insurance Packages” that follows hereunder.

“Silver” (Part A & B) “Gold” (Part A, B & C) “Platinum” (Part A, B, C & D)

D. Information for the Buildings

1. Type of Building / Year of Construction:

a) Shop Apartment Block Office Year of Construction: _____

b) State the number of storeys and in case of an Office or Shop, state the number of the Office or Shop and the floor.

	YES	NO
c) Are the Buildings adjacent to any other premises? If YES, state the use of the adjacent premises.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
2. Do the Buildings have any basement? If YES, state:		
a) the use of this basement _____		
b) whether there is - appropriate water pump in good working condition	<input type="checkbox"/>	<input type="checkbox"/>
- a water absorbing well.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you the sole owner of the Buildings? If NO, give details.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
4. Confirm that:		
a) The Buildings are of brick / concrete / stone / or reinforced concrete construction and roofed with concrete and tiles and have been constructed in accordance with the related planning or other permits.	<input type="checkbox"/>	<input type="checkbox"/>
b) In cases of Offices and Shops, the Buildings are used exclusively in connection with the Proposer's occupation or type of business.	<input type="checkbox"/>	<input type="checkbox"/>
c) In cases of an Apartment Block, the Buildings are exclusively used for residential purposes.	<input type="checkbox"/>	<input type="checkbox"/>
d) No flammable material is stored in the Buildings. <i>(It is noted that flammable material is considered as being any liquid or mineral or oils or mineral oil which emit flammable fumes at an ignition temperature below 23 degrees Celsius (or 73 degrees Fahrenheit)).</i>	<input type="checkbox"/>	<input type="checkbox"/>
<u>If you answered NO, to any of the questions (a), (b), (c) and (d) above, contact your Insurance Intermediary or the Company, before submitting the Insurance Proposal.</u>		
5. Have the Buildings been constructed on artificial ground, landfill or illuviation of river side? If YES, give details.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
6. Are the Buildings susceptible, due to their location, to Loss or Damage by Storm, Tempest or Flood or any other perils for which insurance cover is required? If YES, give details.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
7. Has any part of the Buildings ever been underpinned or provided with any means of structural conversion, extension, strengthening, support or shoring in the last 10 years? If YES, give details and indicate whether the related permits have been issued and complied with.	<input type="checkbox"/>	<input type="checkbox"/>

E. General Information

	YES	NO
1. Is there any mortgage or other charge against the property to be insured? If YES, state the name of the mortgagee and whether a mortgage clause is required.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
2. a) Have you submitted any claim in the last 5 years for loss or damage in relation to any of the coverages provided under this Insurance Policy?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you suffered any loss or damage in the last 5 years in relation to any of your premises or to their contents?	<input type="checkbox"/>	<input type="checkbox"/>
3. State whether you have ever had:		
a) any Proposal of Insurance rejected or subjected to special terms.	<input type="checkbox"/>	<input type="checkbox"/>
b) any insurance policy cancelled or refused to renew.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there any other insurance policy in force covering the property to be insured or any part thereof?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have in force any other insurance policies with our Company?	<input type="checkbox"/>	<input type="checkbox"/>
6. State whether the Buildings have:		
a) alarm systems	<input type="checkbox"/>	<input type="checkbox"/>
b) fire smoke detectors	<input type="checkbox"/>	<input type="checkbox"/>
c) dead-bolt locks	<input type="checkbox"/>	<input type="checkbox"/>
d) protective bars (on shop-front and windows)	<input type="checkbox"/>	<input type="checkbox"/>
e) fire sprinkler systems	<input type="checkbox"/>	<input type="checkbox"/>
f) closed circuit system (CCTV)	<input type="checkbox"/>	<input type="checkbox"/>
g) any other security measures	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered YES to any of the questions 2 - 6 above, provide details.

7. State any other material fact concerning the property to be insured.

F. Proposed Sums Insured

The proposed sums should represent the actual value of the property to be insured, so as to avoid negative repercussions due to underinsurance (see Insurance Policy, Terms and Conditions, Claims Condition 6 - «Underinsurance»). After you carefully read the Definitions and Notes hereunder, state the proposed sums for insurance.

1. Buildings

The term “Buildings” shall mean the building situated at the Location and is used in connection with the occupation or the type of the business carried out at the Buildings, as specified in the Schedule. It includes the permanent fixtures or fittings (such as doors, windows, cupboards, false ceilings, partitions, solar water heaters, plumbing and electrical installations and equipment, security systems, sprinkler installations and air conditioning installations. It also includes any permanent external structures (such as tents, illuminated or other signs, television antennas and satellite dishes, security system installations, sheds, surrounding walls, water tanks or swimming pools, other permanent structures, auxiliary buildings and installations) which are exclusively used by the Insured in connection with the Buildings.

The term “Buildings” does not include:

any part of the Contents, trees, plants or lawn, as well as any dock, piers, sea walls or other similar waterside structures.

2. Contents

The term “Contents” shall mean the movable property, which belongs to the Insured or which is under his control as custodian, bailee or agent or for which he is legally responsible, as long as this is located within the Buildings and is used in connection with the occupation or the type of the business carried out at the Buildings. It consists of the equipment, the machinery, the Stocks and the furniture.

The term “Contents” does not include:

any part of the Buildings, motor vehicles, Valuables, money of any kind, cash in circulation, explosives, flammable material, software, electronic or computer system records, documents of any kind, commercial or other books, patterns, moulds, drawings, designs and sketches.

3. Loss of Gross Profit

Gross Profit

The net revenue from the sale of goods or from rendering services, after deducting the cost of sales and discounts allowed and after adjusting for the opening and closing amounts of Stock, calculated for a future period of 12 months adjustable on the trends of sales and other factors.

Additional expenses

The additional necessary and reasonable expenses which the Insured may incur, with the Company’s consent, for limiting the interruption period or the reduction in turnover.

Independent professional accountant’s fees

The reasonable fees payable by the Insured to an independent professional accountant, for the purposes of preparing the submission of a claim on his behalf and for the preparation and submission of other relative documentation and particulars.

1. Buildings	Sum Insured (€)
a) Buildings (excluding those mentioned hereunder which are insured separately)	
b)	
c)	
Total Proposed Sum Insured for the Buildings	(€)
In case you are not the Owner of the Buildings (e.g. Tenant) state above any additions, improvements or other upgrading of the buildings you have undertaken and for which you are deemed to be legally liable and you wish to include in the insured property.	
2. Contents	
a) (*) Contents (excluding those mentioned hereunder which are insured separately)	
b) (*)	
c) (*)	
d) (*)	
(*)Note The Company’s maximum annual Limit of Liability for each single item of the Contents is limited to €5.000, unless such item is declared and insured separately.	
Total Proposed Sum Insured for the Contents	(€)
Total Proposed Sum Insured for the Buildings and the Contents	(€)
3. Loss of Gross Profit	
a) Gross Profit	
b) Additional Expenses	
c) Independent professional accountant’s fees	
Total Proposed Sum Insured for Loss of Gross Profit	(€)
TOTAL PROPOSED SUM INSURED	(€)

TOTAL PROPOSED SUM INSURED

	Insurance Cover and Benefits	Silver	Gold	Platinum
PART A	Fire	✓	✓	✓
	Lightning	✓	✓	✓
	Thunderbolt	✓	✓	✓
	Bush Fire	✓	✓	✓
	Short Circuit Fire	✓	✓	✓
	Short Circuit (Limit Per Event / Annual Limit)	✓ €1.000 / €2.000	✓ €1.000 / €2.000	✓ €1.000 / €2.000
	Smoke from Fire	✓	✓	✓
	Explosion	✓	✓	✓
	Earthquake or Volcanic Eruption	✓	✓	✓
	Storm or Tempest and Flood	✓	✓	✓
	Impact on the Buildings	✓	✓	✓
	Aircraft Falling	✓	✓	✓
	Accidental Escape of Water or Domestic Oil or Other Liquid	✓	✓	✓
	Riots, Strikes, Lock-Out	✓	✓	✓
	Malicious Damage	✓	✓	✓
PART B	Public Liability (Limit Per Event / Annual Limit)	✓ €200.000	✓ €200.000	✓ €200.000
	Architects' and Surveyors' Fees	✓	✓	✓
	Debris Removal	✓	✓	✓
	Cost for locating the cause of leakage (Annual Limit)	✓ €1.000	✓ €1.000	✓ €1.000
	Loss of Water or Domestic Oil or Other Liquid (Annual Limit)	✓ €1.000	✓ €1.000	✓ €1.000
	Accidental Damage to Neon or Other Signs or Tents (Annual Limit)	✓ €1.000	✓ €1.000	✓ €1.000
	Accidental Damage to External Aerials and Security Systems (Annual Limit)	✓ €2.000	✓ €2.000	✓ €2.000
	Accidental Fall of Trees or Poles (Annual Limit)	✓ €5.000	✓ €5.000	✓ €5.000
	Buildings Guard (Limit Per Event / Annual Limit)	✓ €500 / €1.000	✓ €500 / €1.000	✓ €500 / €1.000
PART C	Theft by actual forcible and violent entry to or exit from the Buildings	X	✓	✓
	Accidental Breakage of Mirrors (Limit Per Event and Annual Limit)	X	✓ €3.000	✓ €3.000
	Money at the Buildings (Limit Per Person and Annual Limit)	X	✓ €3.000	✓ €3.000
	Money in Transit (Limit Per Person and Annual Limit)	X	✓ €3.000	✓ €3.000
	Personal Accident during Theft or Transfer of Money (Limit Per Employee/Annual Limit)	X	✓ €5.000 / €10.000	✓ €5.000 / €10.000
	Goods in Transit (Limit Per Vehicle / Annual Limit)	X	✓ €2.000 / €4.000	✓ €2.000 / €4.000
	Fidelity Guarantee (Limit Per Event / Annual Limit)	X	✓ €2.000 / €4.000	✓ €2.000 / €4.000
	Employees' Personal Effects (Annual Limit)	X	✓ €1.000	✓ €1.000
PART D	Alternative Accommodation (Limit Per Month / Annual Limit)	X	X	✓ €1.000 / €6.000
	Accidental Damage to Office Electronic Equipment (Annual Limit)	X	X	✓ €3.000
	Damage to Frozen Goods (Annual Limit)	X	X	✓ €3.000
	Loss of Profits (Optional Cover)	X	X	✓

Notes:

- ✓ Insured Perils, Cover and Benefits
- X** Cover Not Included

The Insurance Cover and Benefits are listed above in a concise form. The Terms, Exceptions, Conditions and details of the cover are fully described in the Insurance Policy. For more details contact the offices of Commercial General Insurance or your Insurance Intermediary.

G. Instructions for Premium Payment (Please mark ✓ accordingly)

- (1) Settlement in ONE instalment
- (4) Settlement in FOUR consecutive monthly instalments. (One-off charge €4.00)
- (7) Settlement in SEVEN consecutive monthly instalments. (One-off charge €10.00). This choice applies only for annual policies.

Note: In all cases the 1st instalment is due for payment on or before the starting date of the Period of the Insurance.

BANKING MANDATE

For settlement of the above instalments via Direct Debit please complete and sign the specific Mandate, available at the Company's Offices or your Insurance Intermediary. For every Policy a separate Mandate must be completed.

H. Data Protection

In accordance with the provisions of the General Data Protection Regulation (GDPR) (EU) 2016/679, as well as any other relating legislation, Commercial General Insurance Ltd (CGI), in its capacity as Controller, collects and processes personal and/or sensitive data, for the purpose of providing the services requested by the Proposer under the present Policy. CGI may transfer personal data to a third party to the extent that this is required as a contractual necessity, on the ground of legal obligations and/or protection of its legitimate interests. The personal data will be recorded in an electronic or any other form to the personal data filing system(s), within the meaning of the Law, maintained by CGI or by any other company or person with which co-operation exists and/or an agreement is in force.

The recipients of the personal data shall be the duly authorised personnel of CGI and of any other company or person with which co-operation exists and/or a relevant agreement is in force. The processing of such data is confidential and shall be carried out only by persons acting under the direct or indirect authority of CGI. CGI has taken all appropriate measures to ensure that these persons follow the guidelines of the GDPR regarding the safe processing of personal data.

In relation to the personal data that CGI processes, the Proposers have the right to request:

- Access to their personal data.
- Correction of their personal data.
- Erasure of their personal data.
- That CGI stops processing their personal data.
- The Restriction of Processing of their personal data.
- The Transfer of their personal data to another party.

Proposers who wish to exercise their rights in accordance with the provisions of the GDPR or any other relating legislation or require further information as to the way CGI processes personal data may contact CGI's Data Protection Officer at CGI's Head Office at Commercial Union House, 101 Arch. Makarios III Avenue, 1071, Nicosia or through email at DPO@cgi.com.cy

Further information regarding data protection can be found in CGI's Privacy Notice which is available at <http://www.cgi.com.cy>.

Consent for Commercial Purposes (Please mark ✓ accordingly)

I would like to be informed of any other insurance services or products offered by Commercial General Insurance Ltd (CGI) from time to time and, towards that, I give my consent that CGI processes my personal data for the purposes of promoting other insurance related services or products to me.

YES NO

I. Declaration

I hereby declare that the information provided in this Proposal is correct and that I have not concealed, distorted or misrepresented any fact. I also agree that this Proposal and Declaration shall be binding upon me, shall form the basis of this Policy between myself and Commercial General Insurance Ltd (CGI) and will be considered as forming part of the Policy to be issued.

I also declare that CGI and/or the Insurance Intermediary pursuing activities of insurance distribution on CGI's behalf, whose details appear below, has provided me with all the general, precontractual and other information required by the Law on Insurance and Reinsurance Services and Other Related Issues of 2016 and by the relevant Regulations, or any Law or Regulations substituting or amending the same.

I further declare that I have examined and fully understood all the information provided to me in accordance with the provisions of the above Law.

Signature of Proposer _____

Date _____

The Proposer's attention is specifically drawn to the following:

- a) The Insurance Proposal is the basis of and forms part of the Insurance Policy and in the event of fraud, misrepresentation, misdescription or non-disclosure of any material fact by the Proposer or anyone acting on his behalf, would render this Insurance Policy void, from inception.
- b) The insurance will not come into force until the Insurance Proposal is accepted by the Company.
- c) In case the Insured Property is transferred or sold or is subject to a transfer or sale agreement, or in case of change of occupation or type of business transacted at the Buildings, the insurance ceases to apply.
- d) The insurance cover provided under this Insurance Policy is suspended and has no validity for any period in excess of 30 consecutive days during which the Buildings are left unoccupied and of no use. Therefore, the Company is not liable for any Loss or Damage occurring after the commencement of the 31st day.

For more information, we urge you to read carefully your Insurance Policy.

Name of Insurance Intermediary:



COMMERCIAL GENERAL INSURANCE LTD

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