



<b>8. If computer equipment housed:</b>
(a) In the basement or on the ground floor – indicate:
(i) exposure to water damage from rivers, streams or drains
(ii) exposure to external impact risk, e.g. proximity of road vehicles
(b) Higher than ground floor level – indicate the condition of the roof and gutters
<b>9. Wherever housed, is the computer equipment exposed to water from radiators or other internal water containing apparatus?</b>
Yes / No If "Yes", give details.
<b>10. Is the computer area ceiling waterproof?</b>
Yes / No
<b>11. Is there any history of storm, flood, overflowing of external drains or of water containing apparatus within the premises?</b>
Yes / No If "Yes", give details.
<b>12. Have there been any losses (apart from minor incidents) of any of the computer equipment during the past three years?</b>
Yes / No If "Yes", give details of damage, its cause and cost.
<b>13. Is there a fire insurance in force covering the computer equipment?</b>
Yes / No If "Yes", state the perils insured other than fire and lightning.
<b>14. Are claims settlements to include expediting expenses (extra cost of overtime and holiday, express delivery, airfreight etc. in connection with repairs or replacements)? [Subject to a limit of 25% of the normal cost of repair or replacement]</b>
Yes / No



# QUESTIONNAIRE/SURVEY REPORT

To be Completed when Fire Insurance is required on a Computer

## 1. Is an automatic fire alarm system installed?

Yes / No

If "Yes", does the alarm system automatically cut off the electrical power supply to the computer and its associated equipment?

Yes / No

## 2. Is an air-conditioning system provided?

Yes / No

- (i) is the system serving the computer area completely separate from the system serving the remainder of the premises? Yes / No
- (ii) are the ducts etc. of incombustible material? Yes / No
- (iii) does the fire alarm system, if one is installed, automatically shut down the air conditioning system? Yes / No

## 3. Are portable fire extinguishers of the carbon dioxide type, or any other type, provided?

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## 4. Are the walls, floors and ceilings of the building housing the computer of incombustible construction, including linings?

Yes / No

## 5. Is the computer housed in a separate building?

Yes / No If "No",

- (i) are all openings from the computer area protected by double fireproof doors? Yes / No
- (ii) is the ceiling of the computer area waterproof? Yes / No
- (iii) what is the nature of the occupation of the adjoining areas?

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## 6. Is the computer installed in a basement, on a ground floor or on a higher floor?

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## 7. Are the premises housing the computer fitted with a false floor? If "no", what precautions have been taken to avoid the risk of water damage?

Yes / No

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**8. Is the computer area, including floor voids carrying cables, equipped with a carbon dioxide flooding system? If “yes”, does the fire alarm system automatically actuate the carbon dioxide flooding system when the computer area is unmanned?**

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**9. Is the computer area sprinkled?**

Yes / No

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**10. Are all records kept in a specially designed fireproof vault or safe outside the computer area when not in use?**

Yes / No

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**11. Is smoking prohibited in the computer area?**

Yes / No

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**12. Are waste bins with self-closing lids provided in the computer area?**

Yes / No

And, if so, are these emptied regularly?

Yes / No

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**13. Are the electrical wiring and equipment associated with the computer regularly inspected and maintained?**

Yes / No

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NB: (1) If the space provided is insufficient for answers or for any supporting information, please use additional sheet(s) and attach.

(2) The information contained herein will form the basis upon which the premium will be computed and the policy issued.

Signature of Proposer : \_\_\_\_\_

Signature of Insurer's Representative : \_\_\_\_\_

Date : \_\_\_\_\_

# ELECTRONIC COMPUTERS PROPOSAL FORM CONSEQUENTIAL LOSS INSURANCE

(Supplementary to MD Proposal Form - ignore those questions which overlap)

## 1. Details of Company

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Location of Computer : \_\_\_\_\_

## 2. Details of Computer

Maker's Name and Address : \_\_\_\_\_  
Serial Number and Model : \_\_\_\_\_ Date of Make : \_\_\_\_\_  
New Replacement Value : \_\_\_\_\_ Annual Rental : \_\_\_\_\_  
(if purchased) (if hired)

## 3. Service and Repair Facilities

Is there a service agreement in force? : YES / NO  
Address of nearest Service Depot : \_\_\_\_\_  
Are spares readily available? : YES / NO  
Is the Computer under Maker's guarantee? If "yes", for what period?  
\_\_\_\_\_

## 4. General

What type of work is done on the computer?  
\_\_\_\_\_  
How many hours per week does it work?  
\_\_\_\_\_  
Could short stoppages of the installation be overcome in normal working time? YES / NO  
If "yes", for what length of stoppage could this be done?  
\_\_\_\_\_

## 5. Form of Loss to be Covered

A. Loss of Income  
(i) What form would this take? e.g. profits, fees, hiring charges?  
\_\_\_\_\_  
(ii) What basis of loss settlement would be appropriate?  
\_\_\_\_\_  
(iii) What alternative means of working are available? To what extent would these reduce Loss of Profits etc? At what extra cost?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(iv) Indemnity Period / Time Exclusion

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(v) Annual Sum Insured

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B. Additional Expenditure

(i) What type of "extra cost" would be sustained?

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(a) Hiring alternative computer facilities, payments for extra clerical work, increased transport expenses. [Mark and add to as appropriate]

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(b) Any other special forms of additional expense e.g. creating fresh tapes/cards/discs? Would this involve simply re-operation of fresh tapes etc. from existing records and/or research costs involving investigation of invoicing/servicing records?

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(ii) Indemnity Period / Time Exclusion

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(iii) "Period" Sum Insured for I.P. selected:

(a) Additional Expenditure

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(b) Tapes/cards/discs (delete as appropriate)

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(i) Total Sum Insured

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(ii) Limit per tape/card/disc

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**6. Accidental Damage Risk**

(i) Give brief general description of the building housing the computer e.g. single or multi-storey, type of roof and whether brick, concrete or other form of construction.

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(ii) Precise location in the building of the computer i.e. basement, ground floor or higher floor.

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(iii) If computer housed:

(a) in the basement or on the ground floor - indicate:

(1) exposure to water damage from rivers, streams or drains

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(2) exposure or external impact risk, e.g. proximity road vehicles

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(b) higher than ground floor level – indicate the condition of the roof and gutters

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(iv) Wherever housed:

Indicate exposure to water damage from radiators or other internal water containing apparatus such as pipes and tanks.

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(v) Is the computer area ceiling waterproof? YES / NO

(vi) Give any history of storm, flood, overflowing of external drains or of water containing apparatus within the premises

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#### 7. Past Losses. Give the following details

(i) Number of Accidents.

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(ii) Cause(s)

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(iii) Cost

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#### 8. Insurance Arrangements and Cover Required:

(i) Is the computer insured against Material Damage or Fire Consequential Loss Risks? If “Yes”, for what risks and by whom?

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(ii) What forms of accident are to be covered?

(a) Accidental Damage & Theft

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(b) Breakdown

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(c) Failure of the Electricity Supply

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Signature of Proposer : \_\_\_\_\_

Signature of Insurer's Representative : \_\_\_\_\_

Date : \_\_\_\_\_