

OFFICE/AGENCY

Contract Guarantee Proposal Form

REFERENCE No.

STATEMENT Pursuant to Section 16(4) of the Insurance Act, 1963

You are to disclose in this proposal form, fully and faithfully all the facts which you know or ought to know, otherwise the policy issued hereunder may be void.

Penerangan Menurut Seksyen 16/4 Undang-undang Insuran, 1963

"Kamu adalah diminta menerangkan dengan penuh dan benar segala butir-butir yang kamu tahu atau harus tahu diatas cadangan insuran ini, kalau tidak polisi yang dikeluarkan menurut cadangan ini adalah tidak sah,"

一九六三年保險法

第十六條第四款規定：

投保人須於投保申請書內就其所知之事或應知之事，全部據實稟報，否則保險單可能無效。

Note : Please attach a sheet of paper to give Information wherever space provided is insufficient.

1. Full Name of Applicant Contractor (Sub Contractor) :

Address :

2. Business Registration Certificate No :(Please enclose a copy)

Where and when registered :

3. Principal Office and branches :

4. Nature constitution :
 (State whether Public Limited Co., Private Limited Co., Partnership or Sole Proprietorship)

5. If Limited Company State

Authorised Capital

Issued Capital

Paid up Capital

List Major shareholders holding more than 10% of issued capital

Name & address

% holding

(a)

(b)

(c)

6. If Limited Co. advise which officers are authorised and required to sign Guarantee in accordance with Company's Memorandum & Articles of Association.

7. Please give details of all Partners or Directors as follows :

Name and address

Age

I.C. No.

Occupation

% share in Co.

(i)

(ii)

(iii)

8. Are any of the directors, partners, owner, senior executives of applicant connected now or were connected before with any construction company? If so, details :

Name of person	Position in applicant's firm	Name and address of the other contractor	Nature of connection with that company	Status of the other contractor at present

9. Is the applicant company connected with any other contractor as parent-subsiidiary, associate company, close business partner, etc? If so, please give details :

Name and address of the other contractor	Their area of activity	Their annual turnover	Nature of relationship

10. How long has applicant been in this business?

11. Is applicant surety for any other person ?
If so, please give full particulars.

12. Has applicant ever been declared bankrupt or made a composition or arrangement with its creditors? If so, give particulars.

13. Has applicant ever defaulted in any contract?

14. Amounts of debentures, mortgages, bank overdrafts outstanding in name of company and in case of firm or proprietorship in name of owner, partners and spouses.

15. Details of freehold or leasehold property in name of company or owner or partners and spouses/nominees and details of outstanding charges on those properties.

16. Equipments owned by applicant:

Description	Purchase Date	Purchase Price	Present Value	Hire Purchase or other finance or other encumbrances

17. What are the other assets or liabilities of the applicant?

18. Please specify which of the above mentioned assets are offered as collateral in support of the bond being requested, if any.

19. Particulars of Company's bankers:					
Name of Bank	Branch	Account Nos	When opened	Overdraft facilities enjoyed	
20. What is the present bank balance? Please attach true copies of your bank statements for the latest 3 months.					
21. Operating results during latest 3 years :					
Year	No. of contracts Performed	Annual Turnover	Operating Profit	No. and total value of contracts now on hand	
22. Experience of the applicant in performance of contracts similar to the present one					
Name of Contract		Date completed	Contract Value	Any outstanding problems or disputes?	
23. Complete list of works completed since commencement of business or during preceding 5 years?					
Principal	Location and Nature of Contract	Date Commenced	Date Completed	Contract Value	Any problems?
24. Complete list of contracts now on hand and not yet completed:					
Please enclose certified statements showing latest status of work on each project.					
Principle	Location and Nature of Contract	Date Commenced	Expected Completion	Contract Value	Extent of Work Completed
Whether work is progressing as scheduled?		Any problems relating to the contract?		Guarantees or Bonds outstanding Amount	Guarantor

25. Job tendered for at present:					
Principal	Location and Nature of Contract	Contract Value	Amount of Bid	Guarantees	
				Amount	Guarantor
26. Is Applicant approved as a Government Contractor? If so, which category? Since when?					
In respect of present contract for which guaranty is requested					
27. Name and address of Principal:					
28. Financial position of the Principal:					
29. Will the Principal finance this project from:					
(a) Own resources			(a)		
(b) Bank advances already committed			(b)		
(c) External finance expected to be arranged			(c)		
(d) Sale of the property to buyers after completion of construction			(d)		
(e) Any other means Please give as much details as possible.			(e)		
30. Nature of Bond requested and what percentage of contract value it represents:					
31. Are any liquidation damages/penalties provided for in the event of default or delay in completion? If so, please give details.					
32. Does the contract contain any force majeure clause relieving the contractor of responsibilities or delays or defaults caused by natural calamities or political risks? If so please attach an extract.					
33. Does the performance of this contract require purchase of substantial new equipment? If so, please give particulars, value and how it will be financed.					
34. Describe the precise nature of this contract.					
35. Does the contractor undertake any obligations or liabilities other than those directly relating to the execution of the contract work? For example.					
(a) Responsibility to clear the site of squatters or other obstructions.					
(b) Responsibility to obtain Government sanctions or approvals					
(c) Responsibility to find finance for the project.					
(d) Responsibility to find tenants or purchasers.					
If so, please give details.					
36. What is the place and site of work? Will contractor have full control of site and unrestricted access to it?					

37. Relevant dates:				
(a)	Date of invitation to tender.	(a)		
(b)	Last date for receipt of tender.	(b)		
(c)	Date of commencement of work:	(c)		
(d)	Date of completion of work:	(d)		
(e)	Date of final termination of responsibility of contractor:	(e)		
38. (a) What is the contract price?		(a)		
(b) Is it negotiated price, tender or sealed tender?		(b)		
(c) Highest tender?		(c)		
(d) Lowest tender?		(d)		
(e) Second Lowest tender?		(e)		
(f) Your tender?		(f)		
39. Is a price variation and/or contingency sum clause included in the contract? If so, please attach an extract.				
40. Payment schedule for the contract. Please give details.				
41. Percentage of retention money.				
42. What proportion of this contract will be sub-contracted out? Please give details.				
	Nature of Work	Value of	Name and Address of Sub-contractor	Nature of security given by sub-contractor for due performance
				Targetted Completion
43. Are any of the sub-contractors nominated by the Principal? If so, will the applicant be held responsible for default by such sub-contractor? If so, does the main contract provide the liberty to replace the sub-contractor?				
44. What is the standing and performance record of the sub-contractor? Will the sub-contractor provide a bond or surety to guaranty his performance?				
45. Details of Finance arrangements made by applicant to perform the contract :				
46. Details of insurances arranged for this contract:				
Fire or Contractors' All Risks		Amount :-	RM	
Workmen's Compensation and/or Employers' Liability		Estimated Wages :-	RM	
Third Party Liability		Limit of Liability :-	RM	
47. Please give list of you major suppliers of material for the performance of this contract :				
	Material	Supplier and address	Estimated Value	Credit terms agreed

48. Has the applicant ever approached any insurer or bank for this or any other bond ? If so, please give details.

Nature of Bond	Nature and particulars of contract	Name of bank or insurer approached	If declined, reason for declination. If agreed,		
			Value of Bond	Period of Validity	Nature of security provided

49. Please give particulars of collateral offered as security for this Bond. (other than for question as above)

50. Please give particulars of persons or companies who will act as third party guarantors:

Name	Address	Business/Profession	Background and relationship to applicant

51. Any other information which applicant considers material to this proposal.

DECLARATION

I/We hereby declare that all questions have been answered fully and correctly and to the best of my/our knowledge. I/We are not withholding any information or facts relevant to the consideration of this proposal.

I/We hereby agree that all the information furnished above can be made available to Persatuan Insuran Am Malaysia (PIAM) which will maintain a databank that can be accessed by all members of PIAM.

.....
Signature of witness :

.....
Signature of contractor or authorised signatories
in case of a company. :

Name :

I.C. No :

Address :

.....

Date :

Questionnaire to be completed by the agent bringing the proposal for a bond

1. Name of the Agent :

Address :

Registration No :

2. Name of the applicant for the bond :

Address of the applicant:

3. How long has the agent personally known the applicant?

4. Has the agent studied the completed proposal form and is he satisfied that the replies are true.

5. Is the agent aware of any other information relevant to the consideration of this bond?

6. Does the agent recommend without any reservation issue of the bond?

Place :

Date :

.....
Signature of Agent

N.B. WHEN FORWARDING THIS PROPOSAL FORM TO THE COMPANY IT MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTS IN ADDITION TO THOSE REQUIRED IN REPLY TO THE PROPOSAL FORM

1. A copy of Contract Conditions and Letter of Acceptance.
2. A copy of the latest Balance Sheet or Statement of Current Assets and Liabilities (only audited) and in the case of a Sole Proprietorship or Partnership a similar statement showing net worth of the sole proprietor or of each individual partner.
3. Certified copies of bank statements for the latest 3 months
4. Certified copies of Memorandum and Articles of Association, Form 24 and Form 49. In the case of a Sole Proprietorship or Partnership certified copies of current Business Registration Forms A, B, D.
5. Certified copy of Resolution of Board of Directors authorising signature of documents.
6. Individual Proposal Forms completed by each sub-contractors under this contract.
7. Individual letters from Third Party Guarantors expressing their willingness to execute counter-guaranty documents.
8. Completed Form of Information of each Third Party Guarantor together photostat copy of Identity Card.
9. Documents Proof of Income of Guarantors.
10. Documents Proof of Value and Ownership of Property owned by Guarantors.
11. Letters of Credit from their suppliers.
12. A copy of the Company's Profile and lists of completed and uncompleted projects.

We also transact the following classes of Insurance :

Fire	Personal Accident
Industrial All Risks	Public Liability
Houseowners	Family Public Liability
Householders	Products Liability
Loss of Profits	Professional Indemnity
Burglary	Workmen's Compensation
Money	Employer's Liability
Plate Glass	Medical/Hospitalisation
All Risks (Personal Valuables)	Contractor's All Risks
Special Risk Equipment	Erection All Risks
Travellers Personal Accident	Machinery Breakdown
Goods-in-Transit	Electronic Equipment
Marine Cargo	Boiler & Pressure Vessel
Marine Hull	Motor Vehicle

FOR OFFICE USE