

# WARDROP & COMPANY LIMITED

## PHILATELIC TRADERS PROPOSAL FORM

Please answer the following questions using BLOCK CAPITALS and tick boxes where appropriate. If you do not have enough room, please use the space provided at the back of this form or attach separate sheet(s).  
**Insurance cover is not effective until this proposal form has been accepted by Wardrop & Co Ltd.**

Name of Proposer(s) - in full

Trading Name

Trading style (eg. Retail, Auctioneers, Postal Auctions etc.)

How long have you been in business at these premises

Elsewhere

Address of premises to be insured

Postcode

Telephone Number

Fax Number

Website

E-Mail

Postal Address (if different from risk address)

Postcode

**PREMISES**

Are the Premises:-

Built of brick, stone or concrete and roofed with slates or tiles

Yes	No
-----	----

In a good state of repair

Yes	No
-----	----

Occupied solely by you

Yes	No
-----	----

If no, please provide particulars

Are all external doors fitted with deadlocks to British Standard 3621

Yes	No
-----	----

Note BS 3621 applies to most locks of 5 levers or more and will be marked with the "BS Kitemark"

Are all accessible windows fitted with locks having removable keys

Yes	No
-----	----

If no to either of the above or you are in any doubt, please give full details

Are the premises alarmed

Yes	No
-----	----

Type of signalling  
(tick one)

Central Station  
BT Redcare  
Bells only

Is the alarm system maintained  
under contract

Yes	No
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Age of building

Which floor(s) of the Premises do you occupy

Please give details of any other security (eg 24 hour Security Guards, CCTV), strongrooms or safes

If safes state

Make

Model

**SCHEDULE OF SUMS INSURED AND/OR LIMITS**

Please complete as follows:-

**SECTION A STOCK**

**Being:-stocks of stamps, covers, envelopes, postcards, albums, philatelic literature, and/or articles of philatelic or postal history interest including autographs and the library.**

1	Stock at the premises and/or bank vault		£
2	Stock at exhibitions, stamp fairs and shows	Maximum any one location	£
3	Number of exhibitions, stamp fairs or shows anticipated in any one year	In UK	
		Overseas	
4	Stock at any other premises within UK.(excluding exhibitions, stamp fairs or shows)		£
4	Stock while in transit anywhere in the world	Maximum any one sending	£
5	Estimated total value of annual sendings	Within UK	£
		Overseas	£

**OPTIONAL COVERS PLEASE COMPLETE SECTIONS WHERE COVER IS REQUIRED**

**SECTION B OFFICE CONTENTS**

**Being:-The contents and fixtures and fittings at the premises but not including property covered by Section A stock or money**

Office contents	£
Is accidental damage cover required	Yes No

**SECTION C BUSINESS INTERRUPTION**

Loss of revenue (12 months indemnity period)	£
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**SECTION D LIABILITIES**

Public Liability indemnity limit £500,000  
Employers Liability indemnity limit £10,000,000

Please detail

1	Annual Turnover	£
2	Number of staff	
3	Annual waggeroll	£

Have you ever had.-

An application for insurance refused

Yes	No
-----	----

Renewal of such insurance refused or cancelled

Yes	No
-----	----

Increased premium or special terms and restrictions imposed

Yes	No
-----	----

Any losses by any of the risks to be covered within the last five years

Yes	No
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If so, please give full detail

**DECLARATION - For the Proposer(s) to read, sign and date**

I/We declare that to the best of my/our knowledge and belief the statements made in this proposal are true and complete and if any of these statements are in the writing of another person, he or she acted as my/our agent for this purpose. I/We apply for insurance as above and agree that the proposal shall be the basis of the proposed contract.

**E.U. Disclosure Clause (UK)**

The Parties are free to choose the law applicable to this Insurance Contract. Unless specifically agreed to the contrary, this insurance shall be subject to English Law.

Any enquiry or complaint should be addressed in the first instance to your Broker or Insurance Advisor.

If you are not satisfied with the way a complaint has been dealt with, you may ask the Complaints Department at Lloyd's to review your case without prejudice to your rights in law.

The address is:

Lloyd's Complaints Department  
One Lime Street  
LONDON EC3M 7HA

Telephone: 0171 327 1000

SIGNED

CAPACITY

DATED