



<b>PROPOSAL FORM – SECTION 1 PROFESSIONAL INDEMNITY</b>			
1	Please answer all questions leaving no blank spaces		
2	If you have insufficient space to complete any of your answers, continue on your headed paper		
3	It is the intention of the underwriters that any contract of insurance with the proposer shall be based upon the answers and information provided in this proposal form and any other additional information provided by the proposer. If a quotation is offered, it will be the intention of the underwriters to offer coverage only in respect of those entities named in to answer to Question A.1.		
4	Completion of this form does not bind the proposer or insurer to complete the insurance transaction		
5	Please attach any additional information which may assist underwriters in assessing your risk / exposures. For example: copy of specimen MA contracts, brochures, marketing material, services offered.		
6	If your organization has been in operation for less than 3 years, please attach copies of CV's for each key person		
7	NAMA members, please attach a copy of your most recent NAMA membership certificate		
8	If any key person (executive director, member, partner, proprietor, principal) or portfolio manager has passed the UCT Paddocks STSM course, please provide a copy of a certificate		
<b>A. PARTICULARS OF PROPOSER</b>			
1.	Proposer (managing agency full name)		
2.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; height: 100px; vertical-align: bottom;">Physical Address</td> <td style="width: 50%; height: 100px; vertical-align: bottom;">Postal Address</td> </tr> </table>	Physical Address	Postal Address
Physical Address	Postal Address		
3.	Contact person		
4.	Telephone numbers		
5.	Fax Number		

<b>6.</b>	Email Address			
<b>7.</b>	Company Registration number			
<b>8.</b>	VAT registration number			
<b>9.</b>	Month / Year established	As currently constituted		As initially constituted
<b>10.</b>	Name of subsidiary or entity with same shareholding	Location	Date Established	Principal activity
	(if not 100% owned subsidiary or shareholdings differ, please provide more details)			
<b>11.</b>	Present Legal constitution (Please mark relevant box)			
	Sole proprietor	Partnership	Private company	Public company
				Other e.g. Trust
<b>12.</b>	NAMA MEMBER?	YES	NO	
<b>B. ACTIVITIES OF PROPOSER</b>				
<b>1.</b>	Discipline(s) in which the proposer is engaged (please mark relevant blocks)			
	Managing Agent	Rental Agent	Sales Agent	Property Broker
				Manage Rental Pools
				Court Appointed Administrator
				Arbitrator
				Valuations
				Property Development
	Any other activities?      YES      NO      if yes, please advise discipline(s)			
<b>2.</b>	Number of bodies corporate / complexes / HOAs being managed			
<b>3.</b>	Maximum number of units / sections within the largest complex			
<b>C. NAMES AND QUALIFICATIONS OF PRINCIPALS / PARTNERS / DIRECTORS / MEMBERS</b>				
	Name	Qualifications	Date Qualified	How long practicing

<b>D. STAFF COMPLIMENT (INCLUDES MEMBERS, DIRECTORS, PARTNERS, ETC.)</b>					
Please state the number of staff in each of the following categories					
<b>1.</b>	<u>UCT / Paddocks STSM course</u>	<u>Other 3 year or more post matric</u>	<u>Matric or similar</u>	<u>Unskilled</u>	<u>Total</u>
<b>2.</b>	<u>Portfolio Managers</u>	<u>Assistant to Portfolio Manager</u>	<u>Principal or Manager of staff</u>	<u>Other e.g. Cashier, Accountant, Tea Lady</u>	<u>Total</u>
<b>E. FINANCIAL INFORMATION</b>					
	<b><u>IMMEDIATE PAST FINANCIAL YEAR</u></b>		<b><u>PREVIOUS FINANCIAL YEAR</u></b>		
<b>1.</b>	Year end date		Year end date		
<b>2.</b>	Total Revenue R		Total Revenue R		
<b>3.</b>	<u>Revenue split as a % of total</u>		<u>Revenue split as a % of total</u>		
<b>a)</b>	% Managing Agent Activity		% Managing Agent Activity		
<b>b)</b>	% Rental Agent and Rental Pools		% Rental Agent and Rental Pools		
<b>c)</b>	% Sales Agent		% Sales Agent		
<b>d)</b>	% Property Broking and Insurance Broking		% Property Broking and Insurance Broking		
<b>e)</b>	% Valuations		% Valuations		
<b>f)</b>	% Property development		% Property development		
<b>g)</b>	% other e.g. Arbitrator, Administrator		% other e.g. Arbitrator, Administrator		
<b>F. CLAIMS EXPERIENCE</b>					
<b>1.</b>	Have any claims ever been made against the proposer or any of the key persons involved or employed by the proposer for the type of cover now being applied for?			<b>YES</b>	<b>NO</b>
	If YES please provide full details				
<b>2.</b>	Are any of the proposed key persons including portfolio managers aware of any circumstances which would be covered under a policy of this type that may result in any claims or a possible claim being made against them / the proposer?			<b>YES</b>	<b>NO</b>
	If YES please provide full details				

<b>G. INSURANCE HISTORY</b>					
<b>1.</b>	Are you presently or have you in the past had Professional Indemnity Insurance Cover? (This excludes the EAAB Fidelity Fund or General Liability cover)			<b>YES</b>	<b>NO</b>
	If YES please state:				
	Name of insurers		Indemnity Limit R		
	Excess (each and every claim) R		Expiry date of coverage		
	Retroactive Date		Policy number (if available)		
<b>2.</b>	For the type of insurance now being proposed, has any insurer ever:				
	a) Declined proposal or renewal?			<b>YES</b>	<b>NO</b>
	b) Required an increased premium or imposed special terms?			<b>YES</b>	<b>NO</b>
	c) Cancelled the insurance?			<b>YES</b>	<b>NO</b>
	If the answer is YES to any of the above, please provide more details				
<b>H. REQUIRED COVER</b>					
	1. Please state the amount of indemnity required by ticking appropriate box				
	<u><b>R1,000,000</b></u>	<u><b>R2,500,000</b></u>	<u><b>R5,000,000</b></u>	<u><b>R10,000,000</b></u>	<u><b>R20,000,000</b></u>
	2. Please state the deductible (excess) requested / preferred				
	<u><b>R10,000</b></u>	<u><b>R20,000</b></u>	<u><b>R30,000</b></u>		
	3. Do you require cover in respect of liability incurred but not discovered prior to the effecting of this insurance at a single premium to be negotiated?			<b>YES</b>	<b>NO</b>
	4. Do you require retro cover?			<b>YES</b>	<b>NO</b>
	If so, from which date? (retro date will be from date premium is paid and policy issued unless specifically requested e.g. if a retro date of six months ago / twelve months ago is requested, an adjusted quote will be presented – might be say 15% more expensive for 12 months)			<b>Date</b>	
	5. Do you require Data Protection Extension? (for an additional premium of R750 per annum)			<b>YES</b>	<b>NO</b>

	6. Do you require the activities as an arbitrator in sectional title matters to be covered?	YES	NO
	7. Do you require the activities as a court appointed administrator to be covered?	YES	NO
	If so, how many schemes to you presently administer?		n/a
	8. Do you require Fidelity Cover Extension?	YES	NO
	If so, please complete SECTION 2 – FIDELITY GUARANTEE		
<b>I GENERAL</b>			
<b>1.a.</b>	Is the proposer receiving interest rebates (bulking rebates) or commission from an financial institution, financial services provider, in respect of <b>invested funds</b> of a body corporate, HOA or other scheme?	YES	NO
<b>1.b.</b>	If yes, confirm YES or NO whether the client body corporate, HOA or other scheme trustees have agreed to this arrangement and that this is recorded	YES	NO N/A
<b>2.a.</b>	Is the proposer receiving rebates or commissions from contractors or suppliers such as waterproofing companies, security firms etc.?	YES	NO
<b>2.b.</b>	If yes, confirm YES or NO whether the client body corporate, HOA or other scheme trustees have agreed to this arrangement and that this is recorded	YES	NO N/A
	Any further information iro questions 1 and 2 above	YES	No
<b>3.</b>	Is the proposer employing staff on behalf of bodies corporate (ie on the proposers payroll) or are such staff the responsibly of the proposer in respect of work done? E.g. Is the proposer expected to oversee the work of cleaners, guards, estate managers etc. at the client's premises?	YES	NO
<b>4.a.</b>	Is there a written managing agent contract between community scheme and proposer in every instance?	YES	No
<b>4.b.</b>	If No,		
	Number of schemes with contracts		n/a
	Number of schemes without contracts		n/a

J	ADDITION INFORMATION

**DECLARATION**

We declare that the statements and particulars in this Proposal form are true to the best of our knowledge and belief and that we have not misstated, suppressed or omitted any material facts.

We agree that this proposal from together with any other information supplied by us shall form the basis of any contract of insurance effected thereon and shall be incorporated therein.

We undertake to inform the insurers of any material alteration of these facts whether occurring before or after completion of the contact of insurance.

Signing this proposal form does not bind the proposer to complete this insurance.

We acknowledge that if this proposal is accepted, the contract will be subject to the terms and conditions as set out in this policy wording as issued or otherwise specifically varied in writing by Camargue Underwriting Managers (Licensed Financial Services Provider, License Number 6344).

Signed at .....

Dated this .....day of.....20.....

Signed by:

.....  
PARTNER / DIRECTOR / MEMBER / MANAGER  
(proposal form should be completed by the proposer)

Application forms can also be faxed or emailed to Addsure's head office.

Fax number 021 5519764 email [info@addsure.co.za](mailto:info@addsure.co.za)

Further information can be found on [www.addsure.co.za](http://www.addsure.co.za)

NB: Should Fidelity cover be required – please complete Section 2 – Fidelity Guarantee

ADDSURE  
PO BOX 963  
MILNERTON  
7435

The PIMA (Professional Indemnity for Managing Agents) product has been specifically designed for managing agents servicing community schemes in South Africa.

Addsure (specialist sectional title insurance advisors) and Camargue (Specialised Liability Management) are leading financial services providers in their respective disciplines.



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