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| gw-logo without words 43 pixels verticalGreat Wall Insurance ServicesCLIENT ENqUIRY & FACT FIND FORM | t: +613 9574-2833 f: +613 9574-2899 |
| The information you provide will help us find the right insurance for you. Please return it to your Great Wall Account Manager, or send it to us on enquiries@gwinsurance.com.au |
| Contact name(s):       | [ ]  Commercial insurance  ABN:       | [ ]  Domestic insurance DOB:        Retired: [ ]  Yes [ ]  No |
| Company name:       |
| Risk address:       | Postal address:       |
| Description of business:       | Phone:       | Fax:       |
| E-mail:       |
| Current insurer & broker:       | Expiry date for current policy:       | Commencement date for new policy:       |
| Interested parties (landlord, bank, trustees, council):       |
| Any claims in the past 5 years? [ ]  Yes [ ]  NoProvide information on claim amount, year, type of claim:       |
| Years in business: | [ ]  3 -5 years | Previous business experience:       |
| [ ]  0 – 2 years | [ ]  5+ years |
| 1. Have you (or your associates) been convicted of any criminal offence or been declared bankrupt?
2. Has any insurer in respect of any insurance policy held (by you, your partners or directors) ever:
3. Refused to renew / cancelled or terminated a policy?
4. Refused a claim or required an increase premium under the policy?
5. Imposed special conditions under the policy?
 | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| **risk** | **ESTIMATED cover REQUIRED ($)** | **Additional comments:** |
| Fire & perils – PropertyBuildingContents and stock | $ …     $ …      |  |
| Business interruptionGross profitIndemnity period | $ …     Months …      |
| Burglary / TheftTobacco / CigarettesStock (ex. Tobacco/Cigs)Other Contents | $ …     $ …     $ …      |
| LiabilityLimit of public indemnity Product liabilityImport activities Property owner | [ ]  $5m [ ]  $10m [ ]  $20m[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| Glass | [ ]  Yes [ ]  No |
| Money | $ …      |
| Machinery  | $ …      |
| Electronic equipment | $ …      |
| Other $…      $…       | $ …     $ …      |

Thank you for providing this information. An Account Manager will be in touch with you to discuss your insurance needs. If you have time to fill in the next page, this will help us provide you with a more accurate quote.

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| Insured Premises / business property |
| Year built (approx):       | Year rewired:       | No. of stories:       | ***(Office use) – est. replacement cost:***       |
| Flood prone area:  | [ ]  Yes [ ]  No | Asbestos: | [ ]  Yes [ ]  No | Does the building contain EPS (expanded polystyrene)? |
| Heritage/Trust listed: | [ ]  Yes [ ]  No | Approx size (sqm):       |
| Ground floor | [ ]  Concrete | [ ]  Wood | [ ]  Other (      ) | [ ]  No EPS | [ ]  20 – 29% |
| Second floor | [ ]  Concrete | [ ]  Wood | [ ]  Other (      ) | [ ]  1 – 14% | [ ]  >30% |
| Roof | [ ]  Concrete | [ ]  Metal | [ ]  Tile | [ ]  Other (      ) | [ ]  15 – 19% |  |
| Walls -1st floor | [ ]  Concrete | [ ]  Brick | [ ]  Wood | [ ]  Iron | [ ]  Other (      ) |
| Walls -2nd floor | [ ]  Concrete | [ ]  Brick | [ ]  Wood | [ ]  Iron | [ ]  Other (      ) |
| Any other information about the premises:       |
| insured premises protection – FIRE  |
| Fire extinguishers  | [ ]  Yes (#     ) [ ]  No  | Fire alarm | [ ]  Monitored | [ ]  Unmonitored |
| Fire blanket | [ ]  Yes (#     ) [ ]  No |  | [ ]  Battery | [ ]  Hard Wired |
| Fire hose | [ ]  Yes (#     ) [ ]  No | Sprinklers  | [ ]  No | [ ]  Town water |
| Smoke detector | [ ]  Yes (#     ) [ ]  No |  | [ ]  Single supply | [ ]  Dual supply |
| Other (provide details):       |
| INSURED PREMISES PROTECTION - SECURITY |
| Burglar alarm | [ ]  Yes [ ]  No | [ ]  Local alarm | [ ]  Private line | [ ]  Security company |
| Deadlocks on doors | [ ]  Yes [ ]  No | Bars on windows | [ ]  Yes [ ]  No |  [ ]  Secured |
| CCTV | [ ]  Yes [ ]  No | Security Patrol | [ ]  Yes [ ]  No |  [ ]  Unsecured |
| Shutters  | [ ]  Yes [ ]  No | Other (provide details):       |
| CONTENTS / STOCK |
| Stock on premises in open air (trailers, signboards): | [ ]  Yes [ ]  No | Customer’s goods onsite: | [ ]  Yes [ ]  No |
| Physical assets stored offsite:  | [ ]  Yes [ ]  No | High value electronic equipment: | [ ]  Yes [ ]  No |
| FOOD SAFETY |
| Deep frying | [ ]  Yes [ ]  No | Filters cleaned:[ ]  Weekly[ ]  Monthly | Exhaust flue cleaned:[ ]  6 monthly[ ]  Annually | Cleaned by:[ ]  Staff[ ]  Commercial contractor  |
| Wok frying | [ ]  Yes [ ]  No |

 **PRIVACY STATEMENT**

Great Wall Insurance Services is committed to protecting your privacy. We use the information you provide to advise about and assist with your insurance needs. We provide your information to insurance companies and agents that provide insurance quotes and offer insurance terms to you or the companies that deal with your insurance claim (such as loss assessors and claims administrators). Your information may be given to an overseas insurer (like Lloyd’s of London) if we are seeking insurance terms from an overseas insurer, or to reinsurers who are located overseas. We will try to tell you where those companies are located at the time of advising you. We do not trade, rent or sell your information.

If you don’t provide us with full information, we can’t properly advise you, seek insurance terms for you, or assist with claims and you could breach your duty of disclosure.

For more information about how to access the personal information we hold about you and how to have the information corrected and how to complain if you think we have breached the privacy laws, ask us for a copy of our Privacy Policy.