

AHIS Insurance Questionnaire

If completed electronically, click the following to move between Sections

[Property](#)

[Money](#)

[Breakdown](#)

[Liability](#)

[Claims](#)

IMPORTANT NOTICE

Your Duty of Disclosure

You have a duty, under the Insurance Contracts Act 1984 to disclose to the insurer every matter which you know or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and if so, on what terms. Your duty however does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer;
- that is common knowledge;
- that the insurer knows, or in the ordinary course of business as an insurer, ought to know;
- as to which compliance with your duty is waived by the insurer

Non-Disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

Privacy

We are covered by the Federal Privacy Act and its National Privacy Principles, which set out standards for the collection, use, disclosure and handling of personal information. We respect your privacy and are committed to protecting your personal information even when you are no longer a client.

Name of Hotel:

Name of Insured(s):

Address of Hotel:

Contact Name:

Contact Telephone:

Contact Fax:

Contact Email:

License Number:

Age of Hotel:

Years

General Information

Space for Comments

Property Construction

C1. What are the premises primarily constructed from?

Brick/Concrete

Mixed Construct.

Timber

Other (Describe)

C2. What are the floors constructed of?

Concrete

Mixed Construct.

Concrete/Sandstone

Other (Describe)

C3. What is the roof constructed of?

Concrete

Metal

Tiles

Other (Describe)

C4. How many levels (storeys) in your hotel?

C5. Is the hotel Heritage listed?

Yes

No

C6. Have the premises been re-wired in the last

5yrs

10yrs

20yrs

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Property Occupation and Business Activities

O1. Is there an on-site (live in) caretaker / manager? Yes No

O2. What are your Trading Hours?

O3a. Do you provide Accommodation?: Yes No O3b. If Yes, how many rooms?

O4. Is there a swimming pool/spa?: Yes No

O5a. Do you supply Food on premises?: Yes No If Yes:

O5b. Describe if restaurant, bistro, type of seating:

O9. Is there a childrens playground? Yes No If Yes, is it supervised?

O10a. Do you have a nightclub? Yes No If Yes:

O10b. How often does it trade? (e.g. Nights/Hours)

O10c. Where is it located within the hotel?

O10d. What is the capacity of the nightclub?

O10e. How many exits are there from the nightclub?

O11a. Please describe any entertainment you provide (eg 2 pc band, DJ, Etc.):

O11b. If there is a dance floor, how big is it?

O12. Parking Do you provide customer parking: Yes No If yes, how many spaces?

Is the surface bitumen sealed? Yes No If no, please describe the surface

Property Fire and Security Protection

P1a. Where is your nearest Fire Brigade? <10kms 10-50kms >50kms

P1b. Is that Fire Brigade operated by: Full Time Fire Fighters Volunteer Fire Fighters

P2. Do the premises have Smoke Detectors? Hard Wired Lithium Batteries None

P3. Do the premises have fire extinguishers throughout? Yes No Partial

P4. Do the premises have hose reels throughout? Yes No Partial

P5. Are the premises Sprinklered throughout? Yes No Partial

P6. Are all ground floor and easily accesible upper storey windows fitted with key operated locks that are put into operation outside of business hours? Yes No Partial

P7. What alarm systems are installed in the premises? Back to Base Burglar Back to Base Fire Panic
 Local Burglary Local Fire

P8a. Is there CCTV/video surveillance? Yes No If Yes:

P8b. How many cameras?

P8c. How long is footage kept for?

P8d. What is the positioning of the cameras?

P9. Do you use a third party company(ies) to contract security staff from? Yes No If Yes:

Please provide name of company and their insurer:

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Finanacial Information

F1. What is your Annual Turnover split into the following:

Gaming	Bar	Bottle Shop	Bistro/Restaurant	Accomodation	Entertainment
\$		\$	\$	\$	
Other					Total Turnover
\$					Specify:
					\$

F2. What is your "Cost of Sales" figure as shown on your current P&L's?

F3. What is your Annual Wages/Employee No split into:

Casual Staff	Permanent Staff	Directors	Total Wages/Ee#
Wages:	\$		\$
No of Employees:			

Property Section

Space for Comments

ISR1. Do you require a quote for Property Damage and Business Interruption Insurance?

Yes No

ISR2. From what date do you need cover to start?

ISR3. Replacement/Reinstatement

Buildings (Incl Fixtures/ Fittings)	Plant, Mach. & Contents	Stock in Trade	Removal of Debris	Burglary & Theft (Excl Money)
\$			\$	

ISR4. When was your property last professionally valued? Last 5 yrs 5-10 Years >10 years Don't Know

Important - If your property has not been professionally valued for insurance in the last 5 years we recommend that this is done. Please bear in mind that Co-Insurance Clauses exist under property insurance policies. This means that in the event of a claim, insurers may only be responsible for a proportion of a loss if the sum insured is found to be significantly less than the actual cost of reinstatement or replacement.

Money Section

M1. What amount of Money do you wish to Insure for?

M2. How many safes are used on the premises?
 If so, are they: Torch Resistant Drill Resistant

M3. What types of safes are used on the premises?
 Key Lock 2 Key Lock Combination
 Key/Combination Electronic Time Delay

M4. How many individuals have access to the safes?
 Managers Owner(s) Other

M5. How often is the banking done?
 Daily Other Excl W/ends/Public Hols

M6. Do you use a third party cash collection company?
 Yes No
 If Yes, Who do you use?
 If No, what precautions do you take for money transits? Walk to nearby bank.

M7. Is money stored in poker machines overnight?
 Yes No

M8. If you own an ATM, how often is money replaced?
 Daily When Required Not Applicable

Liability (Public & Products) Section

L1. Do you require a quote for Public and Products Liability Insurance?

Yes No

L2. From what date do you need cover to start?

L3. Please review the following and advise which limits of liability you require quotations for:

L3(a) General Liability – any one event	\$	10,000,000	<input type="checkbox"/> Tick if Yes, or:	\$	Please note that Server Liability is automatically included (at no extra cost) under our Liability Policy.
L3(b) Product Liability – annual aggregate	\$	10,000,000	<input type="checkbox"/> Tick if Yes, or:	\$	
L3(c) Property in Care, Custody and Control	\$	50,000	<input type="checkbox"/> Tick if Yes, or:	\$	

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Machinery Breakdown Section

MB1. Do you require a quote for Machinery Breakdown Insurance? Yes No

MB2. From what date do you need cover to start?

MB3. Please confirm no of units to be insured and values below:

Total Number of Units to be Insured	Maximum Value of any one Item	Total Sum Insured for all Items
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MB3(a) Boiler Pressure/Vessels;

	\$ -	\$ -
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MB3(b) Air Conditionong Units;

	\$ -	\$ -
--	------	------

MB3(c) Fridges;

	\$ -	\$ -
--	------	------

MB3(d) Lifts;

	\$ -	\$ -
--	------	------

MB3(e) Computer /Printers /Servers;

	\$ -	\$ -
--	------	------

MB3(d) Other (Please Specify).

	\$ -	\$ -
--	------	------

TOTAL

	\$ -	\$ -
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MB4. What values do you wish to insure for the following:

Deterioration of Stock in Cold Storage?

\$ -

Increased Cost of Working following Breakdown?

\$ -

Fidelity Guarantee Section

FG1. Do you require a quote to cover Employee Fraud / Dishonesty? Yes No

FG2. From what date do you need cover to start?

FG3. What Limit do you require?

Yes No

Claims Section

Please provide the following details of all claims on all policies for each hotel during the past 5 years.

Risk Type	Date	Nature of Incident	Amount of Loss
			\$ -
			\$ -
			\$ -
			\$ -

DECLARATION

I/We have read and understood the Important Notice on Page 1 of this Questionnaire and confirm the information I/We have provided is true and correct.

Signature: _____

Position/Title: _____

Date: _____