

## **A. Motor Insurance**

1. The vehicles title book (called 'Librie')
2. If the vehicle is not by your name and if it is: rental (rent agreement), if you are the legal representative (the document for such representation), if you acquire by purchase (Purchase agreement), and if you get by succession, court declaration and other similar document that substantiate your interest on the vehicle.
3. For private vehicle the full name of the drivers who are allowed to drive the vehicle (only to get named driver discount)
4. First you complete the proposal form
5. To avoid complain in respect to driving license validity, please get consultation on the type of valid driving license to drive your vehicle.
6. Avail your vehicle for pre risk inspection

## **B. Marine Cargo insurance**

Marine cargo insurance is concerned primarily with international commerce. Basically, anyone who has an insurable interest in a cargo shipment has a need for an ocean cargo policy.

The important documents required to get marine cargo policy are:

1. Performa Invoice or Commercial invoice
2. Letter to request a policy issuance or complete the Proposal form

## **C. Goods in transit insurance**

In order to get an inland transit policy for cargo carried by different land conveyance the most important information or documents requested by the insurance company includes: -

1. Type of good carried
2. Its amount
3. Period it might take
4. The plate no of vehicle to be carried (if known)
5. The place from where to where it is transported etc.
6. This information can be presented either by letter or by completing the proposal form.

## **D. Fire and Allied perils**

1. The property (building) title deed (called 'Carta and plan')

2. If the building is not by your name and if it is used as collateral by bank (Bank declaration, if rental (rent agreement), if you are the legal representative (the document for such representation), if you acquire by purchase (Purchase agreement), and if you get by succession your court declaration and other similar document that substantiate your interest on the vehicle.
3. First you complete the proposal form or present the bank declaration
4. Provide the list of properties, building parts with their respective amount
5. Clearly request the type of additional covers you require to have.

### **E. Burglary and House Breaking**

1. The property (building) title deed (called 'Carta and plan') or other ownership confirmation document
2. First you complete the proposal form or present the bank declaration
3. Provide the list of properties with their respective amount
4. The place where the property is located

### **F. Plate Glass**

1. The property (building) title deed (called 'Carta and plan') or other ownership confirmation document
2. First you complete the proposal form or present the bank declaration
3. Provide the nature and types of glass, position on the building, list and description of the glasses and their amount
4. The place where the property is located

### **G. Household Insurance**

1. The property (building) title deed (called 'Carta and plan') or other ownership or interest confirmation document on the building or home the household contented
2. First you complete the proposal form or present the bank declaration
3. Provide the list of properties with their types, brand, serials (if any) and respective amount
4. The place where the property is located

## **Engineering Insurances**

### **A. Contractors' All Risk (CAR)**

1. Renewed license and registration
2. Company profile
3. Construction contractual agreement

4. Letter of acceptance for construction
5. List of the properties to be insured
6. Completed Proposal form: detailed information about the construction to be undertaken

#### **B. Erection All Risk Insurance Policy**

1. Renewed license and registration
2. Company profile
3. Construction contractual agreement
4. Letter of acceptance for construction
5. List of the properties to be insured
6. Completed Proposal form: detailed information about the construction to be undertaken

#### **C. Contractors Plant and Machinery (CPM) insurance**

1. The machines title book (called 'Librie')
2. If the machine is not by your name and if it is: rental (rent agreement), if you are the legal representative (the document such representation), if you acquire by purchase (Purchase agreement), and if you get by succession your court declaration and other similar document that substantiate your interest on the vehicle.
3. First you complete the proposal form
4. To avoid complain in respect to driving license validity please get consultation on the type of valid driving license to drive your vehicle.
5. Avail your machine for pre risk inspection

#### **D. Electronic Equipment**

1. Renewed license and registration
2. List of the properties to be insured with their type, brand, model, serial No (if any), and their respective amount
3. The place where the properties are located
4. Completed Proposal form: detailed information about the construction to be undertaken

#### **E. Machinery Breakdown**

#### **F. Boiler & pressure Vessel**

1. Renewed license and registration
2. The boiler to be insured with its type, brand, model, serial No (if any), age (year of manufacture) and its respective amount
3. The place where the boiler is located

4. Completed Proposal form: detailed information about the construction to be undertaken

## **Pecuniary Insurance**

### **Bonds**

#### **A. Bid Bond**

1. Renewed license and registration
2. Company profile (extract)
3. Counter indemnity
4. Bid invitation letter
5. Completed Proposal form: detailed information about the construction to be undertaken

#### **B. Performance Bond**

1. Renewed license and registration
2. Company profile
3. Counter indemnity
4. Construction contractual agreement
5. Letter of acceptance for construction
6. Completed Proposal form: detailed information about the construction to be undertaken

#### **C. Advance Payment Bond**

1. Renewed license and registration
2. Company profile
3. Counter indemnity
4. Construction contractual agreement
5. Letter of acceptance for construction
6. Completed Proposal form: detailed information about the construction to be undertaken

#### **D. Supply Bond**

1. Renewed license and registration
2. Company profile
3. Counter indemnity
4. supplies contractual agreement
5. Letter of acceptance for supplies
6. Completed Proposal form: for detailed information

## **E. Customs Bond**

1. Renewed license and registration (for organizations)
2. Company profile
3. Counter indemnity
4. Customs Authority bond request or approval
5. Provide the list of properties to be insured for customs duty, their nature or types, brand / model, serial No, and their amount duty and property value amount separately
6. Completed Proposal form: detailed information about the construction to be undertaken

## **Money insurance**

1. The average amount of money that can be kept in safe, carried at a time, and annual aggregate carrying
2. The location where the offices located including outside Addis Ababa
3. The description of the transit: between town, inter town, etc.
4. The amount of money that cover is required for cash in safe, cash in transit (transit risk), single loss and aggregate loss
5. Cash in safe and transit policy (if possible)
6. Completed Proposal form: for detailed information

## **Fidelity Guaranty insurance**

1. List of employees with their position, place of assignment and the amount of money the cover is required
2. Completed Proposal form: for detailed information

## **Liability Insurance**

### **A. Workmen's Compensation**

1. List of employees with their position, place of assignment and the amount of money the cover is required
2. Completed Proposal form: for detailed information

### **B. Carriers Liability**

1. Description of the goods and properties that can be carried, root of transports (if proposal is completed no need of such description).
2. Completed Proposal form: for detailed information

### **C. Professional Indemnity(PI)**

1. Renewed license and registration
2. Company profile
3. Construction or other contractual agreement (if any) or the detailed information about the profession you engaged
4. Completed Proposal form: for detailed information

### **D. Public Liability**

1. Renewed license and registration
2. Description of the business, operation, service, activities undertaken by the proposer (institution).
3. The safety policy of the institution and available safeties
4. The type of potential and expected risks that emanate from the business or operation or its activities, properties/building/fittings/machines /equipment's, etc
5. Completed Proposal form: for detailed information

### **E. Product Liability**

1. Renewed license and registration
2. Description of the business, operation, service, process, activities
3. The company's product quality tests, assurances, experience, market coverage, distributors, retailers, etc. detailed information
4. The type of potential and expected risks that emanate from the business or operation or its activities, properties/building/fittings/machines /equipment's, etc.
5. Completed Proposal form: for detailed information