

BUSINESS INTERRUPTION DECLARATION

DECLARATIONS

It is best advised that an annual declaration be obtained from the Insured to firstly avoid average and secondly to collect the correct premium. Always keep on file for future reference. The questionnaire can be adjusted to suit the business and cover if that differs from what is currently on offer.

Turnover for 12 months ending		R
Closing Stock and W.I.P. as at		R
Sub-Total (i)		R
Less all the following:		
Opening stock and Work In Progress		R
Uninsured Working Expenses for 12 months ending		R
• Purchases (less discounts received)		R
• Discounts Allowed		R
• Bad Debts		R
• Railage Outwards		R
• Consumables (if directly related to Turnover/Output)		R
• Royalties (if based purely on Turnover or Output)		R
• Packing Materials		R
• Others (specify)		R
Sub-Total (ii)		R
Gross Profit (Sub-Totals (i) minus (ii)) as at		R
Using the above figure and your budget turnover for this and next year as a base calculate the revised sum Insured required taking into account provision for trend of the business and any special circumstances.		
Next financial year		R

INDEMNITY PERIOD

Assuming a "worst case" scenario, where business is interrupted due to damage, estimate the maximum period (in months) it would take for turnover to return to its pre-damage projected level by taking into account: _____ months

- Replacement time of buildings/complex.
- Re-ordering/construction/installation time for plant/machinery.
- Recovery time to normal production capacity.
- Market recovery time.

N.B. Cognizance should be taken of planning, delivery, installation delays and time to recruit/retrain staff.

DEPENDENCY

Are you dependent on any one customer (agent) or customer (agent of a customer (agent) for more than 5% of your annual turnover but restricted to 25%?

Customer	Country	Percentage	Value of Annual Sales
1.		%	R
2.		%	R
3.		%	R

Are you dependent on any one supplier or supplier of a supplier for more than 5% of your annual purchases but restricted to 25%? Please specify: -

Supplier	Country	Percentage Value	Purchase	Is an alternate Supplier available
1.		%	R	YES/NO
2.		%	R	YES/NO
3.		%	R	YES/NO

SUPPLIERS			
List the utility suppliers (gas, power, etc.) and the suppliers of such utility suppliers			
Utility Supplier		What Alternative arrangements can be made to maintain Production/Turnover	
1			
2			
3			
Bearing in mind fire, lightning, explosion, storm, wind, water, hail, snow, impact by vehicles/aircraft, malicious damage and earthquake, what do you consider to be the most likely "worst case" scenario affecting turnover:			
Peril		Assets Affected	% Effect on T/O
1			%
2			%
3			%
Indicate whether turnover is seasonal			YES/NO
Which months			
Do you receive export incentive allowances?			YES/NO
Anticipated amounts for incentives received?			R
Did you limit the utilities extension limit?			YES/NO
Did you limit the supplier's extension limit?			YES/NO
Did you limit the customer's extension limit?			YES/NO
PROPOSAL FORM			
Please complete proposal form or obtain:			
3.1	Complete claims history	3.5	Sum Insured – it is important that this be accurate
3.2	Occupation of insured	3.6	Basis of cover i.e. difference or additions etc.
3.3	Situation of premises	3.7	Extensions to cover required
3.4	Indemnity period required	3.8	A list of standing costs is required for Sasria cover