



PROGRESSIVE INSURANCE BHD (19002-P)

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Website: www.progressiveinsurance.com.my

AGENCY NO:

BRANCH NETWORK

| | | | |
|----------------------|--|----------------------|--------------------|
| BUTTERWORTH | 2755, Ground & 1st Floor, Jalan Chain Ferry, Taman Inderawasih, 13600 Prai, Seberang Prai Tengah, Penang. | Tel: +60 4397 7128 | Fax: +60 4397 7126 |
| JOHOR BAHRU | No. 17-01, Jalan Kebun Teh 1, Pusat Perdagangan Kebun Teh, 80250 Johor Bahru, Johor. | Tel: +60 7227 0991/2 | Fax: +60 7227 0996 |
| MELAKA | 13-A, Jalan Melaka Raya 24, Taman Melaka Raya, 75000 Melaka. | Tel: +60 6288 3831 | Fax: +60 6288 3832 |
| KOTA KINABALU | Ground Floor & 7th Floor, Wisma Perkasa, Jalan Gaya, Kota Kinabalu, Sabah, P.O. Box 13936, 88845 Kota Kinabalu, Sabah. | Tel: +60 8824 4216 | Fax: +60 8821 8004 |
| KUCHING | Ground Floor, Lots 216 & 217, Jalan Haji Taha, 93400 Kuching, P.O. Box 2749, 93754 Kuching, Sarawak. | Tel: +60 8225 1788 | Fax: +60 8242 3960 |
| SANDAKAN | 1st Floor, Lot 1, Block 3, Bandar Indah, Mile 4, North Road, 90000 Sandakan, Sabah. | Tel: +60 8923 8810 | Fax: +60 8923 7709 |

CONTRACT GUARANTEE PROPOSAL FORM

MAKLUMAT PENTING / IMPORTANT NOTICES

KENYATAAN MENURUT SEKSYEN 149(4) AKTA INSURANS, 1996. Anda perlu memberitahu di dalam borang cadangan ini, secara penuh dan jujur, segala fakta-fakta yang anda tahu atau patut tahu, jika tidak polisi yang dikeluarkan lanjutan darinya boleh menjadi tidak sah.

STATEMENT PURSUANT TO SECTION 149(4) OF THE INSURANCE ACT, 1996. You are to disclose in this proposal form, fully and faithfully all the facts which you know or ought to know, otherwise the policy issued hereunder may be void.

WARANTI PREMIUM

Perhatian anda dibawa kepada waranti premium 60 hari berkenaan dengan polisi ini. Syarat penting dan mutlak khusus bagi kontrak insurans ialah bahawa premium kena dibayar mestilah dibayar dan diterima oleh penanggung insurans dalam masa enam puluh (60) hari dari tarikh permulaan polisi / pengendorsan / sijil pembaharuan.

Jika syarat ini tidak dipatuhi maka kontrak ini dibatalkan secara automatik dan penanggung insurans adalah berhak terhadap premium prorata dalam tempoh mereka menanggung risiko.

PREMIUM WARRANTY

Your attention is drawn to the 60 days premium warranty attached to the policy. It is a fundamental and absolute special condition of this contract of Insurance that the premium due must be paid and received by the Insurer within sixty (60) days from the inception date of this policy / endorsement / renewal certificate.

If this condition is not complied with then this contract is automatically cancelled and the Insurer shall be entitled to the pro-rata premium for the period they have been on risk.

BORANG INI TELAH DITERJEMAHKAN DARI BAHASA INGGERIS. JIKA TERDAPAT SEBARANG KERAGUAN ATAU KONFLIK DI ANTARA BAHASA INGGERIS DAN VERSI YANG DITERJEMAHKAN, VERSI BAHASA INGGERIS AKAN DIGUNAKAN UNTUK MENYELESAIKAN KERAGUAN TERSEBUT.

Note: Please attach a sheet of paper to give information wherever space provided is insufficient.

| | |
|--|----------------|
| 1. Full Name of Applicant Contractor: _____ | |
| Registered Address: _____ | |
| Business Address: _____ | |
| Telephone No. (office/residence/handphone): _____ | |
| 2. Business Registration Certificate No/Company No: Where and when registered: _____ | |
| 3. Principal Office and branches: _____ | |
| 4. Nature of constitution (State whether Public Limited Co., Private Limited Co., Partnership or Sole proprietorship): _____ | |
| 5. If Limited Co., state: _____ | |
| Authorised Capital: _____ | |
| Issued Capital: _____ | |
| Paid up Capital: _____ | |
| List Major shareholders holding more than 10% of issued capital: | |
| | Name & Address |
| | % holding |
| (a) | |
| (b) | |
| (c) | |
| 6. If Limited Co., advise which officers are authorised and required to sign guarantee in accordance with Co.'s Memorandum & Articles of Association. _____ | |

| | | | | | |
|--|--|------------------------------|--|--|--|
| 7. Please give details of all Partners or Directors as follows: | | | | | |
| | Name & Address | Age | I.C. No | Occupation | % share in Co. |
| i | | | | | |
| ii | | | | | |
| iii | | | | | |
| 8. Are any of the directors, partners, owners, senior executives of applicant connected now or were connected before with any construction company? If so, give details: | | | | | |
| | Name of person | Position in applicant's firm | Name and address of the other contractor | Nature of connection with that company | Status of the other contractor at present |
| | | | | | |
| 9. Is the applicant company connected with any other contractor as parent-subsidiary, associate company, close business partner, etc? If so, please give details: | | | | | |
| | Name and address of the other contractor | Their area of activity | Their annual turnover | Nature of relationship | |
| | | | | | |
| 10. How long has applicant been in this business? _____ | | | | | |
| 11. Is applicant surety for any other person? If so, please give full particulars. _____ | | | | | |
| 12. Has applicant ever been declared bankrupt or has any winding - up petition or order been made against the applicant or made a composition or arrangement with its creditors or at any time been unable to pay any of its debts when due? If so, give particulars. _____ | | | | | |
| 13. Has applicant ever defaulted in any contract? If so, give particulars. _____ | | | | | |
| 14. Amounts of debentures, mortgages, bank overdrafts outstanding in name of company and in case of firm or proprietorship in name of owner, partners and spouses. _____ | | | | | |
| 15. Details of freehold or leasehold property in name of company or owner or partners and spouses/nominees and details of outstanding charges on those properties. _____ | | | | | |
| 16. Equipments owned by applicant: | | | | | |
| | Description | Purchase Date | Purchase Price | Present Value | Hire Purchase or other finance or other encumbrances |
| | | | | | |
| 17. What are the other assets or liabilities of the applicant? _____ | | | | | |

18. Please specify which of the above mentioned assets are offered as collateral in support of the bond being requested, if any.

19. Particulars of Company's bankers:

| Name of bank | Branch | Account No. | When opened | Overdraft or other facilities enjoyed and amount of facility (RM) |
|--------------|--------|-------------|-------------|---|
| | | | | |

20. What is the present bank balance?
Please attach true copies of your bank statement for the latest 3 months.

21. Operating results during latest 3 years:

| Year | No. of contracts performed | Annual Turnover | Operating Profit | No. and total value of contracts now on hand |
|------|----------------------------|-----------------|------------------|--|
| | | | | |

22. Experience of the applicant in performance of contracts similar to the present one:

| Name of contract | Date completed | Contract value | Any outstanding problems or disputes? |
|------------------|----------------|----------------|---------------------------------------|
| | | | |

23. Complete list of works completed since commencement of business or during preceding 5 years?

| Principal | Location and nature of contract | Date commenced | Date completed | Contract value | Any problems? |
|-----------|---------------------------------|----------------|----------------|----------------|---------------|
| | | | | | |

24. Complete list of contracts now on hand and not yet completed:

| Principal | Location and nature of contract | Date commenced | Expected completion date | Contract value | Extent of work completed |
|-----------|---------------------------------|----------------|--------------------------|----------------|--------------------------|
| | | | | | |

| Whether work is progressing as scheduled? | Any problems relating to the contract | Guarantees or Bonds outstanding Amount | Guarantor |
|---|---------------------------------------|--|-----------|
| | | | |

Please enclose certified statements showing latest status of work on each project.

25. Jobs tendered for at present:

| Principal | Location and nature of contract | Contract value | Amount of bid | Guarantees | |
|-----------|---------------------------------|----------------|---------------|------------|-----------|
| | | | | Amount | Guarantor |
| | | | | | |

26. Is Applicant approved as a Government Contractor?
If so, which category? Since when?

In respect of present contract for which guaranty is requested:

27. Name and address of Principal:

28. Financial position of the Principal:

29. Will the Principal finance this project from:

- (a) Own resources
- (b) Bank advances already committed
- (c) External finance expected to be arranged
- (d) Sale of the property to buyers after completion of construction
- (e) Any other means

Please give as much details as possible.

30. Nature and value of Bond requested and what percentage of contract value it represents:

31. Are any liquidated damages/penalties provided for in the event of default or delay in completion?
If so, please give details.

32. Does the contract contain any force majeure clause relieving the contractor of responsibility for delays or defaults caused by natural calamities or political risks? If so, please attach an extract.

33. Does the performance of this contract require purchase of substantial new equipment? If so, please give particulars, value and show it will be financed.

34. Described the precise nature of this contract.

35. Does the contractor undertake any obligations or liabilities other than those directly relating to the execution of the contract work?
For example,

- a) Responsibility to clear the site of squatters or other obstructions
- b) Responsibility to obtain Government sanctions or approvals
- c) Responsibility to find finance for the project
- d) Responsibility to find tenants or purchasers.

If so, please give details.

36. What is the place and site of work? Will contractor have full control of site and unrestricted access to it?

37. Relevant dates:

Date of invitation to tender:
 Last date for receipt of tender:
 Date of commencement of work:
 Date of completion of work:
 Date of final termination of responsibility of contractor:

38. What is the contract price?
 Is it negotiated price, open tender or sealed tender?

Highest tender?
 Lowest tender?
 Second Lowest tender?
 Your tender?

39. Is a price variation and/or contingency sum clause included in the contract?
 If so, please attach an extract.

40. Payment schedule for the contract.
 Please give details.

41. Percentage of retention money.

42. What proportion of this contract will be sub-contracted out?
 Please give details.

| Nature of work | Value | Name and address of Sub-contractor | Nature of security given by sub-contractor for due performance | Targetted Completion Date |
|----------------|-------|------------------------------------|--|---------------------------|
| | | | | |

43. Are any of the sub-contractors nominated by the Principal? If so, will the applicant be held responsible for default by such sub-contractor?
 If so, does the main contract provide the liberty to replace the sub-contractor?

44. What is the standing and performance record of the sub-contractor? Will the sub-contractor provide a bond or surety to guaranty his performance?

45. Details of Finance arrangements made by applicant to perform the contract:

46. Details of insurances arranged for this contract:

| | |
|-------------|------------------|
| Class | Sum Insured |
| Fire | Estimated Wages: |
| CAR | |
| W.C. / E.L. | Per accident: |
| T.P.L. | Per annum: |

47. Please give list of your major suppliers of material for the performance of this contract:

| Material | Suppliers and address | Estimated Value | Credit terms agreed |
|----------|-----------------------|-----------------|---------------------|
| | | | |

48. Has the applicant ever approached any insurer or bank for this or any other bond? If so, please give details.

| Nature of Bond | Nature and particulars of contract | Name of bank or insurer approached | If declined, reason for declination. If agreed, | | |
|----------------|------------------------------------|------------------------------------|---|--------------------|-----------------------------|
| | | | Value of Bond | Period of Validity | Nature of security provided |
| | | | | | |

49. Please give particulars of collateral offered as security for this Bond. (other than for Question 18 above)

50. Please give particulars of persons or companies who will act as third party guarantors:

| Name | Address | Business / Profession | Background and relationship to applicant | I/C / Company No. |
|------|---------|-----------------------|--|-------------------|
| | | | | |

51. Any other information which applicant considers material to this proposal.

PEMBAYARAN BALIK PREMIUM / REFUND OF PREMIUMS

Jika sekiranya terdapat sebarang pembayaran balik premium kepada Pemegang Polisi ini, pihak Syarikat akan membayar balik bayaran tersebut melalui cara E-Bayaran ke salah satu akaun berikut:
In the event of any refund due on this policy, we will arrange remittance of the refund to the policy holder through E-Payment channel into one of the accounts below:

CARA PEMBAYARAN BALIK / PAYMENT METHOD

| | | |
|-----|---|--|
| (a) | Nama Pihak Diinsuranskan / Name of Insured Party : | |
| (b) | Alamat E-Mail / E-Mail Address : | |
| (c) | No. K/P / No. Pasport / K/P Askar atau Polis / No. Pendaftaran Syarikat : NRIC No. / Passport No. / Army or Police ID / Business Regn. No. | |
| (d) | No. Akaun Simpanan : Saving Account No. | |
| (e) | No. Akaun Semasa : Current Account No. | Nama Bank / Name of Bank : Cawangan Bank / Branch of Bank : |
| | | |

PENGAKUAN DARI PENCADANG / DECLARATION BY PROPOSER

Saya/Kami mengakui dan mengesahkan bahawa sepanjang pengetahuan saya/kami kenyataan yang tercatat dalam borang ini adalah benar dan betul. Saya/ Kami setuju bahawa cadangan serta akaun yang dibuat ini akan menjadi asas kepada perjanjian di antara saya/kami dengan pihak Progressive Insurance Bhd.

I/We declare that the above answers are true to the best of my/our knowledge and belief and that I/we have disclosed all particulars affecting the assessment of the risk. I/We agree that this proposal and declaration shall be the basis of the contract between me/us and Progressive Insurance Bhd.

Tarikh / Date

No. Kad Pengenalan / NRIC No.

Tandatangan Pemohon / Cop Syarikat
Signature / Company Stamp

PENGAKUAN DARI EJEN/PEGAWAI / DECLARATION BY AGENT/OFFICERS

Saya yang bertandatangan dibawah telah melihat sendiri Kad Pengenalan yang asal dan mengenai pasti diri pemohon melalui Kad Pengenalan atau lain-lain dokumen seperti _____

I have sighted the original NRIC and verified the identity of the proposer through the use of NRIC or other documents such as _____

Nama dan tandatangan Ejen / Pegawai
Name and signature of Agent / Officer

No. Kad Pengenalan / NRIC No.

Perhatian / Note :

Satu salinan Kad Pengenalan mestilah diperolih dari pemohon jika premium melebihi RM50,000.00 untuk polisi insurans perseorangan sahaja. /
A copy of the NRIC must be obtained from the proposer, for individual insurance policies only, where the premium is more than RM50,000.00.

CARA PEMBAYARAN / MODE OF PAYMENT

Bayaran tunai / payment by cash RM _____

Bayaran cek dibayar kepada / Payment by cheque made payable to : **Progressive Insurance Bhd** No. Cek / Cheque No. _____ RM _____

Saya dengan ini membenarkan Progressive Insurance Bhd mengenakan caj premium berikut akaun VISA / MasterCard saya: RM _____
I hereby authorise Progressive Insurance Bhd to charge to my VISA / MasterCard account my premium of:

No. Kad Kredit / Credit Card No.

Bank Pengeluar / Issuing Bank

Tarikh luput kad / Card expiry date

Tandatangan Pemegang Kad / Cardholder's Signature

Tarikh / Date