Raheja QBE General Insurance Company Limited
5th Floor, A Wing, Fulcrum, IA Project Road, Sahar, Andheri East, Mumbai – 400059, India.
Tel: 022 69155050 I Email: customercare@rahejaqbe.com I Website: www.rahejaqbe.com
CIN: U66030MH2007PLC173129, IRDAI Reg. No. 141

SURETY BOND INSURANCE

UIN: IRDAN141CPSU0002V01202526

PROPOSAL FORM/BOND APPLICATION FORM

This is your proposal for insurance. It will be the basis of any subsequent insurance policy that the Company may issue to you. You are obliged to provide the Company with a full and frank disclosure of all facts that may be material to the Company's decision to grant a policy (Bond) or the terms upon which it should be granted. It is therefore important that on behalf of all proposed insured entities you answer fully and accurately all of the questions contained in this proposal, that you provide the Company with any and all information that may be relevant, and you inform the Company in writing if there is a change in the information provided in this proposal or otherwise between now and the date the Policy (Bond) is granted.

Your failure to comply with the obligation may result in the rejection of a claim and/or the avoidance of the Policy. If you are in any doubt about the information to be given, please seek the advice and guidance of your insurance advisor or agent.

The Company is under no obligation to accept any proposal for insurance. If the Company accepts a proposal for insurance, it shall be subject to the policy terms, conditions and exclusions.

Note: ***The liability of the company does not commence until this proposal has been accepted by the company and the premium paid.***

For Official Use only	
Proposal No.:	Proposal Date:
Branch:	
Sales Channel:	
Policy Issuing Office Address:	
Intermediary Name:	
Intermediary Code:	
Intermediary Contact Details:	
Sales Manager name & Code:	

1. This Proposal Form must be completed in full including all required attachments.
2. If insufficient space on this form, please use an attachment page
3. Please answer all the questions fully and correctly. If a particular question is not applicable to you, please mark that question as not applicable "N/A".

1.	**Proposer / Applicant Details**			
1.	Name of the Proposer/ Obligor			
2.	Correspondence Address of the Proposer	City:	State:	Pincode:
3.	Registered Office Address of the Proposer			

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		City: State: Pincode:	
4.	Contact Details	Telephone No:	Mobile No:
		Email ID:	
5.	PAN of the Company	/Form 60/61 (if available) ☐	
6.	GSTIN Number		
7.	Udyog Aadhaar No		
8.	CKYC No (if available)		
9.	Organization Type	☐ Private Limited ☐ Public Limited ☐ Partnership/LLP ☐ Trust/Foundation	☐ NGO/NPO ☐ Government ☐ Others (Please Specify)
10.	Authorized Signatory Details *Please attach Board Resolution/Authorization Letter for Authorized Signatory.*	Name:	
		Designation:	
		Contact Number:	
		Email ID:	
		PAN:	
		KYC Document Number / CKYC Number: *(In case of non-availability of CKYC Number, please provide below mentioned documents)* KYC Document: ☐ PAN Card ☐ AADHAR Card ☐ Voter ID card ☐ Passport ☐ Driving License	
		Are you or any of the proposed applicants a PEP* or Family member/ Close relatives/Associates of PEPs*? Yes ☐ No ☐ If yes, please give details (Nature of relationship and position held by PEP): ……………………………………………..…………………………………………….. ……………………………………………..…………………………………………….. *Politically Exposed Persons" (PEPs) are individuals who have been entrusted with prominent public functions by a foreign country, including the heads of States or Governments, senior politicians, senior government or judicial or military officers, senior executives of state-owned corporations and important political party officials.	
11.	Do you wish to avail physical policy document?	☐ Yes ☐ No	

2.	**Proposer Business Details**	
1.	Country of Registration	
2.	Principal Place of Business	
3.	Full description of Business activities / services	
4.	Date of Incorporation	

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5.	Number of years in continuous business	
6.	Latest Credit Rating	Credit Rating Done ☐ Yes ☐ No If Yes, Credit Rating Agency Name: Credit Rating Received Date: Credit Rating Validity Date: Attach credit rating report
7.	Are you going to renew the Credit Rating?	☐ Yes ☐ No
8.	CIBIL Score (for Proprietorships/Partnerships where applicable)	
9.	Number of Ongoing Projects	
10.	Joint Venture/Consortium? If yes: Names and shares of the partners, distribution of their responsibilities towards beneficiary and surety (jointly and severally liable up to 100% or for their internal shares only?)	
11.	a. Has any Govt. agency ever initiated action or blacklisted your company?	☐ Yes ☐ No
	b. Has the applicant /any promoters faced Bankruptcy or underwent Resolution process or entered into an arrangement with creditors whether voluntary or not?	☐ Yes ☐ No
	c. Has the applicant ever had any Court Judgements or adjudications awarded against it?	☐ Yes ☐ No
	If you answer YES to any of the above, please provide separate note, on the facts, circumstances and outcome of such an action	
12.	Has any of your company's bank guarantee or Surety Bond ever been invoked in the past? *If YES, please provide short note on the circumstances including dates, values, reasons, beneficiary and outcome*	☐ Yes ☐ No

3.	**Project Details for which Bond is requested**	
1.	Name of the Project	
2.	Project Type (please tick)	☐ Infra Projects ☐ Non-Infra Projects
	Underlying Contract/Project/Obligation	
3.	*Description of the Project (e.g., type and location of works, main obligations)*	
4.	*Contract Date & Contract Value (in INR)*	
5.	*Contract Period*	

6.	*Tender ID / Reference*		
7.	*Relevant conditions of the underlying contract/legal requirements (Specific law(s) applicable or unusual contract clauses e.g. on force majeure/acts of God/ political risk/penalties/price variation/ escalation, etc.)*		
8.	*Additional underlying risk? (e.g. Sub-contractor risk: Is part of the contract to be subcontracted and if so, which part and to whom?)*		
9.	Role of Applicant	☐ Main Contractor ☐ Nominated Sub-Contractor ☐ Others ____________________________	
10.	Type of Beneficiary	☐ Private ☐ Public	
11.	Name of Beneficiary		
12.	Beneficiary Address with PIN and Phone Number		
13.	Type of Bond Opted	☐ Conditional ☐ Unconditional	
14.	Bond Types(s)	**Required for contract/project:** ☐ Bid Bond ☐ Advance Payment Bond ☐ Performance Bond ☐ Retention and Maintenance Bond ☐ Other, please describe	**Being requested from insurer:** ☐ Bid Bond ☐ Advance Payment Bond ☐ Performance Bond ☐ Retention and Maintenance Bond ☐ Other, please describe
15.	Bond Period/ Period of Insurance	Duration: ______________ Months Period: ___/___/___ at ____________ Hrs to ___/___/___at 23:59 Hrs	
16.	Bond Value Required (in INR) *(does the bond amount constitute the maximum liability or might it be increased by price adjustments, interests, etc.)?*	Bond Value: Percentage of Contract Value:	
17.	Is the Bond required by Law or the Beneficiary?		
18.	Circumstances/ Triggers under which Beneficiary can invoke the Surety Bond		
19.	When will the bond be released		
20.	Collateral to be provided, if any OR Counter guarantee/parental guarantee (if JV from each JV partner)/co-subscriber on indemnity agreement/cash collateral) (Standard prerequisite: Indemnity Agreement with the Obligor)		

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21.	Has this proposal been made to any other Surety for this Bond? If so, please give name and result	
22.	Declaration for Source of Funds for Premium Payment if Premium is more than INR 500000/- and above	Please state % under each option – totaling up to 100% Salaries / Business Property House / Capital Gains Investments / Agriculture Others(specify) Total
23.	Please provide details on history, ownership, main shareholders, expertise and experience of the management, company/group structure, business overview, main activities, market position, client structure, strategy, expected future development, company specific business risks, industry risk profile etc.	
24.	Please provide details on technical experience, track record of comparable projects (technology, size), and necessary resources for the project available – esp. considering the order backlog?	
25.	Please provide a note on the financial risk/financial situation (Annual reports)	
26.	Further relevant information (e.g.: Are all necessary insurance coverages in place - for example CAR? If yes, which ones and for what amounts? Further parties involved? Environmental, Social or Governance/ESG risks? Please share a detailed note on this)	
27.	Any other information, which Proposer feels, can be material and relevant for this proposal	

4. Details of Financing Arrangements

Type of Facility	Bank / FI	Amount Approved (INR)	Amount Utilised (INR)

5. Documents to be attached along with Proposal Form

Sr No	List of Documents
1	Last 5 years Audited annual financial statements, including auditors report, trading, P&L, Balance Sheet and schedules (not older than 1.5 year from the date of assessment & interim financials not older than 6 months. In case of a JV/ consortium, details of each member are required along with names, shares of the partners, distribution of their responsibilities towards beneficiary

2	External Credit rating report with rating rationale
3	Annual Report of the previous FY
4	Corporate presentation of prospect: Details on history, ownership, main shareholders, List of key personnel showcasing technical capability, company/group structure, business overview, main activities, market position, client structure, strategy, expected future development, company specific business risks, industry risk profile etc. (If not available in the Annual Report)
5	Past project completed by the applicant in the below template*

	Project 1	**Project 2**	**Project 3**
Project Name			
Project Location			
Project Type/Description			
Beneficiary Name			
Project Cost (INR Cr)			
Project Period			
Actual Completion Date			
Reason for Delay			
If Bond/ BG Invoked			
Reason for Invocation			

Share the details of the project where the company has failed to achieve target progress or failed to complete rectification on time or failed to submit performance guarantee.

6 Current project/ Work in progress/ Tenders bidded by the applicant in the below template*

	Project 1	Project 2	Project 3
Project Name			
Beneficiary Name			
Project Type			
Project Cost			
BG/ Surety Value			
BG/Surety Type			
Project Start Date			
Expected Completion Date			
Current Status			

7 Experience of similar project/ Work in progress/ Tenders bided by the applicant in the below template*

	Project 1	**Project 2**	**Project 3**
Project Name			
Beneficiary Name			
Project Type			
Project Cost			
BG/ Surety Value			
BG/Surety Type			
With Collaboration	Yes/No	Yes/No	Yes/No
Project Start Date			
Expected Completion Date			
Current Status			

8 Details of Bank Guarantee/ Bond obtained in the past/ present for last 5 years in the below template
Attach the details in an additional sheet

BG/Bond Issuer	Bond Type	BG/Bond Value	BG/Bond Period	Is Currently Active?	Has it been invoked?

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10	RFP copy/ Contract copy for this application						
11	Project report and feasibility study report						
12	KYC Documents required for all Contractor/Sub-Contractor: Certificate of Incorporation/Registration PAN of the Company/Firm GST Certificate Memorandum & Articles of Association						

6. Premium Detail				
Mode of Payment	☐ Cheque	☐ DD	☐ NEFT	☐ Others
Bank Name				
Date				
Transaction Reference No	For NEFT/Online Payment			
Amount (in INR)				

Declaration

I hereby declare that to the best of my knowledge and belief the answers given above, documents or papers submitted, are complete in all respects and represent the true position and that I have not withheld any information material to this proposal. I agree that this proposal, the declarations and accompanying documents or papers shall form the basis of the contract proposed between me and Raheja QBE.

I/We hereby give my/our consent to Raheja QBE General Insurance Company Limited (the Company) to verify and obtain my/our identity/address proof as well as the identity /address proof of the insured through Central KYC Registry or UIDAI or through any other modes for the purpose of undertaking KYC.

I/We hereby declare and confirm that the premium has been paid out of legally acquired sources of income and the subsequent premiums if any, will continue to be paid out of legally declared and assessed source of income.

I/We agree that the Policy shall become null and void at the option of the Company, in the event of any untrue or incorrect statement, misrepresentation, non-description or non-disclosure in any material particular in the proposal form/personal statement, declaration and connected documents, or if any material information has been withheld by me/us or anyone acting on my/our behalf to obtain any benefit under this Policy.

I/We agree that the issuance of Policy shall be subject to realization of premium cheque.

Signature of the Proposer: ________________________________

Full Name of the signatory: ________________

Position/ Designation of the signatory: ________________

Date: ______________________________

Place: ______________________________

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INSURANCE ACT 1938 SECTION 41- PROHIBITION OF REBATES

No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out renew or continue an insurance in respect of any kind of risks relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking our or renewing or continuing a Policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer.
ANY PERSON MAKING DEFAULT IN COMPLYING WITH THE PROVISIONS OF THIS SECTION SHALL BE PUNISHABLE WITH FINE WHICH MAY EXTEND TO TEN LAKH RUPEES.