

# RENEWAL NEEDS ANALYSIS AND PROPOSAL FORM (PERSONAL LINES)



All questions to be answered in full

## BROKER'S CHECKLIST:

1. Letter of Introduction
2. Completed and signed Full Needs Analysis with annexure (including previous Insurance Policy Schedule)
3. Completed Full Record of Advice
4. Letter of Appointment
5. Collect Copies of ID, Driver's licence, Vehicle Licence and Registration Documents (if applicable)
6. Claims Review Documents
7. Renewal Policy Schedule

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

If no, please stipulate why: .....

**PLEASE ENSURE** any markings or notes on the Renewal Policy Schedule are signed for by the client.

**PLEASE NOTE:** This document must be read in conjunction with your Policy Schedule and Policy Wording that indicates your insured amounts and cover.

## CLIENT CONTACT DETAILS:

Policy Number:..... Full Name: .....

Has any of your information changed? If yes, kindly advise:.....

## SUMMARY OF COVER

Defined events: Loss of, or damage to buildings and outbuildings on the premises and the contents as per schedule – due to fire, lightning, explosion, earth quake, burst or overflowing water apparatus/pipes, malicious damage, storm and water damage, impact, theft or attempt thereto following forcible or violent entry, or exit from the premises.

1. All items must be insured for replacement value.
2. Claims settlement is subject to Average/Under-insurance, except All Risk.
3. Wear and tear and gradual deterioration are not covered.
4. Valuation certificates on jewellery must be submitted every 2 years, and jewellery not worn must be kept in a locked safe.
5. Retaining walls are not covered.

Home Contents	Cover taken		Cover not taken	
Homeowners	Cover taken		Cover not taken	
Buildings				
Combined	Cover taken		Cover not taken	
Subsidence & Landslide	Cover taken		Cover Not Taken	
Office Contents	Cover taken		Cover not taken	
Business				
Interruptions	Cover taken		Cover not taken	
Accounts				
Receivable	Cover taken		Cover not taken	
Theft and Malicious				
Damage	Cover taken		Cover not taken	
Money	Cover taken		Cover not taken	
Fidelity				
Guarantee	Cover taken		Cover not taken	
Goods in transit	Cover taken		Cover not taken	
Accidental				
Damage	Cover taken		Cover not taken	
Employers				
Liability	Cover taken		Cover not taken	
Stated Benefits	Cover taken		Cover not taken	
Accidental Damage	Cover taken		Cover not taken	
All Risks	Cover taken		Cover not taken	
Motor	Cover taken		Cover not taken	
Motor Cycle	Cover taken		Cover not taken	
Pleasure Craft	Cover taken		Cover not taken	
Car Rental	Cover taken		Cover not taken	
Waiver of excess	Cover taken		Cover not taken	
Inception Value				
Policy	Cover taken		Cover not taken	
Top Up	Cover taken		Cover not taken	
Legal Liability	Cover taken		Cover not taken	
Extended Liability	Cover taken		Cover not taken	
Personal Accident	Cover taken		Cover not taken	
Group Personal				
Accident	Cover taken		Cover not taken	
Electronic				
Equipment	Cover taken		Cover not taken	
Fire	Cover taken		Cover not Taken	
Garrun Assist	Cover taken		Cover not taken	
Sasria	Cover taken		Cover not taken	

## DISCUSSION ON AVERAGE AND MOTOR

### AVERAGE

In the event of under-insurance at the date of loss or date of reinstatement, Average could be applied to any claim according to the degree of under-insurance.

The ultimate responsibility for setting correct sums insured rests with you. If your sum insured does not adequately represent a new replacement value, you will be penalised in the event of a claim to the same extent

that you are under-insured. Please note that over-insuring assets does not mean that the insurer will calculate the claim based on the inflated sum insured. Replacement and, in some cases, market value will be used when calculating the claim settlement amount.

## **MOTOR VEHICLES**

Most insurance policies will indemnify you at market value at the time of the loss. To arrive at the correct market value, to use as a sum insured, cognizance needs to be taken of the following factors:

- Accurate vehicle description (e.g. 2008 Volkswagen Polo 1.9 TDI Sportline)
- Accessories fitted (either factory-fitted or aftermarket fitments)
- Mileage the vehicle has travelled
- Condition of the vehicle
- If the vehicle qualifies for credit shortfall cover, the outstanding amount to the financier will be required.

To assist clients in determining an appropriate sum insured, the insurance industry uses the Mead & McGrouther value guide.

Please keep in mind the following consequences of selecting an incorrect sum insured:

- Should the sum insured be lower than market value the insurer will only be liable to compensate you up to the insured value.
- Should the sum insured be higher than market value the insurer will only be liable to compensate you up to the market value at the time of the loss.

As mentioned before, we will assist you in determining an appropriate sum insured as far as possible, but ultimately the final decision rests with you as the insured.

## **VEHICLES TRAVELLING ACROSS BORDERS**

Your motor policy provides for full cover within the territorial limits as defined in the policy wording. However, we strongly suggest that you advise us whenever a vehicle is travelling outside the borders of South Africa so that we can advise your Insurer accordingly. In some instances, the Insurer may impose specific terms, in which case we will advise you. If the vehicle is the subject of a finance agreement, the financial institution will insist on us confirming that cover is in place for the territories the vehicle will be travelling to and in.

All Fully Comprehensively insured vehicles include car hire - refer to your Policy Schedule and discuss with your Broker for the full terms and conditions of this Car Hire Service.

## **AVAILABLE COVERS**

<b>Policy Section</b>	<b>Brief Description of Cover Afforded</b>	<b>Benchmarked Limit of Indemnity</b>
Homeowners Section	Loss of, or damage to the insured's immovable property described in the schedule as a result of fire, storm, robbery, leakage and/or power surge	Variable
Householders Section	Loss of, or damage to the insured's movable property described in the schedule as a result of fire, storm, robbery, theft, accidental damage, leakage and/or power surge	Variable
Personal All Risks	Loss of, or damage to the insured's personal unspecified and/or specified property including, but not limited to, clothing, jewellery, spectacles, sporting equipment, radios, cell phones, iPads, iPods, mp3s, laptops, software, video cameras, photography equipment's and contents of caravan	Variable

Policy Section	Brief Description of Cover Afforded	Benchmarked Limit of Indemnity
Inception Value Policy	IVP settles the sum insured (set at the retail value at date of taking out the IVP policy) of your vehicle(s) less the retail value (at the loss date).	Inception Value
Garrun Assist	This Section covers towing of comprehensively insured vehicles that have been involved in an accident. Should this product be taken, the Insurer will only settle R1500 of the tow, the balance being for your account. Please refer to the brochure for the vehicle breakdown. Home assistance benefits are included in this product.	Variable
Pleasure Craft	Loss of, or damage to any pleasure craft such as boats and/or skis and its accessories and spare parts as described in the schedule	Retail Value
Motor	Loss of, or damage to any vehicle described in the schedule and its accessories and spare parts whilst thereon, including liability incurred towards third parties	Retail Value
SASRIA	Loss of, or damage to the insured property as a direct result of rioting, strikes or public disorder	Per underlying policy – consider Standing Charges
Personal Accidental	Bodily injury caused by accidental, violent, external and visible means to any employee of the insured specified in the schedule.	Variable

**Consideration should also be made for (where applicable):**

- any property in the open which has not been specified or advised to insurers; and
- non-standard construction such as shade cloth, thatch, iron or wooden structures.

**DECLARATION:**

1. I, the undersigned, hereby confirm that the Renewal of my Insurance Portfolio, policy no/ref: \_\_\_\_\_ has been discussed with me by my Financial Advisor; I do understand the contents thereof and is satisfied with the cover arranged.
2. I acknowledge that the following has been discussed and where needed a copy has been handed to me:

- |                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Renewal Terms & Conditions         |
| <input type="checkbox"/> | Limits of indemnity/Insured values |
| <input type="checkbox"/> | First amount payable/Excesses      |
| <input type="checkbox"/> | Claims                             |

3. I warrant that the answers given are true and correct and I do not know of any material facts (even though specific questions about them have not been asked) that should be communicated to insurers.
4. I have never been refused insurance for the risk I now wish to insure, nor have I had any policy in which I have or had an interest cancelled or restricted. The person completing this renewal on my behalf does so as

my agent. If I have been refused insurance cover, I have stipulated details of such during the inception stages.

- 5. If there are any other material facts that could influence insurers' decisions in accepting the risk, or any factors that could make the risk more hazardous than normal, they are stipulated here:

.....  
.....

- 6. I AGREE THAT I have read and understood all changes to my existing policy, and where there have been any changes, it has been at my request. I agree that the Broker has correctly gone through all changes to my policy with me and have made me aware of the implications of any said changes.

- 7. I UNDERSTAND THAT this insurance will not start until this proposal has been accepted by the insurers.

- 8. I AM AWARE OF the Client Service Fee that Smit and Kie charges in terms of Section 8 (5) of the Short-term Insurance Act and agree that such fee has been explained to me and the exact numerical amount, as well as the exact Client Services which make up said fee, will be disclosed on my Insurance Policy. Should I at any stage no longer wish to be debited for the Client Service Fee, I am aware of my right to cancel this fee; however, I am also aware that cancelling the Client Service Fee will mean cancelling the Services provided in terms of said fee.

- 9. I UNDERSTAND THAT certain personal information may be required in order to render proper financial advice and that my consent in collecting such or otherwise processing such information is necessary. Should there be any personal information that I am not comfortable with my Broker/Smit and Kie collecting and/or otherwise processing, I will notify him/her in writing. I consent to such personal information being used by any necessary third party, such as the Insurer. I am aware that such Personal Information will be dealt with in accordance with the Protection of Personal Information Act.

- 10. If you are unable to sign this declaration without qualification, please state your reasons below:

.....  
.....

Signed at: .....on this ..... day of ..... 20 .....

Signature: .....