



MALAYAN INSURANCE

MALAYAN INSURANCE COMPANY, INC.
A YGC Member

Fine Arts Insurance Proposal Form (For Exhibitions)

*Client Information as mandated under the Philippine Anti-Money Laundering Act. ("AMLA").
Complete information required before a policy is issued.*

Please disregard if you have accomplished a "KYC Form" already.

Principal Business Address:

Nature of Business:

TIN No.:

List of Directors/Partners:

List of Principal Stockholders owning at least 2% of Capital Stock:

Beneficial owners, if any:

Name of Authorized Representative:

Position:

Contact No.:

(Please attach Articles of Incorporation/Partnership and By-Laws)

I. APPLICANT DETAILS

Complete Name of Assured:

Address of the Assured:

Is the Assured the:

Event Organizer:

Artwork Owner:

Artist:

Contact details:

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-----**II. EXHIBITION****A. PREMISES**

Complete Address:			
Type of Premises	Ground Floor Area	Height in Stories	Total Area Capacity Available for Exhibition
Kinds of construction material: Walls: Roof:		Year Built	If recently remodelled, by whom?
Describe how the artworks are being displayed or presented during the exhibition.			
Are there artworks displayed outside (not enclosed in a room)? Please describe in full how the protection and storage details will be done.			
Exhibition Duration/Time:	No. of Staff	Who will provide the staff?	Type of event VIP: Public:
Other details such as Ingress and Egress dates:			

B. TRANSIT

Origin:	Estimated Date of Departure:
Destination:	Estimated Date of Arrival:
Name of Courier to be used:	
Conveyance to be used:	
Mode of packing:	
Do you require cover for the return transit as well? If yes, give additional details.	

C. FIRE PROTECTION

Is the building protected by a fire and/or smoke detection/alarm system?	Yes	No
Does the alarm system ring into a central fire station?	Yes	No
Is there an automatic sprinkler system?	Yes	No
What are the other fire fighting equipment available in the premises/building?		

D. SECURITY DETAILS

Do you have 24-hour human guard security?	Yes	No
Are security personnel stationed at all entrances and exits to the building during open hours?	Yes	No
Is the loading and unloading area fully enclosed?	Yes	No
Are there CCTVs in the premises/building??	Yes	No
What are the other security details available in the premises/building?		

III. COLLECTION

Please provide a separate sheet if necessary.

Title	Artist	Year	Size	Value

- ❖ How did you arrive with the artwork values?
- ❖ When was the last time you had the artworks appraised and by whom?
- ❖ When an item is received via transit, is the item immediately inspected?

IV. LOSS HISTORY

Please provide a separate sheet if necessary.

Date	Loss Details	Place	Amount	Insurer

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Declaration:

I/We declare that the foregoing particulars are true and complete to the best of my/our knowledge and I/we agree that this declaration and the answers given herein and any other written statement made by me/us or on my/our behalf for the purpose of the proposed insurance shall be the basis of, and incorporated in the contract between me/us and the Insurers.

Signed: _____

Date: _____

Name/Position in the Company: _____

Pls. return to:

MANDY C. VELASQUEZ

Marine and Aviation Underwriting Department

Malayan Insurance Co., Inc.

Yuchengco Bldg., 484 Q. Paredes St., 1006 Binondo, Manila, Philippines

E-mail : mvelasquez@malayan.com

Direct : (02) 628-8721

RIZZA LARA A. KIAMCO

Underwriting II

Malayan Insurance Co., Inc.

Yuchengco Bldg., 484 Q. Paredes St., 1006 Binondo, Manila, Philippines

E-mail : rkiamco@malayan.com

Direct : (02) 628-8722