



## SURETY – ENQUIRY FORM

### QUESTIONS

### ANSWERS

#### **INFORMATION ABOUT THE COMPANY TO BE BONDED**

Name of company to be bonded:	
Nature of the bonded company's business:	
Bonded company's Trading Address:	
Registered Address (if different from above):	
Date of Incorporation:	
Type of Company, Partnership, Sole Trader, Registered Co:	
Number of Directors:	
Number of Shareholders:	
Number of Employees:	
Contact Person:	
Contact Persons Position:	
Telephone Number:	
Fax Number:	
Mobile Number:	
Email Address:	
Name & Address of Ultimate Parent Company of the firm being bonded:	

**QUESTIONS**

**ANSWERS**

**ADDITIONAL INFORMATION REQUIRED**

Name and Address of Acceptor / Beneficiary of Bond:	
Person to Contact at Acceptor / Beneficiary:	
Has the Contract been won?	
Has the Contract been signed?	
Type of work to be undertaken?	
What type of bond is required? For Example: <i>Advanced payment bond</i> <i>Bespoke commercial bond/guarantee</i> <i>Bid bonds</i> <i>Commercial performance guarantee</i> <i>Customs bond</i> <i>Deferred payment guarantee</i> <i>Highway bond</i> <i>Local authority bond</i> <i>Maintenance bond</i> <i>Pension bond</i> <i>Performance bond</i> <i>Rent / tenant default guarantee</i> <i>Supplier payment guarantee</i>	
If you have been told a particular type of bond is required, have you been supplied with a proposed bond wording?  NB We will require a copy of the bond wording. If a wording has not been provided to you please tell us if you would like us to supply you with a template of a standard wording.	
Length of Contract?	
Contract Start Date?	
Contract Value?	
Bond Value?	
Currency required?	
Date Bond Required?	
Release Date / Condition?	
Other relevant information	



**SUPPORTING DOCUMENTS NEEDED**

**When returning this completed application form, please also supply:**

- a) Audited accounts for the last three years from the company that requires the bond;
- b) If the latest accounts available are more than six months old we would be grateful if you could also provide up to date management accounts (including a balance sheet, profit and loss account and - if any - notes);
- c) Please note that this information should also be provided on a consolidated basis with the ultimate parent company (if relevant) and so please could you also provide the same information for the ultimate parent company of the group;
- d) Please could you also provide details of your banking facilities - copies of in date bank facility letters would be ideal.

**Return this completed form with supporting documents to:**

**W Denis Insurance Brokers Plc / W Denis Credit Risks Ltd  
Brigade House  
Kirkstall Road  
Leeds  
LS3 1LQ**

**Tel: 0113 243 9812  
Fax: 0870 705 2085  
E: [info@wdenis.co.uk](mailto:info@wdenis.co.uk)**