



Centimeter

CIHM Microfiche Series (Monographs)

ICMH
Collection de microfiches (monographies)



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MONTREAL

ASSURANCE COMPANY.

INSTRUCTIONS TO AGENTS.

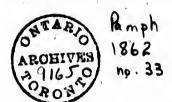
FIRE AND INLAND MARINE.

PRIVATE.

CHIEF OFFICE:

NO. 9 GREAT ST. JAMES STREET, MONTREAL.

1862.



RINTED BY M. LONGMOORE & CO., MONTREAL GAZETTE MAN PRESS.

INSTRUCTIONS TO ACENTS

OF THE

MONTREAL ASSURANCE COMPANY.

FIRE DEPARTMENT.

THE AGENT AUTHORIZED TO GRANT INSURANCE

The Agent is authorized to grant Insurance against loss or damage by fire upon receiving the premium, when he will issue one of the printed receipts which are furnished him for the purpose, and which are intended to secure the party insuring, until a Policy be prepared and forwarded from the head office.

RISKS TO BE INSPECTED WHEN PRACTICABLE.

The Agent will in all cases when practicable inspect or survey the property proposed to be insured, so as to ascertain from actual view the risk proposed to be undertaken; but when, from distance, this cannot be done, he will require the applicant to fill up and sign one of the blank Proposals for Insurance," explaining to him at the time that the description is taken in good faith by the Company, and that the validity of the Insurance depends upon its correctness.

PRECAUTIONS TO BE OBSERVED IN ASSUMING A RISK.

In assuming a risk, the Agent should be particular to see that the building is provided with good and substantial stone or brick chimneys, to ascertain the number and nature of the stoves in use, how they are placed, and whether the stove-pipes terminate in chimneys built from the foundation or in flues merely. If stoves are set in, or stove-pipes pass through any wooden partitions or floor, he will be careful to see that proper precautions have been taken to prevent the communication of fire. Such pipes should be at least seven inches from timber or combustible

material, and stoves ought to be placed on stands of metal or Covered with metal. In places where Municipal regulations exist for the prevention of fire, the Agent will of course merely see that they are complied with.

RECEPTACLE FOR ASHES, &C.

As a great number of fires originate in carelessly laying down hot ashes near wooden buildings, or by their being placed in wooden receptacles near the building to be insured, it should be seen that a proper metal, stone or brick depository is provided and used for the purpose.

Fire-boards should be protected by metal sheeting inside.

Friction matches should be kept in metallic or earthen vessels.

ENREGISTRATION OF ORDERS.

All orders for Insurance should be inserted in a book to be kept for that purpose, and the greatest care must be taken to render the order clear end unambiguous in its terms. It should embrace the following particulars, viz.:—

The name and profession or calling of the person proposing to insure. For what term.

The materials of the walls and roof and dimensions of the building to be insured, or containing the property to be insured.

By whom and how occupied.

Its situation, on what street it fronts, how bounded on all sides, the names of the proprietors of houses ordiots on each side, the distance of the nearest building on each side and in rear, and of what material.

If in the country state the Township and District, and the Number and Range of the lot.

The Agent will enquire and state the nature of the property adjoining that proposed for insurance, as also the trade or occupation carried on therein, and whether the buildings are completely separated by a party wall of brick or stone carried through and rising above the roof; and if the risk to be undertaken be near any Mill, Manufactory or other building of a hazardous description, he will be sure to make it known.

SPECIFICATION OF PERSONAL PROPERTY.

In assuring goods distinct sums must be specified under the following heads, viz.:-

"On goods, wares and merchandise, hazardous (or not hazardous, or both, as the case may be.)"

4 On shop or warehouse furniture and fixtures."

"On household goods and furniture, linen, wearing apparel, printed books, china, glass and eartheaware."

"On prints, engravings and paintings (not more than \$40 to be allowed on any one painting unless specially provided for.)"

" On plate and plated ware, watches and trinkets."

" On musical instruments."

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DIAGRAM OF RISK DESIRABLE.

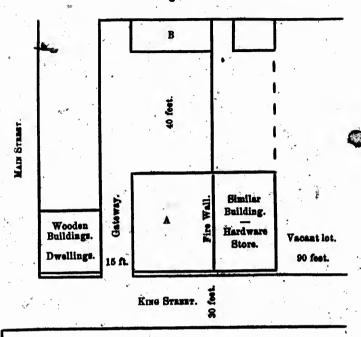
It will afford great facility for comprehending the risk to be undertaken if each order is accompanied by a plan or diagram, showing the relative position and distances of adjacent buildings.

SPECIMEN FORM OF ORDER.

The following Form of Order is given as an example of the manner in which the several particulars are required to be furnished.

in which the several particulars ar	e required to be furnished.
John Smith, of	Merchant.
One year from	
On the building only of a two-stor	y Brick house, covered with shingles,
occupied by him as a store	and dwelling, situate on King Street,
in the town of .	Canada West, and marked A on
diagram below	\$2000
On goods, wares and merchandine,	hazardous and not hazardous.
being such as are usually kept	in a country store, contained
therein	4000
On household goods and furniture	(as before detailed) contained
in the upper part of said h	ouse, occupied by him as a
dwelling	1000
On prints and engravings therein .	100"
On a piano contained therein	200
On the building only of the stable	e and coach-house, situate in
rear of the above described	building and distant forty feet
therefrom, marked B on sa	id diagram. Built of and co-
- vered with wood	300
On horse, cow, summer and winte	r vehicles, harness and fodder
contained in said stable	400
· **	
	,

\$8000



Stone and Brick Buildings.

APPLICATION OF TARIFF.

When a correct description is taken down the Agent will look over the Tariff and determine the rates of premiums, on the risk, or separate risks, he will at the same time be careful to keep in view the list of "Extra rates," and should the assurance be subject to any of these, to add the same to the normal rate.

ADDITIONAL INSURANCES.

If there be any other insurance upon the same property the Agent will be careful to note the same in the order, that the assured may be duly protected, as complying with the third condition of the Policy.

POWER TO DECLINE RISKS RESERVED.

The Directors reserve to themselves the privilege of declining any insurance or application for insurance that may be forwarded to them, in which case the Agent will be immediately instructed to refund the

amount of premium paid by the applicant, under deduction of the proportion for the period during which the applicant was insured, that is from the date of the receipt until notice of the insurance being declined is given. It is expected, however, that the Directors will not often have to exert this power. It is very rare that with a judicious Agent it has to be exercised.

CHARACTER OF APPLICANT.

As frauds and fraudulent claims upon Insurance Companies are frequent, and as too many fires occur in the most culpable negligence, the character of the applicant becomes one of the most important considerations, and insurance should not be granted to persons whose characters are doubtful or unknown. The Agent will therefore require to be very particular in this respect, entertaining applications only from parties well known to be of good moral character and integrity. It is also of the greatest importance that property should not be insured to its full value, as otherwise the assured is apt to relax in the necessary care and precaution to guard against fire. If the applicant has been a claimant upon any other office under suspicious circumstances, or manifests a desire to insure beyond the value of the property, the risk should be at once declined.

SELECTION OF RISKS.

In taking risks it will be advisable to confine them almost exclusively to buildings of the first and second class, and to those wooden buildings so far detached as not to be much endangered by neighboring buildings. Risks in a continuous range of adjoining wooden buildings, or when separated only by a few feet, should be avoided altogether, for in such cases it is not one risk which the Company incurs, but perhaps fifty, and no rate would be adequate to meet such a multiplicity of risks.

DESIRABLE RISKS.

The description of risks which it is desirable to have are, first, those on good stone or brick buildings unencumbered and profitably tenanted by respectable and sober men, next the stock in trade of the latter class, and household furniture in safe buildings, then well-constructed wooden buildings, isolated, or at least from 40 to 60 feet from others, and their contents as above. As a general rule the Agent will avoid altogether unprofitable or unproductive property, whether in buildings or goods.

SEPARATION OF RISKS.

The Agent will bear in mind the necessity of having such risks as he may assume well scattered throughout the town or village, so as to reduce as much as possible the probability of any large sum being lost by one fire. It is only by strict attention to this rule that a safe business can be done.

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DISTINCT SUMS ON SEPARATE RISES.

In taking down orders for insurance it is to be observed that buildings standing apart from each other must have a separate sum insured upon each, and when two or more adjoining buildings are separated by an intervening wall of brick or stone, so as to render the communication of fire improbable, a distinct sum must be insured on each. In like manner if stock or effects are lodged in several distinct buildings, the sum to be insured thereon in each building must be specified. The principle of specification is intended to prevent a person from insuring two or more distinct risks for one premium, which would enable parties whose property might be much distributed, to obtain insurance upon terms unfair and exceedingly disadvantageous to the office; but, for the convenience of merchants or others who may occasionally have property in two or more distinct buildings without being able at all times to specify the amount in any particular one of them, the same may be insured in one sum (though contrary to the general rule) by having inserted in the Policy the following

AVERAGE CLAUSE.

"In case the goods belonging to the assured in all the buildings aforesaid shall, at the breaking out of any fire, be collectively of greater value than the sum insured thereon; this Company shall pay and make good to the assured only such a proportion of the loss or damage by fire as the sum insured shall bear to the whole value of the goods aforesaid, at the time when such fire shall first happen."

"But it is at the same time declared and argued that if any specific parcel of goods included in the terms of this policy, or such goods in any specified buildings, place or places, within the limits of this insurance, shall at the time of any fire be insured in this, or any other office, this Policy shall not extend to cover the same excepting only so far as relates to any excess of value beyond the amount of such specific Insurance or Insurances, which said excess is declared to be under the protection of this Policy and subject to average as aforesaid."

OPERATION OF THE AVERAGE CLAUSE.

The effect of the average clause is to limit the liability of the Company to such sum as the amount insured shall bear to the actual value of the property at the time of the loss. For instance, if \$10,000 were insured on property which at the breaking out of a fire proved to be worth \$20,000, and the Policy were subject to the average clause, if the loss amounted to \$10,000, the office would pay one half and the assured would lose the other. If however a party insures fully, of course he is fully covered.

ENDORSEMENTS.

Endorsements on Fire Policies become necessary when the party assured ceases to have any interest therein by sale or conveyance of the property, by removal of household furniture, goods, &c., from one place to another, or when an additional insurance is effected on the subjects mentioned in the Policy, with another Office, &c. This should be particularly attended to, because in all cases where such endorsements are not regularly applied for, and entered in the Company's books, the assured will not be entitled to recover in case of loss.

The Agent will be careful to transmit immediately copies of all endorsements be may make.

It should be particularly observed that the total sum assured cannot be increased or diminished by endorsement, but any portion of the sum insured on any particular article in a Policy may be taken off and added to any other item in the same Policy, provided the amount of the premium be not affected by the change: or the premium may be altered as sircumstances may occur, and in this case the future annual premium should be written in the endorsement.

FORMS OF ENDORSEMENTS.

Removal of Property.

Approved of the removal of the within described property to his new dwelling house, a stone building covered with slate, situate on Street, and isolated.

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A. B., Agent.

Transfer of Sum Assured.

It is hereby allowed and agreed that the sum of \$500 be taken off the amount insured on household goods, and added to the insurance on the dwelling house firstly within described.

Transfer of Interest.

I hereby transfer all my right, title and interest in this Policy (or in such portion of it as may be specified) to C. D., of ———, he (or she) having purchased the property insured.

(Signed,)

E. F.

Approved of and }

(Date.)

o" A. B., Agent.

Additional Insurance.

(Date.)

A. B., Agent.

Extra Risk.

Received notice that carpenters and other tradesmen will be employed in the within described building for two months from date, the same is permitted, and the assured has paid extra premium at the rate of 4th per cent. per month, in the sum of——.

(Date.)

A. B., Agent.

CLAIMS

The Agent is desired to give immediate notice of any accident by fire to property insured by the Company, stating the supposed cause of the fire and any material circumstances respecting it which may have come to his knowledge, together with his sentiments thereon, and such explanations as may be necessary.

He will obtain proper estimates of the damage, and transmit the documents duly authenticated in conformity to the conditions of the Policy. In all cases of loss it is to be remembered that indemnity only is the object of insurance, and that benefit or expected profit or advantage of any kind is against the principles of the contract. This remark is made for the purpose of explaining distinctly that losses are to be settled upon a just estimate of the value of the property at the time of the fire.

Loss or DAMAGE TO BUILDINGS.

In the case of loss or damage to buildings it is customary to leave the amount to the decision of competent experts mutually chosen, but in every case the Company reserves the right of reinstatement in preference to payment in cash, if they deem it more expedient.

ACTS INVALIDATING THE POLICY.

In considering whether there has been any departure from the terms of the Policy, the Agent should bear in remembrance the following acts amongst others, by which it would be rendered void:-

1. Wilful fire raising, by the assured, or with his consent or knowledge.

2. If there has been any false description of the risk, and particularly

at the time of effecting the insurance.

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3. If there has been any alteration in the building, or introduction into it of any description of goods or machinery, or of any process of manufacture calculated to increase the risk, of which due notice has not been given.

4. If the insurance with other offices (if any) have not been notified

in the Policy, or by endorsement thereon.

5. Any attempt at fraud, or fraudulent mis-statement in the account of loss.

On the occurring of any casualty additional instructions (according to the nature of the case) will be given.

CONDITIONS OF THE POLICY.

The Agent is particularly requested to make himself thoroughly acquainted with the conditions of assurance as given on the back of the Policy, and it is well to call the attention of the assured to these conditions on delivering the policy, in order that ignorance of their purport should not be pleaded in case of their infraction.

MONTHLY ACCOUNTS.

procured The Agent is allowed an per cent on all premiums passened by him, he will at the close of every month make up an account of the premiums received, deducting therefrom his commission, and any sum he may have paid for advertising, postage, &c., and remit the balance by draft to the order of the Manager.

ADVERTISING, &C.

The Agent will take the necessary steps to publish and advertise his appointment, by a judicious distribution of circulars, advertisements in the public papers (as may be agreed on), personal applications and such other means as may be proper to keep the Company in the view of the public.

SUCH AS PRIVATE DWELLING HOUSES AND WHOLESALE STORES.

N.B.—An Isolated Building is one at least 60 feet distant and quite unconnected with any other.

	FIRST CLASS.	LA88.	*	SECON	SECOND CLASS.	
BUILDINGS OF STONE OR BRICK.	Govered with Metal, Slate, Tiles, or Felt and Gravel.	b Metal, ilee, Gravel.	Covere Shingles Mor	Covered with Shingles laid on Mortar.	Covered with Shingles.	l with
1.—Isolated, no hazardous trade, or hazardous goods Per £100 Per £100 Per £100 Per £100 2.—Where not isolated, but in wide streets, having first less building on all the streets and the streets having first less building on all the streets.	Per £100 8s.	Per \$100	Per £100	Per \$100 45c	Per £100 Per \$100 10s 50c	Per \$100
S.—Where exposed to risk from narrow streets, having second class buildings opposite, or second or third		4 5e	108	ည့်	11s a 12s 6d55e a 65c	55e a 65e
class outbuildings, not nearer than 25 or 40 feet respectively. 4.—Where exposed to risk from second or third class buildings nearer than 20 or 30 feet respectively.	10s a 12s 6d 50e a 65e 12s 6d	50e a 65e	12s 6d	656	65c 12s 6d a 15s65c a 75c	65е а 75е
where situated on or near steamboat wharves or railroad termini	12s 6d a 20st	35c a \$1	15s a 20s	15c a \$1	. 12s 6d a 20s 65c a \$1 15s a 20s 75c a \$1 17s 6d a 25s 88e a 12	88e a 11

. 12s 6d a 20s 65c a \$1 15s a 20s 75c a \$1 17s 6d a 25s 88e a 11

BETRA RATES.

OVER AND ABOVE THE FOREGOING ORDINARY PREMIUMS.

Per £100. Per \$100. Firstly-When hazardous goods are deposited in the Building, (Wholesale Establishments alone excepted, where no goods are retailed,) such as pitch, tar, turpentine, rosin, tallow, oils, spirituous liquors. brimstone, sulphur, saltpetre—upon the Building and Contents 2s. 6d. 124c. Secondly-When extra or doubly hazardous goods are deposited in the Building. such as earthenware, china, or glassware in packages, hemp, flax-upon Building and Contents 5s. Od. Thirdly—When the goods insured consist of the stock of Retail Dealers in earthenware, china, glassware, Watchmakers, Gold or Silver Smiths, (Jewellers' stock not included, which is special,) Apothecaries, Druggists-upon the Goods only. 7s. 6d. 374c. Fourthly-When the goods insured consist of the stock of Retail Dealers in oil, tallow. Shin-chandlers-upon the Building and Contents 5s. Od. 25c. Fifthly—When the following trades or occupations are carried on-on Building and Contents:-1. All Retail Shops not before enumerated, and Boarding Houses, also Dye Houses 5s. 0d. 2. Sail-makers, (no tar to be heated on the premises,) Printing Offices, Hotels and Taverns, Bakers, Blacksmiths, Tinsmiths, Armourers and other Smiths... 7s. 6d. 374c. 3. Confectioners, Chymists, Hat Manufactories, Rope Makers, (the tar house to be out of danger, and not insured)... 7s. -6d. 374c. 4. Stables and Barns.... 7s. 6d. 374c.

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_ 10 _		
	Per £100.	Per \$100.
5. Carpenters, Joiners, Cabinet Makers,		
Coopers, Musical Instrument Makers,		
and all other workers in wood, at their		
workshops or manufactories		A1
6. Houses and buildings under repair or		
building, where any wood work, occa-		·
sioning chips or shavings, is made in the		
building, or in any other by which it is		
endangeredper month		124e.
7. Buildings of stone or brick, having the		1236.
partitions and ceilings of wood, to be		,
considered as an isolated wooden		
building, No. 1, and pay accordingly.		
8. Jewellers' stock—special. Particulars		
given on application to Head Office.		
9. Churches Lowest rates of their res-		
petive classes, excepting when having		
spires unprotected with lightning con-		
ductors of sufficient efficacy, when the		
extra charge will be		12je.
0. For every additional tenant under the		
same roof, in First and Second class		
	1s. Od.	5c.
For every additional tenant under the		
same roof, in Third and Fourth class		74
buildings	2s. 0d.	10c.
5s. or 1 per cent to be added to all risks		
contiguous to Wharves where steam-		
boats arrive and depart, or near railways		
en which locomotives are employed.		
Short Period Policies		
e following scale is to be adopted as the gen		
		•
For one month, charge 1 of the annual	premium.	**
u two u u u	66 0	

the whole annual premium.

" four "
" six "
Over six "

But as a number of Companies have, in order to obtain risks, departed from the above scale, it is permitted to the Agent in certain cases where it may be necessary to retain the business of a customer, or when it may otherwise be desirable to secure a good risk, to adopt the following:—

For one month, charge 2-10ths of the annual rate.

				~	~ •	ACTIVITIES ANALYS	*
4	two	"	"	3-10ths	"	44	"
"	three	"	44	4-10ths	44	44	44
44	four	"	"	5-10ths	"	44	44
66	five	4	"	6-10ths	46	44	44
"	six	4	"	7-10ths	44 '	44	"
66	seven	44	4	.74-10th	4	"	"
66	eight	44	4	84-10th	4	44	44 .

Over eight months, charge the whole annual rate.

Farm Property.

Isolated wooden buildings occupied as dwellings, if plastered inside, a per cent.

Rough cast buildings, do. do. do. # per cent. Brick or stone buildings, same as in the Tariff.

Barns and Stables, the addition to Tariff.

Shipping.

Steamboats for one year, including refitting in the Spring, 21 per cent.

Do. for Winter months only, and refitting, 1 per cent.

CLAUSE—"Warranted that the Company shall not be liable for any loss or damage caused by the bursting or collapsing of the boilers, or from the explosion of gunpowder."

Specification.—Sum on the Hull, Rigging, and Apparel.

Sum on the Machinery.

Sum on the Cabin and other furniture.

Tariff of Rates of Premium for Special Risks.

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These Rates being computed for isolated buildings,	Rate of Front		in.
additional Premiums must be charged for external	OLA	s of	Rass.
hazard in accordance with General Tariff.	1st.	2nd.	3rd
Flour Mills.			
Propelled by Water Power with not over four run of		2	0.
Stones	14		24
For every additional run of Stones. To be charged extra for Kilas being in or near the	*		
Mills	1	1	1
To be charged extra for Smut Machine when not in	3	3	3
becoment story, and for Barley or Oat Mill.	1 1	1	1
To be charged extra when Wool is carded on or near	-		1
the premises, or when endangered by Saw Mills		1	
propelled by water	1	1	1 4
If Steam Engines are used extra	3	3	1 4
Norn.—When a sufficient Force Pump or Hose are erected and in good working order, \(\frac{1}{2} \) per cent. to be allowed.			-
SAW MILLS.	L ,		
Propelled by Water Power and not having more than two upright and one edging Saw, and used for	Г		
sawing only	13	18	2
For every additional Gate or Gang of Saws	1	1	4
To be charged extra when endangered by a Griat Mil	٩.	١.	١.
worked by Water Power To be charged extra when Planing Machines are used	11	11	1 1
•		1 -	1 ^
Norn.—When a Force Pump or Hose are erected and in good working order, ‡ per cent. to be allowed. Steam Sav Hills not insurable.	7	×	4
PAPER MILLS.			1
Propelled by Water Power	14		2
Propelled by Steam Power	. 2	21	3
To be charged extra when Rags are stored in or nea the Mill		. 3	1
Iron Foundries.		-	
When not connected with Pattern Shop	. 11	11	2
When connected with Pattern Shop, extra per cent	. i	1	1
Patterns not insurable.		1	

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Or when both are used on the same Premises	To be charged when Planing Machines and		21	1	2 P	40
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TOBACCO, SHUFF AND CIGAR FACTORIES	Or when both are used on the same Premises			1 -	- 1.	
SOAP AND CAMPIE FACTOR						-
						-3
Extra when Steam is used	Extra when Steem is need	•	2.	2	3 8	3

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	1st.	2nd.	3rd.
WINDOW SASH, BLIND AND COME FACTORIES When worked by Steam Power	3	34 44	4 5
India Rubber Factories.	2	24	3
SUGAR REVINENCE. With Kiles outside the Building With Kiles imide the Building, extra	21	3	4
Woollen, Fulling and Camping Mills. Worked by Water Power Worked by Steam Power, extra	24	3	34
COACH BUILDERS	2	24	3
THEATRES	3	81	4
RAILROAD CAR FACTORIES To be charged extra when Planing Machines are used. Or when fire heat is employed for seasoning wood	2- 1 14	21 1 11	3 1 14
DISTILLERIES. Not including Still House, and not to be endangered thereby Not insurable if endangered by Still House Pot and Prakl Asheries	3	31 	4 2
STOREHOUSES. On the Wharves at the different Lake Ports To be charged extra when Steam Power is used.			14
CATTLE SHEDS. Sixty to forty feet distant from Distilleries When nearer than forty feet.	1	1	1
LUMBER YARDS. Distant from other yards or other external exposure, 100 feet enclosed with Wall or tight Fence When without such wall or Fence. When endangered by Mills to be charged as such	.44 		11,11
GAS WORKS. Retort House not included, and to be ent of danger	2	24	3

As a general rule, Special Risks are not to be insured by the Agent without first forwarding the application to the Head Office for approval.





