

## **Corporate Application Form**

(For membership to be considered this declaration must be completed in full and all questions answered)

MPESA PAYBILL NO: 333200

#### PLEASE COMPLETE THIS APPLICATION AND ANSWER ALL QUESTIONS.

I agree to AAR Insurance's collecting, processing and storage of my personal data.

**Data collection consent:** Pursuant to the data protection act, 2019 ("DPA") and the European Union General Data Protection Regulation ("EUGDPR"), AAR Insurance (K) Limited ("AAR Insurance"), in its capacity as a data controller and/or processor under the DPA and EU GDPR must obtain your explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis. AAR Insurance shall only use your personal data to administer applied products and services requested from AAR Insurance. In order to provide you with the above services, AAR Insurance will need to collect, process and store your personal data for the duration of the product. If you consent to us storing your personal data for this purpose, please tick the check box.

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6.	6. Gastro-intestinal disorders including peptic ulcer disease, heartburn reflux, haemorrhoids, pancreatitis, hepatitis, hernias and any other							]										
7. Gynecological & Obstetric disorder including caesarian section, fibroids ovarian cysts, infertility, pelvic inflammatory, menstrual irregularities, abnormal pap smear, hormone treatment, miscarriages and any other					] [							] [						
8.		sorders including en tones and any other	larged prostate, kidney	failure,														
9.	Musculoskeletal disorders including arthritis, gout, back problems, physical disabilities, joint problems and any other																	
10	disabilities, para	lysis, schizophrenia,	ers including epilepsy, r depression, bipolar dis ependency/ addiction a	order,		] [							] [					
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13	. Skin disorders ir and any other.	icluding eczema, kel	oids, warts, acne, moles	s, melanoma									] [					
14	. Have you ever b	een hospitalized?											] [					
15. Do you have any allergies?																		
СО	MMENTS																	

#### **DECLARATION**

I, on behalf of myself and the members of my family proposed for insurance, hereby declare that I have not withheld or misstated any particular material fact. I understand that any misstatement or non disclosure of any material information in this form will jeopardize my membership. I hereby authorise the hospitals/medical practitioners who have treated me or any of my dependants to disclose to AAR Insurance Kenya Limited or their representative the records relating to such current or previous hospitalisation/medical treatment and allow AAR Insurance Kenya Limited to receive extracts from such

# AAR

#### **PRIVACY POLICY**

Welcome to AAR's Privacy Notice. We appreciate you taking the time to read all our notices carefully.

AAR Insurance Limited ("AAR", "We" "Us" "Our") is committed to ensuring that your Personal Data is collected and used lawfully and transparently. We process your personal information according to the provisions of the Data Protection Act, 2019, and its supporting Regulations.

#### 1. Who is AAR?

AAR is a leading medical and general insurance company, providing innovative underwriting solutions to individuals, families, and businesses. We offer products ranging from Family Plans, Personal Accident Insurance, School Insurance, Home Owners Insurance, Medical Insurance for SME's and Corporates, Professional Indemnity, WIBA Cover, Travel Insurance, Marine Insurance and Landlord Insurance. Our offices are located at Real Towers, Upper hill, Nairobi, Kenya.

#### 2. Scope of this privacy notice

This privacy notice applies to anyone who interacts with us about our products and services ("you," "your") in any way.

#### 3. How we collect your personal data

We collect personal data directly from you by email or hardcopy format.

We may also collect information indirectly through third parties who act on our behalf (e.g., agents, brokers, or your employer – if you are in a Group Scheme) or whose assistance is necessary for the purposes of offering our products and services to you.

#### 4. Categories of personal data

We process the following categories of personal information about you and/or your dependents:-

- · Biodata.
- · Contact data.
- · Identification information.
- · Location data.
- · Financial information (where applicable).
- · Contractual data.
- · Employment data.
- Sensitive personal data such as health information and information relating to you, your spouse and children and information relating to your next of kin.

#### 5. How we use your personal data

AAR processes your personal data for the following purposes:

- $\cdot$   $\;$  To provide you with information on our products and services.
- · To assess your eligibility for payment plans.
- · Process your premium and other payments.
- · To inform you about changes in our services and products.
- · To prevent, detect and investigate crime.
- To carry out market research, statistical analysis and customer profiling to improve quality of our products and services; and
- · To comply with our legal obligation among others.

#### 6. Lawful grounds for processing your personal data

We process your personal data on the following legal bases: -

- · Informed consent
- $\cdot$   $\;$  Performance of a contractual obligation.
- Compliance with our legal obligations, our legitimate interests, and for historical, statistical, journalistic, literature and art or scientific research.

#### 7. Your rights

- Right to be informed of the use of your data.
- Right to access your information.
- Right to ask us to correct, erase and restrict the use of your information.
- Right to object to your information being used.
- Right to receive data in a machine-readable format.
- · Right to withdraw your permission for us to use your information.
- Right to automated decisions including profiling.

#### 8. Whom do we share your information with?

AAR may share your personal information with:

- Appropriate personnel within AAR.
- Third-party service providers such as cloud system service providers, agents and brokers and archiving service providers. When we share with these service providers, we do so on a need-to-know basis and under clear contractual terms and instructions for the processing of personal data.
- With Other Third Parties: We also share your personal information with other third parties such as our legal representatives on lawful grounds.



#### **PRIVACY POLICY**

#### 9. International transfer of personal data

AAR stores your personal information on cloud systems whose servers are located outside Kenya and on servers of its authorized third-party service providers. This means that your Personal Data may be transferred across international borders to countries other than Kenya.

AAR takes appropriate steps to ensure that it gets your express unsolicited consent and puts in place necessary protective safeguards before transferring your personal data outside Kenya.

#### 10. How we protect your information

AAR shall take appropriate technical, physical, legal and organizational measures, which are consistent with applicable privacy and data security laws and its data privacy policy.

#### 11. How long do we keep your information?

We keep your personal information in line with the criteria set out in the privacy policy available on our website. The length of time shall be based on the minimum retention periods required by law or regulation.

#### 12. Where should you direct your complaints?

If you have any questions or complaints about the processing of personal data, you can contact AAR on privacy@aar.co.ke

Signature of Principal Member:	Date:
Signature of Agent/Broker:	Date:

### Kenya

#### **Head Office:**

Real Towers, Ground Floor, Hospital Road, Upper Hill. P.O. Box 41766 – 00100, Nairobi. Tel: +254 020 2895000

Cell: +254 703 063000 +254 730 633000,

#### **Nyeri Sales Office:**

Rupshi Chambers, 2nd Floor, Kimathi Way. Cell: +254 703 063900

#### Naivasha Sales Office:

Eagle Centre, 1st Floor, Mbaria Kanio. Cell: +254 731 466367

#### Thika Sales Office:

Maisha Height, 1st Floor, Kenyatta Road. Cell: +254 703 063840 +254 703 063842

#### **Nakuru Sales Office:**

Giddo Plaza, Ground Floor, George Morara Rd, off Nakuru – Eldoret Highway. Tel: +254 051 2215599 +254 051 2216739

Cell: +254 731 669915

#### **Malindi Sales Office:**

StanChart Arcade, Ground Floor, Off Lamu Road, Malindi. Cell: +254 731 191072

#### **Mombasa Sales Office:**

Imara Building, 4th Floor, Dedan Kimathi Avenue, Mombasa. Cell: +254 731 191066

www.aar-insurance.ke +254 703 063000

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#### **Eldoret Sales Office:**

Zion Mall, 2nd Floor, Wing D, Eldoret. Cell: +254 731 945772

#### **Kisumu Sales Office:**

Al Imran Plaza, 2nd Floor, Oginga Odinga Street. Cell: +254 731 191069

#### Kakamega Sales Office:

Mega Mall, 2nd Floor, Webuye Road, Opposite Muliro Gardens. Tel: +254 056 2031796

Cell: +254 733 200208

## **Regional Office**

#### Uganda:

Plot 16A Elizabeth Avenue, Kololo, Kampala. Direct Line: +256 414 560900

Tel: +256 312 261318 Fax: +256 414 258615 Email: info@aar.co.ug www.aar-insurance.ug

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