

Information and Communication Technology Proposal Form

QBE Insurance (Singapore) Pte Ltd



Your business

Name(s) in full of all entities to be insured

Websites

www.
www.
www.
www.

Please list the locations from which you conduct business including overseas domiciled locations:

Commencement date of your business / /

Email

Please provide the following details in respect of your principals or directors:

Name	Qualifications	Year qualified	Years practicing as principal	
			This firm	Previous firm
		/ /		
		/ /		
		/ /		
		/ /		

Business details

Please supply total numbers of

Partners / principals / directors

Professional staff

Consultants

System analysts / designers

Programmers

Sales & marketing

Administration / supports

Other (please specify)

Total

In the past five(5) years

- (a) Has the name of the business changed? Yes No
- (b) Have you purchased or merged with any other business? Yes No
- (c) Have you sold or demerged from any other business? Yes No
- (d) Do you require cover for any subsidiary, joint venture or associated company? Yes No
- (e) Do you expect any significant change to your operations or the development and release of new services/products over the next twelve (12) months? Yes No

If 'yes' to any of the above, please supply details:

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Financial details

Please supply details of your total revenue (include fee income) from the countries in which you conduct business:

Country	Revenue last financial year	Revenue current financial year (forecast)	Revenue next financial year (forecast)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

Financial details

Please state the approximate percentage of your activities (based on revenue current financial year-forecast) applicable to each region:

Asia	Australia	USA/Canada	Europe	Other	Total
%	%	%	%	%	%

Please supply details of your turnover for the following:

Revenue by type of client	Last financial year	Current financial year (forecast)	Next financial year (forecast)
Government	%	%	%
Finance and banking	%	%	%
Commercial / industrial	%	%	%
Total	%	%	%

Business activities

Please provide the precise nature of the activities of the business, including primary purpose of the software/systems provided, sold or licensed including details of any advice provided.

Type of service	Current financial year (forecast)	Type of service	Current financial year (forecast)
IT consultancy	%	Facilities management	%
IT security consultancy	%	Data processing/entry and bureau services	%
Project management	%	Website design	%
Bespoke software development	%	Website hosting	%
Own shrink wrap/prepackaged software (sale)	%	Data hosting	%
Own customisable software (sale)	%	Cloud hosting	%
Third party shrink wrap/prepackaged software (reselling)	%	Internet service provision	%
Third party customisable software (reselling)	%	Application service provision	%
Software maintenance/support - own developed	%	Application developer	%
Software maintenance/support - third party developed	%	IT recruitment/provision of IT contractors	%
Software/system installation	%	Telecommunications provider (own network)	%
Software/system integration	%	Telecommunications/network consultant (third party network)	%
Sale/supply of hardware	%	Training and education	%
Hardware manufacturing and sales of such hardware	%	Systems audit/certification	%
Hardware maintenance/installation	%	SCADA	%
Hardware sales (third party hardware)	%	Miscellaneous	%
Cabling	%	Total	%

Are any of your products / services:

- Intended for use in industrial/process control systems, SCADA systems, robotic and/or enterprise resource planning? Yes No
- Intended for use in aviation, navigation, radar, railway, aircraft, watercraft, military installations and/or warfare equipment? Yes No
- Intended for use in any surgical/medical application or equipment? Yes No
- Intended for use in any pollution control system, nuclear, energy, power, water and/or oil/gas/petrochemical installation? Yes No
- Intended for use for/in trading systems used in wagering, financial markets and/or crypto- currency markets? Yes No
- Intended for use in the provision of any adult content/pornographic material? Yes No
- Intended for use in emergency, fire and/or the security industry? Yes No

Is the failure of any of your products/services likely to result in any of the following outcomes:

- Loss of life or injury to a person? Yes No
- Destruction or damage to physical property? Yes No
- Immediate and severe financial loss? Yes No
- Significant cumulative financial loss? Yes No

If 'yes' to any of the above, please provide details

Contracts and contractual management

Please provide details of the five (5) largest contracts you have undertaken or completed in the last three (3) years, including those currently ongoing

Customer name	Contract period	Contract value (total)	Contract value (to you)	Country and industry sector in which the contract was performed	Brief description of work undertaken by you
	From: To:	\$	\$		
	From: To:	\$	\$		
	From: To:	\$	\$		
	From: To:	\$	\$		
	From: To:	\$	\$		

Please supply the following details in respect of your contractual management procedures:

- (a) What is the average contract value undertaken by you? \$
- (b) What is the average contract duration undertaken by you? Months
- (c) Are all of your contracts subject to your standard terms and conditions? Yes No
- (d) Please outline the percentage of contracts that you enter into which are not subject to standard terms and conditions %
- (e) Do you obtain legal advice on all contracts and contract variations? Yes No
- (f) Do your contracts include a Statement of Work (SOW) outlining specific services / products to be provided? Yes No
- (g) Do you ever accept liability for consequential damages, special or indirect damages, loss of profits or liquidated damages? Yes No
- (h) Do you include a limitation of your liability to the cost of services or cost of the products provided? Yes No
- (i) Do you enter into fixed price contracts? Yes No
- (j) Do you ever agree to limit the liability of suppliers, manufacturers, contractors, resellers or customers? Yes No
- (k) Aside from intellectual property, death, personal injury or property damage, do you ever agree to indemnify or hold harmless suppliers, manufacturers, contractors, resellers or customers? Yes No
- (l) Has there ever been an occasion where your company has entered into a contract which could not be fulfilled? Yes No

Contractors

- (a) Do you engage consultants, sub-contractors or agents? Yes No
- (b) What percentage of your work is performed by consultants, subcontractors or agents? %
- (c) Do you always enter into agreements with consultants, sub-contractors or agents? Yes No
- (d) Do you require all consultants, sub-contractors or agents to carry own professional indemnity (E&O) and personal injury & property damage (GL) insurance? Yes No
- (e) Do consultants, sub-contractors or agents always agree to indemnify you in contracts? Yes No

Please describe the type of services or products performed/provided by the consultants, sub-contractors or agents?

Risk management

Please supply the following details in respect of your risk management procedures:

- (a) Do you obtain customer sign-off prior to the commencement of work? Yes No
- (b) Do you obtain customer sign-off upon reaching project milestones? Yes No
- (c) Do you conduct testing prior to final handover to the customer? Yes No
- (d) Do you obtain written acceptance from the customer upon project completion? Yes No
- (e) Do you have a formal process for selecting customers, resellers, vendors and suppliers? Yes No

What clearance procedures do you have in place to ensure that you do not infringe a third party's Intellectual Property (IP)?

- (a) Do you obtain legal advice from IP lawyers prior to releasing any new products or software? Yes No
- (b) Are all employees required to sign a statement agreeing not to distribute or utilise former employers' trade secrets? Yes No
- (c) Do contractors used for software development sign copyright license agreements assigning all rights to you? Yes No
- (d) How many patents do you currently own or are pending approval?

Please outline your top three (3) competitors:

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
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If you are providing hosted services or data center services, what redundancies and continuity procedures do you have in place to ensure network reliability should system failure occur?

Please describe the procedures you have in place to protect your customers' private/personally identifiable information?

Claims details

Has any partner, principal, director or staff member ever been subject to disciplinary proceedings for professional misconduct? Yes No

If 'Yes', please supply details.

- a) Have any claims for negligence or breach of professional duty been made in the last ten (10) years against the business or any of its predecessors in business or any prior business of any of its present or former partners, principals or directors, or have circumstances been notified to insurers that might give rise to a claim? Yes No
- b) Have you had any claims made against you for Information & Communication Technology Liability including professional indemnity & product liability? Yes No

If 'Yes', to either a) or b) please provide the following details in respect to each matter.

Date matter notified	Name of insurer (if any)	Name of claimant or potential claimant	Brief description of the matter	Amount paid or estimate of potential liability	Is matter finalised or outstanding?
/ /					
/ /					
/ /					

Are any of the partners, principals or directors, after enquiry, aware of any claim or circumstance that might give rise to a claim against the business or any prior business or any of their present or former partners, principals or directors, which matter is not referred to above? Yes No

If 'Yes', please provide the following details in respect to each matter.

Name of claimant or potential claimant	Brief description of the matter	Estimate of potential liability

Has your business or practice or any partner, principal or director ever been declined this type of insurance, or had similar insurance cancelled, or had an application for renewal declined, or had special terms or restrictions imposed? Yes No

If 'yes', please supply details:

Your insurance details

Do you presently carry or has the business ever carried Information and Communication Technology Liability Insurance? Yes No

If 'Yes', please provide details:

Insurer			
Expiry date	/ /	Retroactive date	/ /
Limit	Professional Indemnity \$	Personal injury and property damage	\$

Please indicate if the below cover is important to you:

- (a) Patent right infringement cover (this is critical if you engage in work such as R&D, software development, programming, customization, bespoke solutions) Yes No
- (b) Limitation of liability cover (this is critical if you e.g. agree in contract to limit the liability of any third party such as suppliers, manufacturers, contractors, resellers, customers) Yes No
- (c) Contractual liability cover (this is critical if you e.g. agree in contract to indemnify or hold harmless any third party such as suppliers, manufacturers, contractors, resellers, customers) Yes No
- (d) Return of fees cover (this is critical if you e.g. enter into large contracts, enter into fixed price contracts, agree in contracts to limit your liability to the return of fees) Yes No
- (e) Privacy cover (this is critical if you e.g. handle any personally identifiable information) Yes No

Please provide the following information which will increase the underwriters understanding of your company

- marketing material outlining your company's capabilities;
- copy of customer, supplier, contractor agreements;
- copy of quality assurance, risk management, disaster recovery plan and due diligence procedures;
- due diligence procedures for intellectual property clearances.

Personal Data Protection Act (PDPA) 2012

Supplementary Consent Clauses

To process, administer and/or manage your relationship, account and policy with QBE Insurance (Singapore) Pte Ltd (QBE), QBE will need to collect, use, disclose and/or process your personal data. Such personal data includes (i) information set out in this [form] and any other personal information provided by you or possessed by QBE; and (ii) your claims.

Such personal data will be collected, used, disclosed and/or processed by QBE for the purpose(s) of:

- considering whether to provide you with the insurance you applied for;
- processing your application for underwriting and insurance;
- administering and/or managing your relationship, account and/or policy with QBE;
- processing and/or dealing with any claims including the settlement of claims and any necessary investigations relating to the claims, under your policy;
- carrying out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by QBE;
- carrying out your instructions or responding to any enquiries by you;
- dealing in any matters relating to the services and/or products you are entitled to when applying for this or other policies you applied for. This includes the disclosure of some of your personal data when mailing of correspondence, statements, invoices, reports or notices to you, as well as the disclosure of some of your personal data on the cover of envelopes/mail packages;
- investigating fraud, misconduct, any unlawful action or omission, whether relating to your application, your claims or any other matter relating to your policy, and whether or not there is any suspicion relating to these;
- compiling a claims history for the purpose of investigation and detecting fraud in present and future claims
- complying with applicable law in administering and managing your relationship with QBE;
- providing you with direct marketing communications about QBE's products and services; if you do not want to receive any direct marketing, you may withdraw your consent at any time free of charge by writing in to info.sing@qbe.com

We may/will also be collecting from sources other than yourself, personal data about you, for one or more of the purposes described above, and using, disclosing and/or processing such personal data for one or more of those purposes.

Your personal data may/will be disclosed by QBE to its third party service providers or agents (including its lawyers/law firms), which may be situated outside of Singapore, for one or more of the purposes described above, meaning third party service providers or agents, if engaged by QBE, will be processing your personal data for QBE.

By signing below, you:

- consent to QBE collecting, using, disclosing and/or processing your personal data for the purposes described above;
- consent to QBE collecting personal data about you from sources other than yourself and using, disclosing and/or processing the same, for one or more of the purposes described above;
- consent to QBE disclosing your personal data to its third party service providers, or agents (including its lawyers/law firms), for the purposes described above; and
- consent to QBE transferring your personal data out of Singapore to its third party service providers, or agents where such third party service providers or agents are sited (whether in Singapore or outside of Singapore), for the purposes described above.

Declaration

I the undersigned, after enquiry declare as follows:

1. I am authorised by each of the other entities to be insured to complete this proposal form.
2. I have read and understood the notice to the proposed insured at the back of the proposal form.
3. I have read this proposal form and the accompanying documents and acknowledge the contents of same to be true and complete.
4. I understand that, up until a contract of insurance is entered into, I am under a continuing obligation to immediately inform QBE of any change in the particulars or statements contained in this proposal form or in the accompanying documents.

Name of business

Signed: Partner, principal or director

Date