

# Information and Communication Technology Proposal Form (SME)

QBE Insurance (Singapore) Pte Ltd



## Your business

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

Websites

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 |
|      |                | / /            |                               |               |
|      |                | / /            |                               |               |

## 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) |
|--------------|-----------------------------|-------------------------------------------|----------------------------------------|
|              | \$                          | \$                                        | \$                                     |
|              | \$                          | \$                                        | \$                                     |
|              | \$                          | \$                                        | \$                                     |
| <b>Total</b> | \$                          | \$                                        | \$                                     |

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 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                     | %                                 |

## Business activities

| Type of service                                      | Current financial year (forecast) | Type of service                                             | Current financial year (forecast) |
|------------------------------------------------------|-----------------------------------|-------------------------------------------------------------|-----------------------------------|
| Software maintenance/support - third party developed | <input type="text"/> %            | IT recruitment/provision of IT contractors                  | <input type="text"/> %            |
| Software/system installation                         | <input type="text"/> %            | Telecommunications provider (own network)                   | <input type="text"/> %            |
| Software/system integration                          | <input type="text"/> %            | Telecommunications/network consultant (third party network) | <input type="text"/> %            |
| Sale/supply of hardware                              | <input type="text"/> %            | Training and education                                      | <input type="text"/> %            |
| Hardware manufacturing and sales of such hardware    | <input type="text"/> %            | Systems audit/certification                                 | <input type="text"/> %            |
| Hardware maintenance/installation                    | <input type="text"/> %            | SCADA                                                       | <input type="text"/> %            |
| Hardware sales (third party hardware)                | <input type="text"/> %            | Miscellaneous                                               | <input type="text"/> %            |
| Cabling                                              | <input type="text"/> %            | <b>Total</b>                                                | <input type="text"/> %            |

### 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

## Contracts and contractual management

Please provide details of the two (2) 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:<br>To:    | \$                     | \$                      |                                                                 |                                             |
|               | From:<br>To:    | \$                     | \$                      |                                                                 |                                             |

## 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 or 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

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

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

## 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)                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> 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)   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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) | <input type="checkbox"/> Yes | <input type="checkbox"/> 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)             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Privacy cover (this is critical if you e.g. handle any personally identifiable information)                                                                                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> 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](mailto: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