

# Marine Liability Marine Terminal Operators Liability Proposal Form

QBE Insurance (Singapore) Pte Ltd



You are to disclose in this proposal form, fully and faithfully, all the facts which you know or ought to know, otherwise, the policy issued hereunder may be void.

If you have insufficient space to answer any questions, please attach a separate sheet.

Please email completed forms to [qbemarine@qbe.com](mailto:qbemarine@qbe.com)

Your Agent/Broker	Account No.
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## 1. Name, Address & Email

Please list the name and also provide brochure/website or other marketing information.

## 2. Location(s)

Please list the address of your location(s) (including post code or zip code and latitude and longitude).

## 3a. Services

Types of operation performed by you (please tick those relevant to you)

- |  |   |
|--|---|
| <input type="checkbox"/> Stevedoring                             | <input type="checkbox"/> Local collection and delivery  |
| <input type="checkbox"/> Marine terminal operator                | <input type="checkbox"/> Depot operator                 |
| <input type="checkbox"/> Container/trailer freight station       | <input type="checkbox"/> Equipment repair/refurbishment |
| <input type="checkbox"/> Container/trailer storage               | <input type="checkbox"/> Waste disposal                 |
| <input type="checkbox"/> Inland Clearance Depot (ICD)            | <input type="checkbox"/> Advice to other operators      |
| <input type="checkbox"/> Airfreight terminal/depot               | <input type="checkbox"/> Operating a chassis pool       |
| <input type="checkbox"/> Warehousing                             | <input type="checkbox"/> Security (e.g. Police)         |
| <input type="checkbox"/> Emergency (e.g. Fire)                   | <input type="checkbox"/> Bunkering                      |
| <input type="checkbox"/> Other (please specify and give details) |   |

Are any services subcontracted out?  Yes  No  
If "Yes" (specify which)

Please attach a copy of your latest annual report/handbook and a map of the terminal, its boundaries and confines.

## 3b. Services - Warehousing

Only answer this part of the question if you provide warehousing or storage of any cargo (other than containerised cargo)

- i) What is your responsibility for the cargo stored?
- No Responsibility (If "Yes", please move to Question 4)  Yes  No
  - Responsible only for maintenance of the warehouse building, fire prevention within the warehouse and warehouse security?  Yes  No
  - Responsible for care, custody and control of all cargo, but no responsibility for force majeure?  Yes  No
  - Responsible for care, custody and control of all cargo, including responsibility for force majeure?  Yes  No
- ii) Please provide estimated maximum value of goods stored at any one time \_\_\_\_\_
- iii) What % of your total revenue is generated by warehousing operations? \_\_\_\_\_ %
- iv) Do all warehouses have sprinklers and fire detection systems?  Yes  No  
If "No", please **attach** details of your fire detection measures.
- v) Is there a fire main throughout the site?  Yes  No
- vi) Is there an emergency fire pump or suitable reserve power supply to ensure there is fire-fighting water at all times?  Yes  No

#### 4. Contracts/Indemnities

**a) Contracts with Customers** (for example shipping lines)

Do you have any of the following contracts with your customer(s)?

And if so, please indicate the extent of any liability for your negligence (please tick the relevant box):

	<b>Limited Liability iro negligence</b>		<b>Unlimited Liability iro negligence</b>		<b>No Liability</b>		<b>Other</b>	
No contracts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Standard contracts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual user agreements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Port tariff/act/bylaws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If "Other" is ticked, please give details.

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**b) Other Contracts**

Have you indemnified another person for his negligence under any agreement (e.g. for equipment, land or buildings)?

Yes  No

If "Yes", please give details separately.

Have you waived rights of recourse against another person?

Yes  No

If "Yes", please give details separately.

**c) Subcontractors**

Is there a requirement in your contract with subcontractors that they have adequate liability and property insurance?

Yes  No

If "Yes", what is the minimum limit that you require?

Do you check annually that all subcontractors maintain and renew their insurance?

Yes  No

*Note: There is a policy requirement that your Subcontractors purchase and maintain adequate liability and property insurance, and that you review those policies annually.*

**d) Limit of Liability**

What is the limit of liability required under the Policy?

## 5. Volumes

a) Please advise Cargo throughputs **per Policy Year**

	Last Year	Current Year	Next Year Estimate
TEUs			
Break Bulk (tonnes)			
Dry Bulk (tonnes)			
Wet Bulk (tonnes)			
Autos			
Passengers			
Others (specify below)			

b) What is your annual revenue?

	Last Year	Current Year	Next Year Estimate

c) How many vessel calls per annum? Please provide figures broken down into size of vessel

	Last Year	Current Year	Next Year Estimate
Up to 5,001 GT			
5,001 - 15,000 GT			
Over 15,000 GT			

## 6. Loss Prevention/Risk Management

- a) Do you have a property and equipment maintenance programme?  Yes  No
- b) Do you have a staff training programme?  Yes  No
- c) Do you security precautions include:
- 24 hour security guards?  Yes  No
  - All buildings/perimeter fences/gates alarmed?  Yes  No
  - Close Circuit TV?  Yes  No
  - Continual documentation security checks?  Yes  No
  - Others? Please **attach** details  Yes  No
- d) Can you provide us with a copy of a recent survey of your facilities?  Yes  No
- e) Are there any revisions to the loss prevention/risk management measures in **a) to c)** above envisaged/planned during the policy period?  Yes  No  
If "Yes", please **attach** details.
- f) Is the International Ship & Port Facility Security Code applicable to you and if so, are you compliant?  Yes  No

## 7. Handling Equipment

Please provide the aggregate value for the current year and next year and **attach a schedule** showing against each item, description, value and age.

Are your declared values based on:

- a) New replacement value?  Yes  No
- b) Market value?  Yes  No
- c) Depreciated (book) value?  Yes  No

Please provide your estimated **Maximum Possible Loss**.

## 8. Property

a) Please provide a summary of property values broken down as follows:

	Sum Insured ( )
Wharves, Quays and Jetties	
Buildings	
Warehouse/Storage Facilities	

b) Please also **attach a full schedule** with description, values, age, location including details of construction and details of fire extinguishing appliances / sprinklers;

c) Please itemise separately (together with the location) any single structure where the insured value is in excess of USD 15,000,000;

d) Please itemise separately (together with location) any property outside the confines of the port;

Please provide your estimated **Maximum Possible Loss**.

## 9. Claims History

Please **attach** separate Liability claims history (both paid and outstanding and any related fees or expenses **including legal fees**) for the last 5 complete years net of any deductible and advise of any deductible applicable. Please also **attach** details of any existing litigation.

Name	Designation
Stamp/Signed	Date

### IMPORTANT

This questionnaire is to be completed and signed by the Assured and will form part of the Insurance Policy.

The premium charged and the conditions of this Policy are based upon the information provided in this questionnaire, any operations and/or physical changes in the nature of the Assured's Operations during the policy period which materially changes or alters in any way the information contained in this questionnaire must immediately be advised to Underwriters. Any change advised will be assessed by Underwriters to enable them to decide whether they are prepared to continue to provide coverage and at what terms. Failure to comply with this requirement could affect the validity of the Policy.

## 10. 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:

- a) considering whether to provide you with the insurance you applied for;
- b) processing your application for underwriting and insurance;
- c) administering and/or managing your relationship, account and/or policy with QBE;
- d) processing and/or dealing with any claims including the settlement of claims and any necessary investigations relating to the claims, under your policy;
- e) 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;
- f) carrying out your instructions or responding to any enquiries by you;
- g) 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;
- h) 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;
- i) compiling a claims history for the purpose of investigation and detecting fraud in present and future claims
- j) complying with applicable law in administering and managing your relationship with QBE;
- k) 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.

Name	Signature of Applicant
NRIC No.	
Date	