

# Marine Liability Marine Professional Negligence Proposal Form

QBE Insurance (Singapore) Pte Ltd



- This form may be completed by your authorised insurance broker
- If you have insufficient space to answer any questions, please attach a separate sheet.
- It would also assist our understanding of your business if you could include a copy of your company brochure, report and accounts or any other literature relevant to the services you provide.

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

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.

Your Company Name and Address

Telephone

Fax

Email

Date company established

Names and addresses of any subsidiary, affiliated or associated companies which you wish to include in the insurance

Please describe the services you provide to your customers that you wish to be insured

Please list your directors or partners, noting their professional qualifications or number of years experience

Number of directors, senior managers, brokers or surveyors

Number of clerical staff

Number of manual workers

Total number of employees

Please detail names of any trade associations to which you are affiliated or are members

Have you obtained quality assurance accreditation from any internationally recognised organisation?  
If "Yes", please specify

Yes

No

Your annual gross income (fees and commissions only) for the last financial year

What is your estimated annual income for this financial year

Please forecast your annual income for the next financial year

(Please state currency)

## Your Services

Please estimate the percentage of this year's annual income that relates to:

Chartering broking	%	Which are your main markets?
S & P broking	%	
Ship management	%	Please complete our supplementary form
Ship agency for liner principals	%	Who are your main principals?
Ship agency for tramp principals	%	Who are your regular principals?
Freight forwarding	%	Please complete our supplementary form if this service represents more than 15% of your annual income.
Bunker broking	%	
Marine surveying	%	Percentage relating to yacht surveys _____ % Do you issue any guarantee surveys <input type="checkbox"/> Yes <input type="checkbox"/> No
Naval architect	%	Please attach a description of the type of work you have undertaken and your areas of expertise.
Marine consultancy	%	Largest fee from a single customer
Stevedoring (where you do not act as agent for your principal)	%	Estimated annual: <ul style="list-style-type: none"><li>• Turnover</li><li>• Percent sub-contracted _____ %</li><li>• Tonnages handled _____ TEU's _____ Breakbulk _____ Bulk _____ Other _____</li></ul>
Marine engineering	%	Largest fee from a single customer
Ship registry	%	
Acting for insurers e.g. Lloyd's Agent/ P & I Club correspondent	%	Please describe
Other marine related services	%	Please describe

## Your Claims History

In the last five years have any:

- professional liability or errors and omissions claims been made against you
- third general party liability claims been made against you
- cargo, pollution or statutory liability claims been made against you
- circumstance arisen that could have resulted in any of the above liability claims being made against you  
If yes to any of the above, please attach full details

## Your Present Insurance

- are you currently insured for your professional negligence exposure?
- do you require a specific limit of liability and/or deductible to be quoted?

## Your Trading Conditions

- do you have any standard trading conditions or contracts?  
If "Yes", please attach a copy.
- are all customers advised of your standard conditions before services are provided

**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	

## Declaration

Has any insurer ever:

- declined to insure you
- cancelled your insurance
- refused to renew your insurance
- imposed special terms

If yes, please attach full details:

We declare that the information and answers given in this form are true to the best of our knowledge and belief and that we have not mis-stated or suppressed any material facts that might influence the assessment of the risk. We also understand that completion of this form does not bind insurers or mean we will accept this insurance but, if terms are agreed, it will form part of the contract.

Name/Position

Company Stamp

Signature

Date