

Proposal Form

Professional Indemnity- Accountants/Chartered Secretaries

Please complete all sections to facilitate the processing of your application.

Statement pursuant to Section 23(5) of the Insurance Act 1966 or any subsequent amendments thereof. You are to disclose in the proposal form fully and faithfully all facts which you know or ought to know, otherwise the Policy issued hereunder may be void.

Name of Producer & Producer Code: _____

Particulars of Proposer

Name of Proposer: _____	Business Registration No.: _____
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Mailing Address: _____	Postal Code ()
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Email : _____	Date of Business Established: _____
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Contact No.:

Address(es) of branch offices or other locations:
_____ Postal Code ()

During the past five (5) years, has the name of the firm ever changed or has any other firm been purchased or any merger or consolidation taken place? Yes No

If Yes, please provide details:

Please list the professional bodies or associations to which the Proposer belong:

Details of Management and Personnel

Please provide the details of Principal, partners and directors.

Name	Age	Relevant Qualifications	Year Qualified	No. of Years in this capacity	
				This Firm	Previous Firm

Professional Indemnity- Accountants/Chartered Secretaries

Name of Proposer: _____

Details of Management and Personnel

Where the Proposer is a sole principal, please provide details of the arrangements you have to assist you during your absent.

Please provide no. of staff in current firm:

a) Partners/Principals/Directors _____	d) Administrative Staff _____
b) Professional Qualified Staff _____	e) Trainee Staff _____
c) Other Technical Staff _____	f) Others (please specify) _____
Total _____	

Risk Management

1) Is there a senior Partner/Director to oversee operations in all offices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Do you engage independent contractors or consultants? If Yes, please provide details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a) What is the nature of the majority of work undertaken by them?		

b) What percentage of gross fee income was paid to them in the last financial year?		

c) Do you require them to have their own Professional Indemnity insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Do you enter into any hold-harmless agreement or otherwise waive any legal rights which you may have against such independent contractors or consultants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Does the firm, any partner or any director, carry out any work on behalf of any business in which they have a controlling or financial interest (other than as shareholder in public company)? If Yes, please provide details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4) Has the business sustained any loss during the past ten (10) years as a result of the fraud or dishonesty of any partner, director or employee of the business? If Yes, please state date, circumstance, amount and steps taken to prevent recurrence:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Professional Indemnity- Accountants/Chartered Secretaries

Name of Proposer: _____

Financial Information

Please state your total gross fee/income turnover (including those paid to contractors or consultants) for the following:

	Singapore	Asia	Europe	Others (please specify)
Last Financial Year				
Current Financial Year (estimate)				
Next Financial Year (estimate)				
Date of Financial Year End:	Largest Gross Fee/Income from any one client or group of companies:			
_____	_____			

Claims Information & Insurance History

1) Has any partner, principal, director or any member of staff, past or present, been the subject of any disciplinary proceedings by any professional or regulatory body? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details: _____				
2) Have any claims (whether successful or not) for negligence or breach of professional duty been made against the Proposer or any principal, partner or director (either as a principal, partner or director of the Proposer or of any previous business), consultant or employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details:				
Date of Claim	Claimant	Details of Claims	Amount Paid or Estimate of Potential Liability	Is Claim settled or Outstanding?
3) After enquiry, is the Proposer or any of the partners, principals, directors aware of any <u>circumstances</u> which may give rise to a claim against the Proposer or its predecessors in business or any of the present or former partners, principals, directors, consultants or employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details:				
Date of Circumstances	Claimant	Details of Circumstances		

Professional Indemnity- Accountants/Chartered Secretaries

Name of Proposer: _____

Claims Information & Insurance History

4) Have you ever bought Professional Indemnity Insurance in the past? Yes No
If Yes, please provide details of the insurance effected during the past three (3) years?

Name of Insurers	Limit of Indemnity	Deductible	Policy Period

5) Has any application made by you, any of your partners or principals for Professional Indemnity insurance been declined, refused renewal, canceled such insurance or subject to special terms and conditions? Yes No
If Yes, please provide details:

Insurance Cover Required

Limit of Indemnity: _____	Deductible (in most cases it is compulsory): _____
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The following extension covers are given automatically under Liberty Pte Limited's Professional Indemnity Insurance policy:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Consultants, sub-contractors and agents • Estates and legal representatives • Intellectual property | <ul style="list-style-type: none"> • Joint venture liability • Libel and slander • Loss of documents | <ul style="list-style-type: none"> • Newly created or acquired entity or subsidiary • Outgoing partners • Run-off cover insured entity or subsidiary |
|---|---|---|

Please indicate if you require cover for the following optional extension:

- | | | |
|---|------------------------------|-----------------------------|
| • Partner's Previous Business (If Yes, please answer (a) below) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Dishonesty of Employees (If Yes, please answer (b) below) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

a) If Partner's previous business cover required for the professional works of any principal, partner or director prior to joining this firm, please provide the following:

Name	Name of Previous Firm	Start Date	Leaving Date

Professional Indemnity- Accountants/Chartered Secretaries

Name of Proposer: _____

Insurance Cover Required

b) If Dishonesty of Employees cover is required, please answer the following:

- i. Do you always obtain satisfactory references when engaging employees? Yes No
- ii. Is any employee authorized to sign checks as sole signatory in respect of either the business or client accounts? Yes No

If Yes, how frequently are checks carried out on all entries in the cash book with paying-books, receipts, counterfoils and other supporting documents and reconciled with bank statements including the balance of cash and unrepresented checks, independently of the employees making cash book entries or receiving or banking monies?

- Weekly Quarterly
 Monthly Others (please specify) _____

Professional Indemnity–Annex 1 Accountants/Chartered Secretaries

Name of Proposer: _____

Accountants/Chartered Secretaries Addendum

Please state the approximate percentage of gross fees/income/turnover for the last and current financial year (if the firm is newly established, state the estimate for the forthcoming year) in respect of the following:

Type of Work	Last Financial Year (%)	Current Financial Year (Estimate) (%)
Auditing works for: • Other clients		
Auditing works for: • Public listed Companies/Financial Institutions		
Bookkeeping/Preparation of accounts and payroll		
Company Directorships		
Company Secretarial, Share Registration, Incorporation		
Executorships and Trusteeships		
Insolvency, liquidation and receiverships of: • Other clients		
Insolvency, liquidation and receiverships of: • Public listed Companies/Financial Institutions		
Management Consultancy (please provide details) _____		
Mergers, Acquisitions & Takeovers		
Taxation Consultancy		
All other work (please provide details) _____		
Total	100%	100%

Professional Indemnity–Annex 1 Accountants/Chartered Secretaries

Name of Proposer: _____

Additional Information

Use this space to disclose any further relevant information or if there is insufficient space available to answer any of the questions fully in this proposal. Please state the question number clearly.

Professional Indemnity- Accountants/Chartered Secretaries

Name of Proposer: _____

IMPORTANT NOTES:

- The liability of the Company does not commence until this Proposal has been accepted by the Company.

PAYMENT BEFORE COVER WARRANTY (INDIVIDUAL)

Please note that the total premium must be paid and actually received in full by the Company (or the intermediary through whom this Policy was effected) on or before the inception date of the coverage, failing which the Policy shall be deemed to be automatically canceled and no benefits whatsoever shall be payable by the Company.

PREMIUM PAYMENT WARRANTY (CORPORATE)

Please note that the total premium must be paid and actually received in full by the Company (or the intermediary through whom this Policy was effected) within 60 days of the inception date of the coverage, failing which the Policy shall be deemed to be automatically canceled and a pro-rata premium is to be charged for the period that the Company is on risk.

PERSONAL DATA PROTECTION

By signing this form, I/we consent to Liberty Pte Limited ("Liberty") and its authorised service providers, related entities, and partners (collectively, "Appointees") collecting, using, and disclosing my/our personal data, and any personal data of other individuals provided by me/us, for purposes including: assessing and providing insurance products and services; policy administration, renewals, claims, and payments; compliance, audit, and regulatory reporting; research, analytics, and service improvement; and communication and customer support. I/we confirm that I/we have read and agree to Liberty's Data Protection Policy at <https://www.libertyinternational.com/sg/footer/privacy-policy>, which explains how Liberty manages personal data, including cross-border transfers. If I/we provide personal data of other individuals, I/we warrant that I/we have obtained their consent (or consent from their legal representatives, where applicable) for these purposes. I/we understand that I/we may access, correct, or withdraw consent for my/our personal data at any time by contacting Liberty's Data Protection Officer at privacy.officer.ap@libertyglobalgroup.com, subject to legal and contractual obligations.

DECLARATION

I/We do hereby declare and warrant that:

- a) All information provided by me/us in connection with this application is true, accurate and complete
- b) I/We understand that any inaccurate, incomplete or false information given or any omission of information required, may at Liberty Pte Limited's ("**Liberty**", the "**Company**") discretion, render this application invalid
- c) I/We agree that this application and declaration shall be the basis of the contract between Liberty and myself
- d) I/We agree to accept the Company's policy subject to the terms, exclusions and conditions to be expressed therein, endorsed thereon or attached thereto
- e) If we/I do not fully and faithfully give the facts as we/I know them or ought to know them, we/I may receive nothing from the policy

For and on behalf of
Name of Company:

Company Stamp:

Date:

Signature of Proposer
(Must be signed by Principal/Partner/
Director)

Name:

Designation:

Date: