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Marine and  
General  
Liability  
PROPOSAL FORM

[libertyspecialtymarkets.com.sg](http://libertyspecialtymarkets.com.sg)



**Liberty**  
Specialty Markets

## Important Notice

### Your Duty of Disclosure

The clauses herein are a statement pursuant to Section 23(5) of the Insurance Act (Cap. 142) or any amendments thereof, as applicable under the laws of Singapore.

Before you enter into a contract of general insurance with an insurer, you have a duty, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance.

Your duty however does not require disclosure of matter:

- ▶ that diminishes the risk to be undertaken by the insurer;
- ▶ that is of common knowledge;
- ▶ that your insurer knows or, in the ordinary course of its business, ought to know; or
- ▶ as to which compliance with your duty is waived by the insurer.

### Non Disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce their liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning. The insurer may keep any premium that you have paid for this contract of insurance.

### Please Note

It is important that all questions are answered fully. Where asked to provide additional information by attachment please do so using the Insured's official letterhead. Once all questions have been answered the Insured must sign and date the proposal in the space provided on the last page.

### Inadequate space to answer

If there is inadequate space to answer any of the questions or make any comment or you need to disclose something to us because of your Duty of Disclosure, please attach a separate piece of paper to this questionnaire giving full details of additional information.

**1. THE INSURED & BUSINESS DESCRIPTION**

Full name of proposed insured including subsidiaries

Company name

UEN

Full description of business operations and activities

**2. PERIOD OF INSURANCE**

From:

To:

**3. LIMIT OF INDEMNITY**

What limit of indemnity is required?

US\$5 million

US\$10 million

US\$20 million

Other

**4. DETAILS OF PREMISES, FACILITIES & WORK PERFORMED**

a) Details of premises occupied for the purpose of conducting the business (including overseas locations)

Location	Construction	Age (Years)	Fire & burglary protection	Owned or leased
1				
2				
3				

Details of facilities

Referring to 4(a), please indicate **yes** or **no**. If yes, please indicate **number/quantity** of related facility.

eg.  Yes / 2 OR  No

Facilities	Location 1			Location 2			Location 3		
	Yes	No	Qty	Yes	No	Qty	Yes	No	Qty
Slipway									
Dry dock									
Floating dock									

Facilities	Location 1			Location 2			Location 3		
	Yes	No	Qty	Yes	No	Qty	Yes	No	Qty
Work barges									
Cranes/cradles									
Moorings									
Fuel storage: – On or over water?									
– Land based (Underground or Above)?									

Type of work performed	Yes	No	% of revenue	% of revenue for work performed away from your premises
<b>Marine – repairs, maintenance &amp; service</b>				
Vessels				
– structural repairs to hulls			%	%
– electrical repairs to hulls			%	%
– mechanical repairs to hulls			%	%
– installation/electrical/or fitting out of motors			%	%
Wharves, jetties, piers, seawalls etc			%	%

Other – please describe

<b>Marine – manufacturer</b>				
Vessels <10 metres			%	%
Vessels >10 metres			%	%

Other products used in vessels

**Non marine work**

Please describe

**5. QUALITY CONTROL AND RISK MANAGEMENT**

**Quality assurance**

Do you have ISO or other industry accreditation?

Yes No

If yes, please attach copy of certificate.

If no, please detail your formal internal QA procedures or the Singapore or industry standards you work to:

**Pollution**

Are you required to hold any statutory or other relevant industry body licenses in relation to discharges from your processes or operations? Yes No

If yes, please provide details:

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Does your use and storage of all toxic, dangerous and hazardous substances or waste comply with all statutory regulations and by-laws? Yes No

Please give full details of any chemicals, gases, radioactive, explosive or toxic substances used and/or stored:

**Sub contractors – workers on site**

Is there a formal site induction for sub contractors or other workers at your premises or worksite? Yes No

Do you request evidence of liability insurance from your sub contractors? Yes No

Do you have a sub-contractor vetting procedure? Yes No

Do you have a no smoking & drugs and alcohol policy in place? Yes No

**Hotwork**

Do you perform hotwork? Yes No

If yes, does hotwork comply with SS510 and other relevant industry body standards? Yes No

Is there a fire watch deployed at the welding site? Yes No

Hotwork on vessels not previously engaged in carrying hazardous cargos? Yes No

Hotwork on vessels previously engaged in carrying hazardous cargos? Yes No

Any hotwork undertaken or away from your premises? Yes No

If yes, please provide further details:

**Contractual**

Do you have standard contractual conditions of work? Yes No

If yes, please attach a copy.

Are these conditions used in every instance? Yes No

Do you enter into agreements whereby you assume liability under contract or hold other parties harmless? Yes No

If yes, please provide full details and attach copies of all agreements:

## 6. ESTIMATED REVENUE, PAYROLL, SUB CONTRACTOR AND LABOUR HIRE PAYMENTS

### Revenue

What is your estimated gross annual revenue for the forthcoming year? US\$

What was your gross revenue last year? US\$

### Payroll (excluding payments to sub-contractors and labour hire employees)

What is your estimated annual payroll for the forthcoming year? US\$

How many partners or principals? US\$

### Sub-contractors

Do you use the services of any sub-contractors? Yes No

If yes, estimated annual payments: US\$

Are payments for: labour only labour & materials

Activities undertaken:

### Labour hire or agency labour

Do you use the services of any labour hire or agency labour personnel? Yes No

If yes, estimated annual payments US\$

Activities undertaken:

## 7. CARE, CUSTODY AND CONTROL

### Vessels

Size and type of vessels normally worked upon

### Individual vessel value

What is the approximate average and maximum value of the vessels being worked upon:

Average US\$ Maximum US\$

### Accumulated vessel values

What is the average and maximum number of vessels being worked upon at any one time?

Average number Maximum number

### Vessel transport

Do you road or rail transport non owned vessels? Yes No

If yes, please provide details:

**Other property**

Do you require cover for property of others (not vessels) in your care, custody or control?  
(no coverage is afforded unless specifically endorsed to the policy) Yes No

If yes, what is the total value of such property at all locations? US\$

Give a brief description of such property:

**8. CLAIMS AND/OR LOSS EXPERIENCE**

Have you had any insured and/or uninsured claims in the last five years? Yes No

If yes, please provide details below:

Dates		# Claims reported	Amount paid & outstanding	Applicable excess	Description
From	To				

After investigation, are you aware of any circumstances which could give rise to a claim under the proposed policy and which are not mentioned above? Yes No

If yes, please provide details:

**9. PREVIOUS INSURANCE HISTORY**

After investigation have you ever had any:

Insurance declined or cancelled? Yes No

Renewal refused? Yes No

Special conditions imposed? Yes No

Claims denied for this class of insurance? Yes No



**10. BROKER INFORMATION**

Broker name

Address

State

Postcode

**11. DECLARATION**

To be made by the Insured

I declare and acknowledge:

- ▶ that I am, after enquiry, authorised by all person or entities seeking insurance, to make this proposal;
- ▶ that after enquiry, all information supplied in this proposal and any supporting documents attached to this proposal or supplied separately, is true and correct and that until a contract of insurance is entered into, I am obliged to inform Liberty Specialty Markets (Liberty) of any changes to any information supplied or of any new information that is relevant;
- ▶ that I understand Liberty Specialty Markets (Liberty) relies on the accuracy of the information and documentation supplied proposing for this insurance;
- ▶ that if a contract of insurance is entered into, all information and documentation supplied in proposing for this insurance shall be incorporated into and form part of such contract of insurance;
- ▶ that I have read and understood the Important Notices which form part of this proposal;
- ▶ that I understand that no insurance is in force until a contract of insurance is entered into, which is upon the proposers' acceptance of an offer by Liberty, if any.
- ▶ that our broker will be supplying information in this proposal to Liberty on our behalf in the online version of the proposal form which includes this Declaration and I understand that Liberty will rely on that online version.

Signature

Title

Print name

Date

**Privacy Notice**

Liberty Specialty Markets Pte Limited (Liberty) is an insurer authorised by the Monetary Authority of Singapore to conduct insurance business in Singapore. It is a member of the United States-based Liberty Mutual Group (LMG). Liberty's contact details are:

Address: Liberty Specialty Markets (Liberty), One Raffles Quay, #40-01 North Tower, Singapore 048583  
 Phone : +65 6622 9160

Liberty is bound by the Personal Data Protection Act 2012 when it collects and handles your personal data.

Liberty collects personal data, including from insurance brokers, in order to provide its services and products, manage claims and for purposes ancillary to its business. Liberty passes it to third parties involved in this process such as Liberty's related companies, reinsurers, agents, loss adjusters and other service providers. We may store your information with third party cloud or other types of networked or electronic storage providers. Third parties may be located locally or overseas in the United States, Canada, United Kingdom, Hong Kong, Australia and Malaysia. Your information may be transferred to countries without comparable data protection laws if it is reasonably necessary to provide you with the products or services you seek from Liberty. If you do not provide the personal data Liberty or other relevant third parties require to offer you specific products or services, Liberty may not be able to provide the appropriate type or level of service.

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