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Automotive  
Components  
Product Recall  
PROPOSAL FORM

[libertyspecialtymarketsap.com](http://libertyspecialtymarketsap.com)



**Liberty**  
Specialty Markets

**Important Notice**

The clauses herein are made pursuant to laws applicable in Hong Kong and Malaysia and is a statement pursuant to Section 25(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;
- ▶ 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.

**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 APPLICANT**

a) Name of Applicant to be insured under this policy

b) Applicant's mailing address

c) List all subsidiary companies to be included under this policy

d) Applicant's website address

**2. LIMIT OF LIABILITY**

a) What is the Limit of Liability required? USD

**3. FINANCIALS**

a) Actual total turnover for the last 12 months USD

b) Estimated turnover for the next 12 months USD

**4. PRODUCT OVERVIEW (attach additional pages as needed)**

a) Products	% of Total Turnover	Final application of the components

b) What percentage (%) of products are sold as components? %

c) Is this the Applicant's total turnover? Yes No

If No, please provide details:

d) Geographical distribution:

Region	Product(s)	Turnover (USD)
North America, Europe, ANZ, Japan		
Asia excluding Japan		
Other		

e) **Top 3 products (by turnover):**

	Product 1	Product 2	Product 3
Product name			
Annual turnover (USD)			
Top customer			
Failure rate (%)			
Manufacturing cost per unit			
Batch size (Number of units)			
Batch size (USD)			

- f) Will any new products be marketed or sold during the next 12 months? Yes    No  
 If Yes, please provide details

**4. QUALITY ASSURANCE**

- a) Is the Applicant accredited with IATF 16949? Yes    No  
 b) Is the Applicant accredited with any other internationally recognised standards? Yes    No  
 If Yes, please provide details

- c) Does the Applicant perform internal Quality Assurance audits? Yes    No  
 i How often are these audits conducted?

- d) Are Quality Assurance audits performed by independent third party parties? Yes    No  
 i How often are these audits conducted?

ii When was the last audit conducted? \_\_\_\_\_

- iii Have all non-conformances from the last audit been closed out? Yes    No

- e) Do any of Applicant's customers audit the Applicant's processing procedures and manufacturing plants? Yes    No  
 If Yes, please provide a copy of the most recent audit report.

**5. PRODUCT DESIGN**

a) Does the Applicant operate a research and development department?	Yes	No
b) Does the Applicant do their own design work?	Yes	No
If Yes, does the Applicant obtain full sign-off from all Customers before beginning manufacture?	Yes	No
c) What % of products are designed by the Applicant?		%
d) Does the Applicant maintain records of all design changes and reasons?	Yes	No
e) Does the Applicant obtain sign off from Customers before any design changes are implemented?	Yes	No
f) Does the Applicant subject all designs to independent external review, testing or certification? If Yes, please provide details	Yes	No
g) Are the Applicant's products designed:		
i) to meet or exceed all government and industry standards of the countries / territories the Applicant is supplying to?	Yes	No
ii) for optimum safety in spite of misuse or abuse?	Yes	No
h) What is the life expectancy of the Applicant's products?		

**6. PRODUCT TESTING & TRACEABILITY**

a) Is a batch coding system utilised? Please provide details of coding (e.g. by date, shift line, operator, etc)	Yes	No
b) Does the Applicant's products carry:		
i) the Applicant's company name?	Yes	No
ii) the Applicant's trade mark?	Yes	No
iii) a part number?	Yes	No
iv) a production batch number?	Yes	No
c) Can all products be tracked so that the source and destination of individual batches can be identified?	Yes	No
d) Does the Applicant perform product testing on all:	Yes	No
raw materials?	Yes	No
end products?	Yes	No
i) How often does product testing on end products occur?		
ii) What % of products are tested?		
iii) How often is the testing conducted?		
e) What type of tests are performed?		

**7. SUPPLIERS**

a) Please list the 3 largest (in USD terms) materials or components you purchase from others:

Component	Value (USD)

b) Does the Applicant provide written specifications for all material or components purchased from third parties?

Yes No

Component	Value (USD)

c) Does the Applicant retain samples of components manufactured by suppliers?

Yes No

d) Does the client perform site visits on all suppliers?

Yes No

e) Does the client require all suppliers to be accredited with internationally recognised standards?  
Please provide details

Yes No

f) Does the Applicant have a written Supplier Management Plan in place?

Yes No

g) Does the Applicant have full recovery rights (including cost of goods and any consequential loss) against all suppliers?

Yes No

**8. RECALL PREPAREDNESS**

a) Does the Applicant have an in-force recall plan?

Yes No

b) Has the Applicant conducted a mock recall in the last 18 months?

Yes No

c) Has the Applicant had any strikes / riots / work stoppages or plant closures in the past 3 years?

Yes No

**9. HISTORY**

a) Have any products or any of the Applicant's premises been the subject of comment or complaint by any government agency or department in the past 5 years?

Yes No

b) Does the Applicant, its directors, officers or any other person to the knowledge of the Applicant, have knowledge of or information about any fact or circumstance which may reasonably give rise to a claim under the proposed policy?

Yes No

c) Has the Applicant had any statutory fines or penalties during the last 5 years?

Yes No

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d) Has the Applicant had any product recalls or withdrawals during the last 5 years? If Yes, please provide details	Yes	No
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e) Has the Applicant had any Product Liability claims or notifications during the last 5 years? If Yes, please provide details	Yes	No
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f) Has any Insurer:		
i) declined to insure the Applicant in respect of any coverage(s) proposed for herein?	Yes	No
ii) cancelled or refused to renew the Applicant's insurance?	Yes	No
iii) imposed special terms to insure the Applicant?	Yes	No

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g) The answers you have provided to the above questions usually provide sufficient information for a proper consideration of your application, however, if there are any matters which are material to the risk to which this Application relates, you must disclose those facts to us in the space provided below.

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**10. DECLARATION**

(To be signed by a Partner, Principal or Director.)

I, the undersigned understand, declare and acknowledge:

- that I understand that I am to disclose in this form, fully and faithfully, all the facts that I know or ought to know, otherwise the Policy issued hereunder may be void and I may receive nothing from the Policy;
- that I am, after enquiry, authorised by all person(s) 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 of any changes to any information supplied or of any new information that is relevant;
- that I understand Liberty Specialty Markets relies on the accuracy of the information and documentation supplied proposing for this insurance;
- that if a Contract 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 including the Privacy Notice 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 Specialty Markets, if any.

Signature

Date

Name (please print)

Title



### Privacy Notice

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When you give Liberty personal or sensitive information about other individuals, Liberty relies on you to provide its Privacy Notice to them. If you have not done this, you must tell Liberty before you provide the relevant data.

Liberty's contact information relevant to your location is set out below.

#### Hong Kong

Liberty Hong Kong's contact details are:

Address: Suites 2401-4 24/F, 1111 King's Road Tai Koo Shing, Hong Kong  
Phone: +852 3655 2600

Liberty is bound by the Personal Data (Privacy) Ordinance (Cap. 486) and its associated Data Protection Principles when it collects and handles your personal data.

#### Singapore

Liberty Singapore's contact details are:

Address: 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.

#### Malaysia

Liberty Labuan's contact details are:

Address: 9-7, Wisma UOA Damansara II, No. 6, Jalan Changkat Semantan, Damansara Heights 50490 Kuala Lumpur, Malaysia

Phone: + 60 3 2082 4000

Liberty is bound by the Personal Data Protection Act 2010 and its associated Personal Data Protection Principles when it collects and handles your personal data.

Liberty Specialty Markets (**Liberty**) ialah nama dagangan Liberty Specialty Markets Hong Kong Limited (No. 2400200) (**Liberty Hong Kong**) dan Liberty Specialty Markets Singapore Pte Limited (UEN 201538069C) (**Liberty Singapore**) dengan cawangan di Labuan (No. Syarikat LF12903) (**Liberty Malaysia**). Liberty ialah ahli Liberty Mutual Group yang berpangkalan di Amerika Syarikat.

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Maklumat hubungan Liberty yang berkaitan dengan lokasi anda dinyatakan di bawah.

#### Hong Kong

Butiran hubungan Liberty Hong Kong adalah seperti berikut:

Alamat: Suites 2401-4 24/F, 1111 King's Road Tai Koo Shing, Hong Kong  
Telefon: +852 3655 2600

Liberty terikat dengan Ordinan (Cap. 486) Data Peribadi (Privasi) dan Prinsip Perlindungan Data berkaitan apabila ia mengumpulkan dan mengendalikan data peribadi.

#### Singapore

Butiran hubungan Liberty Singapore adalah seperti berikut:

Alamat: One Raffles Quay, #40-01 North Tower, Singapore 048583  
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Liberty terikat dengan Akta Perlindungan Data Peribadi 2012 apabila ia mengumpulkan dan mengendalikan data peribadi.

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