



PRplus

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) Nature of business

c) No. of years in business

d) Applicant's mailing address

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

f) Applicant's website

**2. PARENT COMPANY**

a) Parent company of Applicant

b) Address of parent company

**3. FINANCIALS**

a) Actual total turnover for the last 12 months USD

b) Estimated turnover for the next 12 months USD

c) Actual gross earnings for the last 12 months USD

**4. LIMIT OF LIABILITY**

a) What is the Limit of Liability required ? USD

**5. PRODUCT INFORMATION (Attach additional pages as needed)**

a) Product(s)	% of Total turnover	What is the final application(s) if the product is a component

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

c) Do products work with rechargeable battery? Yes No

d) Does the Applicant contract manufacture, bottle or pack for any third parties? Yes No  
If Yes, what is the % and work?

e) **Geographical distribution:**

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

f) **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)			

g) Does the Applicant import any goods? Yes No  
If Yes, please provide details

Country	Goods/Use of goods	Value USD

h) What percentage of your products are manufactured by outside contractors? %

i) **Product by plant – daily output in USD**

Total number of plants/facilities

If three or more plants, please attach a schedule with the following information:

Plant	Max daily output per plant in USD	Max daily output any one product line in USD

j) Has the Applicant agreed to indemnify or hold harmless any suppliers of goods or services (e.g. supplier of raw materials/contract packers) or other parties? Yes No

k) Do products require external power source to operate? Yes No

l) Do products require installation or assembly after delivery? Yes No

m) Do you have a written, in-force Quality Assurance Plan? Yes No

n) Do all products meet registration standards? If yes, please list out all the certification: Yes No

o) Do all of the products which are the subject of this proposal form conform in all respects with requirements of law or regulation, including applicable industry guidelines? Yes No

p) Is there a Quality Control Department? Yes No

q) Are suppliers standards monitored? Yes No

r) Do you require your suppliers to abide by specified standards? Yes No

s) What steps are taken to assess the quality standards adhered to by your suppliers? (Application, references, health inspection reports, etc)

t) How do you collect and monitor customer complaints?

u) Are Quality Assurance audits performed internally? Yes No

v) How often are these audits performed?

w) Are Quality Assurance audits performed by an independent third party? Yes No

x) How often are these audits performed?

Please attach a copy of the most recent audit performed by an independent third party.

**5. RECALL PREPAREDNESS**

a) Does the Applicant have an in-force recall plan? Yes No  
If Yes, please describe

b) Are mock recalls conducted? Yes No  
If Yes, date of last mock recall

c) Does the Applicant have an in-force crisis management plan? Yes No  
If Yes, please describe

d) Estimate the cost to recall your leading brand

**6. PRODUCT TESTING**

a) Is product testing utilized? Yes    No  
 At what point in the manufacturing process is testing performed?  
 In line      End product      Raw materials      Other \_\_\_\_\_

b) Do you have an in-house testing laboratory? Yes    No

c) Do you retain an outside testing laboratory? Yes    No

d) Are labels routinely inspected for accuracy and content? Yes    No

e) Who reviews labels?              Technical      Legal      Other

f) How often are labels reviewed?

g) Is a batch coding system utilised? Yes    No

Details of coding (ex. – by date, shift line, operator):

h) Can all products be tracked so that the source and destination of individual batches can be identified? Yes    No

If No, please provide details:

i) What is the maximum batch size in USD

**7. WORKPLACE**

a) Has the Applicant had strikes/riots/work stoppages/plant closings in the past 3 years? Yes    No  
 If Yes, please describe

b) Has the Applicant been the subject of or been threatened with a wrongful termination legal action? Yes    No  
 If Yes, please describe below or attach details

**8. HISTORY**

- |  |     |    |
|--|-----|----|
| a) Have any products or any of Applicant's premises been the subject of comment or complaint by any government agency or department in the past 5 years? | Yes | No |
| b) Have any products been recalled due to actual, threatened or suspected malicious alteration in the past 5 years?                                      | Yes | No |
| c) Have any products been recalled in the past 5 years?  | Yes | No |
| d) Has the Applicant had any Product Liability claims in the past 5 years?<br>If Yes, please describe below or attach details:                           | Yes | No |

- |  |     |    |
|--|-----|----|
| e) 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?<br>If Yes, please provide details: | Yes | No |
|--|-----|----|

- |  |     |    |
|--|-----|----|
| 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 |
| If Yes to any of the above, please provide details including name of insurer           |     |    |

- |  |  |  |
|--|--|--|
| 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 fact to us in the space provided below: |  |  |
|--|--|--|

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**9. 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

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Name (please print)

Title



### Privacy Notice

Liberty Specialty Markets (**Liberty**) is a trading name of Liberty Specialty Markets Hong Kong Limited (No. 2400200) (**Liberty Hong Kong**) and Liberty Specialty Markets Singapore Pte Limited (UEN 201538069C) (**Liberty Singapore**) with a branch in Labuan (Company No. LF12903) (**Liberty Malaysia**). Liberty is a member of the United States-based Liberty Mutual Group.

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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.

Liberty mengumpul data peribadi, termasuk daripada broker insurans, supaya dapat menyediakan perkhidmatan dan produknya, mengurus tuntutan bagi tujuan sampingan kepada perniagaannya. Liberty memberi data ini kepada pihak ketiga yang terlibat dalam proses ini, seperti syarikat Liberty yang berkaitan, penanggung insurans semula, ejen, penaksir kerugian dan pembekal perkhidmatan yang lain. Kami mungkin menyimpan maklumat anda dalam awan pihak ketiga atau jenis pembekal storan berangka atau elektronik lain. Pihak ketiga mungkin berlokasi di dalam atau luar negara iaitu Amerika Syarikat, Kanada, United Kingdom, Australia, Hong Kong, Jepun, Korea Selatan Singapura dan Malaysia. Maklumat anda mungkin dipindahkan ke negara yang tidak mempunyai undang-undang perlindungan data yang setara sekiranya ini secara munasabah perlu untuk menyediakan kepada anda produk atau perkhidmatan yang anda kehendaki daripada Liberty. Jika anda tidak memberi data peribadi yang diperlukan oleh Liberty atau pihak ketiga berkaitan yang lain untuk menawarkan produk dan perkhidmatan khusus kepada anda, Liberty mungkin tidak dapat menyediakan jenis atau tahap perkhidmatan yang sewajarnya.

Jika anda ingin mendapatkan akses kepada atau membetulkan maklumat peribadi, membuat aduan berhubung privasi, atau jika anda ada apa-apa pertanyaan mengenai bagaimana Liberty mengumpul atau mengendalikan maklumat ini, sila tulis kepada Pegawai Privasi Liberty di alamat yang tertera di bawah atau melalui e-mel: [privacy.officer.ap@libertyglobalgroup.com](mailto:privacy.officer.ap@libertyglobalgroup.com). Untuk mendapatkan satu salinan Dasar Privasi Liberty, sila layari laman web Liberty ([libertyspecialtymarkets.com](http://libertyspecialtymarkets.com)) atau minta satu salinan daripada Pegawai Privasi Liberty.

Apabila anda memberikan maklumat peribadi atau sensitif mengenai individu lain kepada Liberty, Liberty bergantung pada anda untuk memberikan Notis Privasinya kepada mereka. Jika anda belum berbuat demikian, anda mesti memaklumkan Liberty sebelum anda memberi data yang berkaitan.

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 mengumpul dan mengendalikan data peribadi.

#### Singapore

Butiran hubungan Liberty Singapore adalah seperti berikut:

Alamat: One Raffles Quay, #40-01 North Tower, Singapore 048583  
Telefon: +65 6622 9160

Liberty terikat dengan Akta Perlindungan Data Peribadi 2012 apabila ia mengumpul dan mengendalikan data peribadi.

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Liberty terikat dengan Akta Perlindungan Data Peribadi 2010 dan Prinsip Perlindungan Data Peribadi berkaitan apabila ia mengumpul dan mengendalikan data peribadi.