Insured Details

InsuredName			
Trading Name			
ABN		Registeredfor GST?	
Year Business Established		ITC %	
Website			
Address of insured			

Business Details

Business Industry Description	
Actual turnover from last 12 months	
Estimated turnover in next 12 months	

International Turnover ($)

UK/Euro	Asia	North America	Rest of World	Australia	Total
					0.00

Split of Income (%)

NSW	VIC	QLD	SA	WA	TAS	NT	ACT	Overseas	Total
									0.00

Retroactive date

Unlimited	Yes
Specific Date	

UNDERWRITING

Policy Limit(s)

Aggregate Limit of Liability Clause to Apply?			
Aggregate Limit of Liability			
Section	Included	Limit	Retention
Directors & Officers Liability			
Corporate Liability			
Employment Practices Liability			
Statutory Liability			
Crime / Fidelity Coverage			
Cyber Liability			

Insurance History

Does the Applicant have, or have they had, Management Liability insurance during the past three (3) years?				
Current/Previous Insurer:				
Have you had any claims or suffered a loss that would give rise to a claim under the proposed coverage in the last 5 years?				
Date Notified	Amount Paid	Amount Outstanding	Loss Type	Status
Loss Details				
Has the Applicant or any proposed insured person ever had this type of insurance refused (including renewal), cancelled, avoided or an application or proposal declined, or had special terms imposed, or a claim under an insurance policy denied or reduced by reason of non-disclosure, misrepresentation or breach of policy condition?				
Please provide details:				
Have you or any partner(s) or director(s) of the business - Ever been declared bankrupt? - Ever been involved in a company or business which became insolvent or subject to any form of insolvency or voluntary administration (e.g. liquidation or receivership)? - Been convicted of any criminal offence within the past 5 years (other than minor traffic convictions)? - Been liable for any civil offence or pecuniary penalty (exceeding $5,000)?				

UNDERWRITING

Additional Details

Section 1 - Directors & Officers Liability

Insuring Clause	Included	Limit	Retention
Directors & Officers			

Section 2 - Corporate Liability

Insuring Clause	Included	Limit	Retention
Corporate Liability			

Business Risk Details

Is the Applicant requesting cover for insolvency?	
Has the company undergone any mergers, acquisitions, or changes to capital structure in the past 3 years or are any planned in the next 12 months?	
Please provide details	
Do any directors or officers sit on the boards of any outside entity at the direction of the applicant?	
Please provide details	
Does the company currently hold AZ/NZ 4801 or ISO 45001 certification?	
Does the Applicant have in place hazard and incident reporting procedures which notify officers under relevant occupational health and safety laws?	
Is there a dedicated OHS Manager?	
Has there been any Workers Compensation or OHS Investigations (by External Authorities)?	
Please provide details	

Financial Details (AUD)

Consolidated Gross Assets (most recent financial year)	
Consolidated Net Assets (most recent financial year)	
Has the company achieved a positive net income for the last financial year?	

Section 3 - Employment Practices Liability

Insuring Clause	Included	Limit	Retention
Employment Practices Liability			

Employment Data

Employee Count	
What percentage of employees receive annual compensation in excess of $100,000	<5%
Does the applicant have a dedicated HR department?	
If no, please explain	
Does the applicant have written employment procedures provided to all employees?	
Is the applicant contemplating any employee redundancies, outsourcing, or early retirement within the next 12 months?	
If yes, please explain	

Statutory Liability

Insuring clause	Included	Limit	Retention
Statutory Liability			

Does the applicant have a formal privacy policy in place	
if no, please provide details of data privacy risk management implemented	

Risk Management

Does the company have a formal environmental and/or ESG policy in place as reviewed by the board of directors?	
Do you currently have a pollution liability policy in place?	
Please provide details of pollution risk management implemented	
Does the applicant engage in the use, transport or production of any hazardous materials?	
Please provide details of hazardous goods and risk management utilized	

Crime Coverage

Insuring Clause	Included	Limit	Retention
Crime Coverage			

Risk Management

Number of applicant's locations	
Are background checks (including prior employment, identity and criminal) performed on all new employees?	
If no, please explain	
Is dual or multiple authorization required for signing of checks and authorising any money transfers (including but not limited to payments, distributions, or refunds)?	
Please explain what controls are in place to prevent internal fraud (such independent account audits/reviews and their frequency)	
Please indicate the maximum value of fund transfers annually	
Does any single individual control the awarding of contracts to vendors/suppliers?	
If no, please explain	
Are accounts, including payroll, audited (internally or externally) at least annually?	
Please provide details of how accounts are reviewed and what controls are in place to monitor unusual payment or payroll activities.	

Social Engineering Extension

Extension	Included	Sub-Limit	Retention
Social Engineering Fraud			

Risk Management – Social Engineering Fraud

Does the applicant have written guidelines and protocols in place related to Social Engineering Fraud, and are all employees provided with and trained in their application?	
Does the applicant - verify all new customer or vendor bank and identity details prior to initiating any transactions? - all requests to change existing customer or vendor banking details, via call back (not only email) using a telephone number previously held on file and not included in the change request? - have callback procedures using a telephone number previously held on file and not included in the transfer request to verify any requests, either internal or external, to initiate transfers over $20,000?	

Cyber Liability

Insuring Clause	Included	Limit	Retention
Cyber Liability			

Risk Details

Does the applicant: - Employ or contract dedicated IT and/or Information Security personnel? - Is Multi-Factor Authentication (MFA) utilized on all externally accessible devices and platforms? - maintain regular backups of critical data and systems outside of their primary network? - conduct regular patching of all systems	
Are employees restricted from installing any non-approved applications onto company devices or platforms?	
Does the applicant collect and hold any personally identifiable information	
Approximately how many records does the applicant hold?	
Does the applicant encrypt all sensitive data	

Your Duty of Disclosure

Before You enter into an insurance contract, You have a duty to tell Us anything that You know, or could reasonably be expected to know, may affect Our decision to insure You and on what terms. You have this duty until We agree to insure You. You have the same duty before You renew, extend, vary or reinstate an insurance contract.

You do not need to tell Us anything that:

- reduces the risk We insure You for; or
- is common knowledge; or
- We know or should know as an insurer; or
- We waive Your duty to tell Us about.

If You do not tell Us something You are required to, We may cancel Your contract or reduce the amount We will pay You if You make a claim to the extent of any prejudice suffered by Us arising from Your failure to comply with this condition, or both.

If Your failure to tell Us is fraudulent, We may refuse to pay a claim and treat the contract as if it never existed.

Utmost Good Faith

The Policy is based on the utmost good faith requiring us and the proposer/Insured(s) (including third party beneficiaries after the Policy is entered into) to act towards each other with the utmost good faith in respect of any matter relating to the Policy. A failure to comply is a breach of the Insurance Contracts Act 1984.

Claims Made and Notified – General Information

The information under this heading is provided for general information purposes only and does not:

- form part of the policy
- impose any contractual obligations on any Insured or create contractual rights between us.

Certain insuring clauses in the policy or coverage contained in any applicable endorsements or extensions operate on a "claims made and notified" basis, which means that they:

- cover claims made against the relevant Insured and notified to Us in writing during the Policy Period.
- do not provide cover in relation to:
    - claims made against an Insured after the expiry of the Policy Period, even though the event giving rise to the claim may have occurred during the Policy Period (unless specified otherwise);
    - claims made against an Insured notified or arising out of facts or circumstances notified (or which ought reasonably to have been notified) under any previous policy;
    - claims made, threatened or intimated against You prior to the commencement of the Policy Period;
    - facts or circumstances of which You first became aware prior to the Policy Period, and which you knew, or ought reasonably to have known, had the potential to give rise to a claim under the policy;
    - claims arising out of circumstances noted on the proposal for the current Policy Period or on any previous proposal form;
    - claims arising from civil, administrative, criminal or regulatory proceeding, investigation, arbitration or adjudication that existed prior to, or was pending before, the commencement of the Policy Period.

If You give notice in writing to Us of any facts that might give rise to a claim against You as soon as reasonably practicable after You become aware of those facts, but before the expiry of the Policy Period, You may have rights under Section 40(3) of the *Insurance Contracts Act 1984* (Cth) ("the Act") to be indemnified in respect of any claim subsequently made against You arising from those facts, notwithstanding that the claim is made after the expiry of the Policy Period. Such rights arise under the Act only.

The terms of the policy and the effect of the policy is that You are not covered for claims made against You after the expiry of the Policy Period, unless specified otherwise.

Declaration

I declare that:
- I am authorised by each party to be insured to sign this Proposal
- The statements in this Proposal are true and complete and no material information has been withheld
- I have read and understood the Important Information section accompanying this Proposal
- I have diligently made all necessary enquiries in order to comply with the duty of disclosure
- I have read the Hutch Privacy Statement and consent to the use, disclosure and obtaining of personal information about the insured for the purposes shown in the Privacy Statement

- I acknowledge that Hutch Underwriting relies on the information and representations in this Proposal and otherwise made by me or on my behalf in relation to this insurance
- Except Where indicated to the contrary, I understand that any statement made in this Proposal will be treated as a statement made by all persons to be insured
- I undertake to notify Hutch Underwriting of any material alteration to the information contained in this Proposal prior to inception of the proposed insurance

Signature:	
Full Name:	
Title	