



Errors and Omissions Proposal Form

Important Notices:

Please read the following advice before completion of this Proposal Form

- The persons whose interests are to be insured under this policy should understand the terms, definitions and cover provided by this policy by reference to our Policy Wording. It is available from Your Insurance Adviser or our Website.
- When SRS Underwriting Agency Pty Ltd place this policy of insurance under an authority given to us by the Insurer, we will be effecting the contract as Agent of the Insurer.

Your Duty of Disclosure.

When we provide Insurance terms for you, whether for a new policy, renewal of a policy or changes to or reinstatement of your policy, we rely on the information you provide to us. You must tell us anything that you know, or should know, that could affect

- Our decision to insure you,
- the amount of the premium we charge you or
- whether we should impose special conditions to this cover.

You do not need to tell us about anything which:

- Reduces the likelihood of a claim
- Is of common knowledge
- We know, or as an Insurer should know
- We indicate that we do not want to know

What you must tell us. When answering our questions, you must be honest and you have a duty under law to tell us anything known to you, and which a reasonable person in the circumstances, would include in answer to the question. We will use the answers in deciding whether to insure you and anyone else to be insured under the policy, and on what terms.

Who needs to tell us. It is important that you understand you are answering our questions in this way for yourself and anyone else whom you want to be covered by the policy.

If you do not tell us. If you do not answer our questions in this way, we may reduce or refuse to pay a claim, or cancel the policy. If you answer our questions fraudulently, we may refuse to pay a claim and treat the policy as never having existed

Privacy Statement

We are committed to protecting your privacy. We only use the personal information you provide to us to quote on and insure your risks. We only provide personal information to our underwriters and reinsurers (and their representatives) and those we appoint to assist us with claims under your policy. We will not trade, rent or sell your information.

If you do not provide us with complete information, we cannot properly quote for your insurance and we cannot insure you. You can check the personal information we hold about you at any time.

If you provide us with personal information about anyone else, we rely on you to have told them that you will provide their information to us, to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters.

For more information about our Privacy Policy, ask us for a copy or visit our website.

No Cover if Rights "Signed Away"

This policy does not cover loss, destruction, damage or legal liability in respect of which any right which you may otherwise have had against any person, company or partnership is excluded or limited by reason of any agreement you may enter into.

Please be careful before you sign anything that you do not jeopardise your entitlement to be covered under this Policy.

Persons Covered

Unless this insurance is otherwise extended, the insurance proposed here will, when incepted, cover only the interests of those persons/entities specifically named in this proposal and accepted by us. It will not cover the interests of any other persons / entities.

Please note if there is insufficient space provided to fully answer any question, please attach an additional sheet of paper with the extra information as required. All such attachments will form part of your application for insurance and be subject to the Declaration on the last page of this Proposal.

Please answer all questions. Any question left unanswered or answered as known to broker or insurer or otherwise answered in an incomplete way may delay the processing of your request for this insurance. **Ensure the cover you request is adequate for your requirements.**

Your Insurance adviser can assist you to complete this form. They will send it to us so that we may quote on your insurance request.

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Please print and/or tick the appropriate answers to the all questions below.

This application is for New Business Endorsement to an existing Policy Policy Number (if known) is:

1. Proposer(s)

Name(s) in full of Proposed Insured including subsidiaries:

Postal Address: Postcode:

2. Business

Full Description of your operations and activities:

Number of years in continuous business:

3. Period of Insurance From: at 4pm To: at 4pm

4. Limit of Indemnity \$ in the aggregate any one period of insurance

5. Advice, Design or Specification

(i) Do you provide any advice, design or specification to third parties
(a) for a fee? Yes or No
(b) for no fee? Yes or No
If Yes, please provide details:

(ii) Is any advice given on your Product by anyone other than your own employees? Yes or No
If Yes, please provide details:

(iii) Do you maintain strict guidelines in respect of advice given by employees or others? Yes or No
What type of advice is given and by whom?

(iv) Do you design your own Products? Yes or No

(v) Is there a Design Team or Research and Development Team? Yes or No
If Yes, please advise number of staff and qualifications (generally):

(vi) Provide details of estimated annual payroll (including principals, directors and partners) split:
Table with 3 columns: Category, Estimated Annual Payroll, Number of Staff. Rows include Clerical, Management, Sales, Skilled Tradesmen, Unskilled Workers, Technical / Professionals.

6. Product Information

(i) Please list Product(s) and supply Product brochures:

(ii) Do you produce a "one off" or repetition product? Yes or No

(iii) Give a brief description of the type of customers who use the Product:

(iv) Are you involved in any prototype or "state of the art" design or manufacture and do you anticipate developing any new "state of the art" Products in the next twelve months? Yes or No

If Yes, please provide details:

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(v) What is the average number of Products produced per batch?

(vi) What is the average number of Products produced per year?

7. Quality Control

(i) Do you have ISO9000 / AS3900 accreditation? Yes or No

If you have answered Yes to the above, please go to Section 8.

If you have answered No to the above, please complete this Section 7.

(ii) Do you operate a quality control / recording system? Yes or No

(iii) When was this programme last reviewed and / or updated?

(iv) Is there a Quality Assurance department in the company? Yes or No

If Yes, who is the head of the department and what are their qualifications and experience?

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(v) Do Products undergo a formal testing / evaluation process either in-house or by external testing authorities? Yes or No

If Yes, please specify:

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(vi) Does Design undergo a formal testing / evaluation process either in-house or by external testing authorities? Yes or No

If Yes, please specify:

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(vii) Are all products subject to quality control procedures? Yes or No

(viii) Is there a formal product design / manufacture / safety review process? Yes or No

If Yes, please provide details:

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(ix) What are the Quality Control procedures that the company utilises to ensure that correct designs / advice / representations / warranties are used?

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(x) What inspections and / or tests are made on Product samples?

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8. Contractual

Do you assume liability under contract or hold others harmless (other than lease liability)? Yes or No

If Yes, please provide full details:

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9. Claims and / or Loss Experience

(a) After investigation with present and past insurers, please provide claims experience and / or uninsured loss experience over the last five years for losses and claims that would have been covered under the proposed insurance. Please show claim amount after the application of any excess.

Date of Loss	Total Amount Paid	Total Outstanding	Applicable Excess	Details

(b) 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 or No

If Yes, please provide details:

10. Insurance History

Has any Insurer ever declined, refused to renew, cancelled, or imposed special terms or conditions on any proposal, renewal or policy held by you? Yes or No

If Yes, please provide details:

11. Duty of Disclosure

Are there any other matters to disclose to us to fulfil your Duty of Disclosure? Yes or No

If Yes, please provide relevant details:

Declaration and agreement:

I/We agree to make the property to be insured by this policy available for inspection by SRS or their representatives.
 I/We acknowledge that no cover is provided unless and until, underwriters advise in writing of the cover and terms which they can provide, this cover and terms is then accepted by the Insured, Underwriters are advised of acceptance of their cover and terms offer and SRS acknowledges to the Insured that Cover is provided.
 If additional pages are attached for inclusion in this proposal they form part of this proposal.
 The answers and information given by me/us in this proposal are true and correct in all respects.
 Where answers in this proposal are not in my/our own handwriting, they have been checked by me/us and I/we agree that they are correct and that the other person who completed this form did so as my Agent.
 I/We acknowledge having been clearly informed of and understand the effect of all of the Notices on Page 1 of this Form.
 I/We authorise SRS to give to, or obtain from other insurers or an insurance or credit reference bureau, any information relating to or which may impact on this insurance cover, and any other insurances held by me/us and claims under those insurances.
 By signing this application, I/We agree to SRS collecting, using and disclosing my/our personal information, including sensitive information if applicable, in accordance with the Privacy Statement and the SRS Privacy policy.

Signature/s: **Date:**
Full Name of such Person: **Title:**