

# Professional Indemnity Insurance

## Proposal Form For Travel Agents

CHUBB®

### Important Notices to the Applicant

**Statement pursuant to Section 25 (5) of the Insurance Act (Cap. 142) (or any subsequent amendments thereof) - You are to disclose in this Proposal Form fully and faithfully all facts which you know or ought to know, otherwise the policy issued hereunder may be void.**

#### **Your Duty of Disclosure**

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 any 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.

It is important that all information contained in this proposal is understood by you and is correct, as you will be bound by your answers and by the information provided by you in this proposal. You should obtain advice before you sign this proposal if you do not properly understand any part of it.

Your duty of disclosure continues after the proposal has been completed up until the contract of insurance is entered into.

#### **Non-Disclosure**

If you fail to comply with your duty of disclosure, the Insurer may be entitled to void the contract from its beginning.

If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the contract from its beginning, to retain any premium that you have paid for this contract of insurance.

#### **Change of Risk or Circumstances**

You should advise the Insurer as soon as practicable of any change to your normal business as disclosed in the proposal, such as changes in location, acquisitions and new overseas activities.

#### **Subrogation**

Where you have agreed with another person or company, who would otherwise be liable to compensate you for any loss or damage which is covered by the policy, that you will not seek to recover such loss or damage from that person, the Insurer will not cover you, to the extent permitted by law, for such loss or damage.

## Instructions to the Applicant

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- A. Before completing this section, please read the important notices starting on page 1.
- B. This proposal must be completed, signed and dated by a Principal, Partner or Director.
- C. You must answer all the questions in this form. If a question is not applicable, state "N/A". If more space is required to answer a question, continue on your letterhead.
- D. If you are a new business, use the projected figures from your business plan.
- E. If you have any questions concerning this proposal, please contact your insurance broker or adviser to discuss.

## Application for Insurance Cover

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- Period of Insurance                      From DD / MM / YYYY                      To DD / MM / YYYY
- Limit of Insurance Required                       SGD 250,000     SGD 500,000     SGD 1,000,000     Other SGD \_\_\_\_\_
- Excess / Deductible Requested                       SGD 10,000 (minimum)                       Other, SGD \_\_\_\_\_
- Are you requesting cover for Fraud & Dishonesty?     Yes     No

### 1. Details of Applicant

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- 1.1. Names and Company Registration Numbers of all firms applying to be covered under this insurance (Referred to as "You" in the rest of this form)

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- 1.2. Has your name ever been changed, or have you purchased or merged with any other practice or business?                       Yes     No

If **Yes**, please attach details.

- 1.3. What is your address?

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Postal Code \_\_\_\_\_

- 1.4. What is your website address?

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- 1.5. When was your firm established? \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

1.6. What is the breakdown of the number of your staff by nature of work?

Principals, partners or directors \_\_\_\_\_

Sales staff \_\_\_\_\_

Administrative staff \_\_\_\_\_

Total \_\_\_\_\_

1.7. What is the experience of your Principals, Partners, Directors or other key management personnel?

Name	Qualifications	Year in the Industry	Years as Principal, Partner or Director

**2. Details of Business**

2.1. Which professional associations are you a member of?

NATAS       IATA       Others (please specify) \_\_\_\_\_

2.2. What professional societies and associations are you, your Principals, Partners or Directors members of?

CaseTrust       ISO       NSRS       Others (please specify) \_\_\_\_\_

2.3. What percentage of your business is:

Retail \_\_\_\_\_ %      Wholesale \_\_\_\_\_ %

2.4. Please provide the percentage breakdown of each type of professional service or advice that you provide to clients.

Type of work	%	Type of work	%
Sale of air tickets		Sale of other tickets	
Booking / operating surface transport		Booking of accommodation	
Booking of local tours (inbound)		Sale of travel insurance	
Booking of overseas tours (outbound)		Others (please specify)	
Event management & MICE		<b>Total</b>	<b>100%</b>

2.5. What is the percentage of your travel destinations (by number of passengers) to:

Destination	%	Destination	%
Singapore		Europe	
South East Asia		USA / Canada	
Middle East		Africa	
Other Asia		South America	
Australia / New Zealand		Others (please specify)	
		<b>Total</b>	<b>100%</b>

2.6. Do you currently have public liability insurance? If **Yes**, provide details.  Yes  No

Period of Insurance	Insurer	Policy Limit	Excess	Retroactive Date
		SGD	SGD	

2.7. Do you operate your own tours?  Yes  No

2.8. Do you engage in any sale or marketing of timeshare?  Yes  No

2.9. Have you, your predecessors in business, or any current or former Principals, Partners, Directors, ever defaulted to a carrier, conference or supplier? If Yes, please attach details.  Yes  No

2.10. Do you engage in any other professional or business activities other than what is described in this section 2?  Yes  No

If **Yes**, please attach details of the type of work and the fee income from these other activities.

2.11. Are you or any of your Principals, Partners or Directors connected or associated with any other practice or business?  Yes  No

If **Yes**, please attach details.

### 3. Financial Details

3.1. When does your Financial Year end? \_\_\_\_\_ (day) \_\_\_\_\_ (month)

3.2. What is your total turnover or fee income for the:

	Year	Total Sales Revenue (SGD)	Gross Profit (After Supplier's Cost) (SGD)
Coming year (est.)			
Current year (est.)			
Past year			

3.3. Who are your largest corporate clients?

Client Name	Services Performed	Fees (SGD)

#### 4. Insurance History

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4.1. Do you currently have similar insurance?

Yes  No

If **Yes**, please provide details.

Period of Insurance	Insurer	Policy Limit (SGD)	Excess (SGD)	Retroactive Date

4.2. Has any application for similar insurance been refused, or has any similar insurance ever been rescinded or cancelled?

Yes  No

If **Yes**, please provide details.

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#### 5. Claims Experience

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5.1. Have any claims ever been made, or lawsuits been brought against you, your predecessors in business, or any current or former Principals, Partners, Directors, employees, or any other person or entity applying to be insured under this proposed contract of insurance?

Yes  No

5.2. Are any of the Principals, Partners, Directors or employees aware, after inquiry, and as of the date of signing this application, of any errors, omissions, offences, circumstances or allegations which might result in a claim being made against you or any person or entity applying to be insured under this proposed contract of insurance?

Yes  No

5.3. Have you, your predecessors in business, or any current or former Principals, Partners, Directors, or employees ever been the subject of disciplinary action or investigation by any authority or regulator or professional body?

Yes  No



## Declaration

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We have read and understood the Important Notices contained in this application.

We agree that this proposal, together with any other information or documents supplied with this proposal, will form the basis of any contract of insurance.

We acknowledge that if this application is accepted, the contract of insurance will be subject to the terms and conditions as set out in the policy wording as issued or as otherwise specifically varied in writing by the insurer.

We declare, after inquiry of all relevant persons within our organisation, that the statements, particulars and information contained in this application and in any documents accompanying this application are true and correct in every detail and that no other material facts have been misstated, suppressed or omitted.

We undertake to inform the insurer of any material alteration to those facts before completion of the contract of insurance.

## Commission Disclosure

The Proposer understands, acknowledges and agrees that, as a result of the applicant purchasing and taking up the policy to be issued by Chubb, Chubb will pay the authorised insurance broker commission during the continuance of the policy including renewals, for arranging the said policy.

This form must be reviewed, signed and dated by a duly authorised Principal, Partner or Director. The authorised person who signs on behalf of the Proposer further confirms to Chubb that he or she is authorised to do so.

## Personal Information Collection Statement

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Chubb Insurance Singapore Limited (“Chubb”) is committed to protecting your personal data. Chubb collects, uses, discloses and retains your personal data in accordance with the Personal Data Protection Act 2012 and our own policies and procedures. Our Personal Data Protection Policy is available upon request. Chubb collects your personal data (which may include health information) when you apply for, change or renew an insurance policy with us, or when we process a claim. We collect your personal data to assess your application for insurance, to provide you with competitive insurance products and services and administer them, and to handle any claim that may be made under a policy. If you do not provide us with your personal data, then we may not be able to provide you with insurance products or services or respond to a claim.

We may disclose the personal data we collect to third parties for and in connection with such purposes, including contractors and contracted service providers engaged by us to deliver our services or carry out certain business activities on our behalf (such as actuaries, loss adjusters, claims investigators, claims handlers, third party administrators, call centres and professional advisors, including doctors and other medical service providers), other companies within the Chubb Group, other insurers, our reinsurers, and government agencies (where we are required to by law). These third parties may be located outside of Singapore.

You consent to us using and disclosing your personal data as set out above. This consent remains valid until you alter or revoke it by providing written notice to Chubb’s Data Protection Officer (“DPO”) (contact details provided below). If you withdraw your consent, then we may not be able to provide you with insurance products or services or respond to a claim.

From time to time, we may use your personal data to send you offers or information regarding our products and services that may be of interest to you. If you do not wish to receive such information, please provide written notice to Chubb’s DPO.

If you would like to obtain a copy of Chubb’s Personal Data Protection Policy, access a copy of your personal data, correct or update your personal data, or have a complaint or want more information about how Chubb manages your personal data, please contact Chubb’s DPO at:

Chubb Data Protection Officer  
Chubb Insurance Singapore Limited  
138 Market Street  
#11-01 CapitaGreen  
Singapore 048946  
E dpo.sg@chubb.com

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Signed, Principal / Partner / Director

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Name of Signatory

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Date

## Contact Us

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