

# STANDARD SME PROPOSAL FORM

#### Important Notes

- 1. Statement Pursuant to Section 25(5) of the Insurance Act (Cap. 142) or any amendments thereof. You are to disclose in the proposal, fully and faithfully, all the facts which you know or ought to know, otherwise the policy issued may be void and you may receive nothing from the policy.
- 2. No insurance is in force until this application is accepted by the Company in accordance to policy terms, conditions and exclusions.
- The specific terms, conditions and exclusions applicable to this insurance are set out in the Policy, a copy of which is available upon request.
   If your proposal is accepted, it is a condition precedent to our liability under the Policy that the premium must be paid to and received by us with
- 4. If your proposal is accepted, it is a condition precedent to our liability under the Policy that the premium must be paid to and received by us within 60 days from the inception of the insurance, failing which the Policy shall be deemed to be automatically terminated and a pro-rata premium will be charged for the period that we are on risk.

This form is for information collection only. Actual submission should be done through SME Online (Transact). For inquiries please call the AIG SME team at +65 6419 1800

## POLICY DETAILS

#### **Insured Details**

Insured Name	

Business Address (Location of Risk)

Block:	Street No. and Name	
Unit No.	Building Name	
Postal Code		

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Block:	Street No. and Name	
Unit No.	Building Name	
Postal Code		

#### **Contact Information**

Contact Name	Office Telephone / Mobile Number	
Email Address	Website	

#### **Other Details**

Nature of Business		
What year was the business established?	No. of Employees in your Company	□ Less than 200 □ 200 or more

## PRODUCER'S PARTICULARS

Name	Producer Code	
Telephone / Mobile Number	Email Address	



## LOSS / INSURANCE HISTORY

## 1. Loss History

Other than Work Injury Compensation claims, have you or any business partner or affiliated or subsidiary or branch or board of director in the last 3 years suffered any losses whether insured or otherwise or had any claims been made against you?	□ Yes	□ No	
If Yes, please provide details:			
Preventative Action Taken Since Loss Occurred:			

## 2. Insurance History

Have you or any business partner or affiliated or subsidiary or branch or board of director:

Had any insurer decline an application of insurance, cancel or refuse to renew a policy, impose any special condition or declined any claim?	□ Yes	□ No
In the last 5 years ever been declared bankrupt, or been placed in liquidation, receivership or voluntary administration?	□ Yes	□ No
Been convicted of or had any fines imposed for any crimes involving drugs, dishonesty, arson, theft, fraud or violence against any person or property?	□ Yes	□ No
If Yes to any of the above questions, please provide details:		



## LOCATION DETAILS

## 1. Construction Details

a.	Year of Construction	□ Pre War  □ Post War
b.	Are any main structures of the building made of wood or combustible materials	□ Yes □ No
	If Yes, please identify those structures:	
	□ Wall □ Roof	
	Column  Floor  Floor	
	□ Beam	
	If No, Main Construction:	
	Reinforced Concrete     Steel	
C.	Are there any cold rooms in the premises: None Yes – cold room with less than 15% of building area Yes – cold room with 15% - 25% of building area Yes – cold room with more than 25% of building area	

**2. Fire Protection and Security.** Please tick (☑) whichever is applicable.

Sprinklered		Smoke Alarms	Fire Extinguishers
Hose Reels		Hydrants	Gas Fire Suppression
CCTV		Roller Shutters	Padlocks / Deadlocks on all doors
Iron Bars / Grilles on all Windows			

Watchmen	□ None □ 24 hour security guard □ Office hours
Security Alarm	None Monitored Unmonitored
Is Insured a Tenant or an Owner?	Tenant  Owner



## 3. Surrounding Exposure.

a.)	Does the Insured occupy the who	ole building in which they are located?	□ Yes □ No
	If No, please answer b.		
b.)	Is tenancy shared (no dividing wa	□ Yes □ No	
	If Yes, please provide Nature of premises:		
c.)	Main Use of Building		
	<ul><li>Office</li><li>Education</li><li>Residential</li></ul>	<ul> <li>Retail</li> <li>Restaurant or Pub</li> <li>Others, please</li> <li>Industrial</li> </ul>	se specify:
d.)	Are there any industrial or wareh building?	ouse businesses within 20 metres of the Insured's	□ Yes □ No
	If Yes, what are the details of the	ese businesses	

## PROPERTY (COMPULSORY COVER)

## **1. Cover Type:** $\Box$ Fire and Extraneous Perils $\Box$ Property All Risks

Building	
Contents, Fixtures and Fittings	
Plant and Machinery	
Stock	



Please Provide Details

Policy Floater	
Policy Floater Description	

Removal of Debris	□ Not Required	□ 5% □ 10%	□ 15% □ 20	%	
Loss of Rent	Not Required	□ S\$1,000	□ S\$5,000	□ S\$10,000	
Daily Cash	Not Required	□ S\$250/day	□ S\$350/day	□ S\$500/day	□ S\$750/day
Professional Fees	□ Not Required	□ 5% □ 10%	% 🛛 15%		

## 2. Flood: No Flood Cover Full Value First Loss Limit:

Have you suffered any flood damage in the last 5 years?	□ Yes	□ No
If Yes, please provide details:		
Do you have a basement?	□ Yes	□ No
Deductibles:		
□ Property: □ 100 □ 500 □ 1,000 □ 2000 □ 5000 □ Flood: □ 250 □ 500 □ 1,000		

Note: Flood coverage is optional. If selected, it will form part of Property cover.



## **PROPERTY SUBSECTIONS**

#### **1. Burglary:** Difference Yes Difference No (If Yes, please provide details below)

Burglary Cover Type	□ Burglary □ Full Theft □ Full Value □ First Loss Limit:
Public Holiday Increase (for First Loss Limit)	□ Not Required □ 5% □ 15% □ 20% □ 25%
Deductible	□ Nil □ 100 □ 500 □ 1,000

Note: Burglary/Full Theft is an optional cover. Coverage will only be provided if selected.

## 2. Money: Yes No (If Yes, please provide details below)

On Premises	□ Not Required □ S\$5,000 □ S\$10,000 □ S\$15,000 □ S\$25,000 □ Other:
In Transit per Carrying Limit	□ Not Required □ S\$1,000 □ S\$2,500 □ S\$5,000 □ S\$10,000 □ S\$15,000 □ S\$25,000 □ Other:
Public Holiday Increase (for First Loss Limit)	□ Not Required □ 5% □ 15% □ 20% □ 25%
Deductible	□ Nil □ 100 □ 250 □ 500

Note: Money is an optional cover. Coverage will only be provided if selected.

□ First Loss Limit	□ S\$2,000 □ S\$5,000 □ S\$10,000 □ Other:
□ Full Replacement Value	
Deductible	□ Nil □ 100 □ 250 □ 500



## **BUSINESS INTERRUPTION**

## 1. Cover Type

Cover Type	□ Gross Revenue □ Gross Profits □ Net Profits □ Loss of Gross Rental □ Increase Cost of Working Only(ICOW)			
Indemnity Period	□ 3 months □ 6 months □ 9 months □ 12 months □ 18 months □ 24 months □ 36 months			
Sum Insured		ICOW Sum Insured		
Standing Charges Sum Insured (Optional)		Wages Amount (Optional)		
Policy Floater Sum Insured				
Does the Insured wish to declare uninsured working expenses?	□ Yes □ No			
	If Yes, please provide details of uninsured working expenses:			
Time Excess	□ 12 Hours □ 24 Hours □ 48 Hours			

## 2. Optional Extensions

Additional Increased Cost of Working (AICOW)	
	□ S\$5,000 □ S\$10,000 □ S\$25,000 □ S\$50,000 □ Other:
Customer and Suppliers	□ Yes □ No
Prevention of Access	□ Yes □ No
Public Utilities	
	□ S\$10,000 □ S\$25,000 □ S\$50,000 □ S\$100,000 □ Other:
Auditors Fees	□ Yes □ No
	Amount:
Payroll	□ Yes □ No
	Amount:



Other Sum Insured	□ Yes □ No
	Amount:
Book Debts	
	Amount:

## LIABILITY

## 1. Public Liability

Limit of Liability	□ S\$500,000 □ S\$1,000,000 □ S\$2,000,000 □ S\$5,000,000 □ S\$10,000,000 □ Other:
Is this property owned as a landlord?	□ Yes □ No
Number of employees at this location	□ 1-10 □ 11-50 □ 51-100 □ 101-250 □ Over 250
Turnover at this location	□ Up to S\$500,000 □ S\$500,001 to S\$1,000,000 □ S\$1,000,001 to S\$2,000,000 □ S\$2,000,001 to S\$10,000,000 □ S\$10,000,001 and above
Territorial Limits	□ Singapore □ Asia □ Worldwide including USA and Canada □ Worldwide excluding USA and Canada
Deductible	Property Damage: □ Nil □ S\$500 □ S\$1,000 □ S\$5,000
	Personal Injury: □ Nil □ S\$500 □ S\$1,000 □ S\$5,000

## 2. Optional Extensions

Care Custody and Control	□ Yes □ No
	□ S\$10,000 □ S\$20,000 □ S\$50,000 □ Other:
Manual Work Away From Premise Parking Facilities on Premises	□ Yes □ No
	Proportion of Total Value of Work: □ <10% □ 10% to <25% □ 25% to <50% □ Over 50%
	□ Yes □ No
	Number of Spaces: □ 1 – 10 □ 11 – 50 □ 51 – 200 □ Over 200
Food Poisoning	□ Yes □ No
	□ \$\$10,000 □ \$15,000 □ \$\$25,000 □ \$\$50,000 □ \$\$100,000 □ \$\$150,000



#### 3. Products Liability Yes No

If Yes, please provide details by completing the Product Liability Insurance Proposal Form.

Please download and complete the Product Liability Insurance Proposal Form if Product Liability Insurance Quotation is required.

#### POLICY WIDE SECTIONS

**1. Work Injury Compensation**: Yes No (If Yes, please provide details below)

Employer's Name			Employer's Unique Entity No. (UEN)	
Territorial Limits	□ Singapore	Worldwide		

This section is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact your insurer (or name of Scheme member) or visit the GIA/LIA or SDIC web-sites (<u>www.gia.org.sg</u> or <u>www.lia.org.sg</u> or <u>www.sdic.org.sg</u>).

Description of Occupations of Employees	Estimated Number of Employees	Estimated Wages

How many claims have been made in the last 3 years?
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Please enter details of the claims for each of the last three years, including the count of employees and wages at the end of the period, the number of claims and the total amount paid and the estimated amount outstanding:

Period	Employee Count	Employee Wages	Number of Claims	Amount Paid	Estimate Amount Outstanding
Last 12 months					
13 – 24 months ago					
25 – 36 months ago					



Climbing works Underground, digging, excavation Blasting, demolition Others	<ul> <li>Scaffolding, gondolas, etc.</li> <li>Piling</li> <li>Oil rigs, etc.</li> </ul>	
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On-site Items Sum Insured at all Insured Locations	□ Not Required	□ S\$5,000	□ S\$10,000	□ S\$20,000	□ Other:
Off-site Items Sum Insured	□ Not Required	□ S\$5,000	□ S\$10,000	□ Other:	

Any On-Site Item Valued over S\$15,000, please enter Manufacturer, Model, Year of Manufacture, Value and Serial Number

Manufacturer	Model	Year of Manufacture	Value	Serial Number

## Extensions

Deterioration of Stock	□ Not Required □ S\$2,000 □ S\$5,000 □ S\$10,000 □ Other:
Loss Profits	□ Not Required □ S\$5,000 □ S\$10,000 □ S\$15,000 □ Other:
Indemnity Period	□ 3 months □ 6 months □ 9 months □ 12 months □ 18 months □ 24 months

#### Deductibles

On-Site Items	□ S\$100	□ S\$200	□ S\$500	
Deterioration of Stock	□ S\$200	□ S\$500		
Off-site Items	□ S\$100	□ S\$200	□ S\$500	
Loss of Profits	□ 3 days	□ 7 days	□ 14 days	□ 28 days



#### 3. Electronic Equipment: Yes No (If Yes, please provide details below)

Material Damage Sum Insured (excluding portable equipment)	□ S\$5,000 □ S\$ □ Require portable	10,000	□ S\$50,000	□ S\$100,000	□ Other:	
Other Material Damage Sum Insured						
Main Location of Equipment	□ Business Location □ 3 <sup>rd</sup> party data centre located elsewhere					
	If 3 <sup>rd</sup> part data centre	e, please provide detai	s below:			
	Block:		_	treet No. and lame		
	Unit No.		В	uilding Name		
	Postal Code					

#### **Data Centre Fire Protection and Security**

Please tick (☑) whichever is applicable.

Sprinklered		CCTV		Padlocks / Deadlocks on all doors
Fire Extinguishers		Smoke Alarms		Gas Fire Suppression
Hydrants		Hose Reels		Roller Shutters
Iron Bars / Grilles on all Windows				

Watchmen	□ None □ 24 hour security guard			
Security Alarm				
Portable Equipment Sum Insured	□ Not Required □ S\$5,000 □ S\$10,000 □ S\$20,000 □ Other:			
Territorial Limits	□ Singapore □ Worldwide			
Any on-site item valued over S\$10,000?	□ Yes □ No			
Any portable item values over S\$10,000?	□ Yes □ No			

If Yes, please enter Description of the Item, Year of Manufacture, Value, Serial Number, whether the item is maintained according to manufacturer's instructions

Description	Year of Manufacturer	Value	Serial Number	Maintained according to manufacturer instructions



## Deductibles

Material Damage (excluding portable equipment)	I S\$100 □ S\$500	
Portable Equipment	I S\$100 □ S\$500	

## Extensions

Rewriting of Records Sum Insured	□ Not Required □ S\$1,000 □ S\$2,000 □ S\$5,000
	□ S\$100 □ S\$500
Deductible	Data Backup Frequency:
Data Backup Off- site Storage	□ Yes □ No
ICOW Sum Insured	□ Not Required □ S\$5,000 □ S\$10,000 □ S\$20,000
Time Deductible	□ 3 days □ 7 days □ 14 days □ 28 days
Indemnity Period	□ 3 months □ 6 months □ 9 months □ 12 months □ 18 months □ 24 months

## **4. Fidelity**: Yes No (If Yes, please provide details below)



Cat	Category of Employees						
	Professional, Executive, Management	Number of Employees:					
		Limit of Liability Per Employee	□ S\$500	□ S\$1,000	□ S\$5,000	□ S\$10,000	□ Other:
	Staff with access to money	Number of Employees:					
		Limit of Liability Per Employee	□ S\$500	□ S\$1,000	□ S\$5,000	□ S\$10,000	□ Other:
_	Staff without access to money	Number of Employees:					
		Limit of Liability Per Employee	□ S\$500	□ S\$1,000	□ S\$5,000	□ S\$10,000	□ Other:
Deductible □ S\$100 □ S\$500							

## **5. Group Personal Accident**: Yes No (If Yes, please provide details below) (\*Subject to an Aggregate Limit of Indemnity at S\$1,000,000)

Cover Type	□ Named □ Unnamed (select one only)
Please provide details of employee categories	
No. of Employees	
Weekly Indemnity (TTD / TPD)	□ 50 / 25 □ 100 / 50 □ 150 / 75 □ 250 / 125 □ 500 / 250 □ 1,000 / 500
*Accidental Death and Permanent Disablement	□ S\$50,000 □ S\$100,000 □ S\$150,000 □ S\$200,000
Accidental Medial Reimbursement	□ S\$500 □ S\$1,000 □ S\$1,500 □ S\$2,000 □ S\$3,000

Any employee	□ Yes □ No
undertakes hazardous activities?	If Yes, please provide details:



## 6. Inland Transit: Yes No (If Yes, please provide details below)

Cover Type	□ Fire, Collision and Overturning □ All Risks
Limit of Liability per Sending	□ S\$2,000 □ S\$5,000 □ S\$10,000 □ Other:
Type of Goods	
	□ Yes □ No
Hazardous Goods	If Yes, please provide details:
Deductible	□ S\$100 □ S\$500

# FINANCIAL INTEREST

1. Financial Interest. If any, please provide details below.

Name	Nature of Interest	
Block	Street No. and Name	
Unit No.	Building Name	
Postal Code		



#### 2. Item of Interest

Policy / Section / Location		Amount of Interest	
Policy / Section / Location	Item Description	Unit No.	Amount of Interest

This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact AIG Asia Pacific Insurance Pte. Ltd. or visit the AIG, GIA or SDIC web-sites (www.aig.com.sg or www.gia.org.sg or www.sdic.org.sg).

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## CONTACT

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