



AIG Asia Pacific Insurance Pte. Ltd.  
 AIG Building, 78 Shenton Way #09-16 Singapore 079120  
 Co. Reg. No. 201009404M

Notice: Statement pursuant to Section 25(5) of the Insurance Act (Cap 142) or any amendments thereof; You are to disclose in this application, 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 this policy.



## ProfessionGuard For Teaching Organisations (PGTO) Proposal Form

### I. ORGANISATION DETAILS

Name of Organisation:	
Address(es):	
Web Site Address:	
Establishment Date:	

2. Type of Teaching Organisation :
- Public School     
  Private School     
  Boarding School  
  
 College/University   
  Other (Pls specify) \_\_\_\_\_
3. Has the Teaching Organisation set up an Incorporated Management Committee or equivalent?
- Yes     No
4. Does the Teaching Organisation conduct Special Education Programs (e.g programs for Handicapped, Dyslexia, Learning Difficulties) or set up any Facilities for Special Education (i.e. Evening Class, Private Tutorial.)
- Yes     No
- If “yes”, please provide details.
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5. Is the Teaching Organisation affiliated with any other entity?  Yes     No
- If “yes”, please provide details.
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6. Please state the following details:

Number of Student \_\_\_\_\_  
 Number of Trustee \_\_\_\_\_  
 Number of Teaching Staff: \_\_\_\_\_  
 Number of Non-Teaching Staff: \_\_\_\_\_  
 Number of Instructor / Professor for Special Education Program or Facility \_\_\_\_\_

7. Please give the following details of all Principals / Partners / Directors :

Name	Qualification	Years as Principals/ partners/ directors
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If a Partner/Director/Principal has been working in the relevant industry for less than 3 years, we will require a brief resume outlining career details.*

8. (a) Please give details of your Grants / Income.

Year	Amount
(i) Current	\$ _____
(ii) Forthcoming Year (Estimate)	\$ _____

(b) Please provide the percentage of your Grants / Income from the following:

Percentage	Source
_____ %	from Government / Education Authority
_____ %	from Parental Sources
_____ %	from Other (Please specify)

(c) Has any income derived from any activities or involvement in USA/Canada?  Yes  No

**II. EMPLOYMENT PRACTICE AND TEACHING SCHOOL POLICIES**

9. (a) Are background checks conducted on all potential employees?  Yes  No

Is an offer for employment contingent upon such checks?  Yes  No

Are background checks conducted on current employees?  Yes  No

Are background checks conducted on the Teaching Organisation's employees?  
 Yes  No

If "No", please advise reason.

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- (b) Has any employee been suspended, demoted, dismissed, transferred or terminated within the last 12 months?  Yes  No

If "Yes", please advise reason.

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- (c) Has any person, former employee or job applicant alleged unfair or improper treatment regarding employee hiring, remuneration, advancement or termination of employment?  Yes  No

If "Yes", please advise reason.

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- (d) Are there any guidelines established relating to procedures for suspension, dismissal, or non-renewal of all employment contracts?  Yes  No

If "yes", please attach a copy of the guidelines.

- (e) Does the Teaching Organisation anticipate any reduction in teaching staff (part time, full time, temporary or contract) in the next twelve (12) months?  Yes  No

- (f) Does the Teaching Organisation conduct regular seminars and / or establish guidelines related to preventing, reporting and investigating allegations of discrimination, sexual harassment and child abuse?  Yes  No

If "yes", please attach a copy.

- (g) Is the Entity involved in any disputes regarding integration?  Yes  No

If "Yes", please advise reason.

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- (h) Has the Teaching Organisation been closed or activities disrupted during the past three (3) years due to student or teacher strikes or actions?  Yes  No

If "Yes", please advise reason.

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- (i) Does the Teaching Organisation have procedures / policies for the protection against liability arising from use of school's Internet Web Site by third parties, staff and students?  Yes  No

If "yes", please attach a copy.

10. Does the Teaching Organisation carry General Liability (GL) Insurance?  Yes  No



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11. For which of the following services does the Teaching Organisation employ use subcontractors?:

- Transportation       Food       Custodial       Medical
- Secretarial/Administrative       Legal       Accounting/Financial
- Specialized Educational; Describe in detail \_\_\_\_\_
- Other Educational; Describe in detail \_\_\_\_\_

12. Do you require all subcontractors or independent consultants to carry liability insurance?  
 Yes       No

**III. PREVIOUS COVERAGE**

13. (a) Does the Teaching Organisation currently have Professional Indemnity Insurance?  
 Yes       No

*If "yes", please provide details as follow.*

Name of Insurer \_\_\_\_\_ Policy Expiration \_\_\_\_\_

Limit of Liability \_\_\_\_\_ Deductible \_\_\_\_\_

Premium \_\_\_\_\_

(b) Has any proposal for Professional Indemnity Insurance made on behalf of the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, board or management, ever been declined or has such insurance ever been cancelled or renewal refused or special terms imposed ?  
 Yes       No

If "Yes", please advise reason.

\_\_\_\_\_

\_\_\_\_\_

14. (a) Please specify Limit of Liability desired:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

(b) Deductible desired:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_



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15. Is any principal, officer, board or management, or any employee, aware, after enquiry, of any claims ever having been made against the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, member of university court, senate, board or management, or any employee? Yes No
16. Is any principal, officer, board or management, or any employee, aware, after enquiry, of any circumstances or occurrences which may give rise to a claim against the Teaching Organisation or their predecessors in business or any of the present or former principal, officer, board or management, or any employee? Yes No

### **SIGNING THIS PROPOSAL DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE**

We must remind you that it is imperative to answer these questions correctly. **FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS**, if subsequently a claim should arise.

#### **IV. DECLARATION**

I/We declare that the statements and particulars in this application/ proposal are true and that no material facts have been misstated, misrepresented or suppressed after enquiry. I/ We agree that this application/ proposal, together with any other information supplied by me/ us shall form the basis of any contract of insurance effected between the Insurer and me/ us. I/ We undertake to inform the Insurer of any material alteration to those facts occurring before the renewal / completion of the contract of insurance.

I agree and consent, and if I am submitting information relating to another individual, I represent and warrant that I have the authority to provide that information to AIG, I have informed the individual about the purposes for which his/her personal information is collected, used and disclosed as well as the parties to whom such personal information may be disclosed by AIG, as set out in the contents of the consent clause contained below and the individual agrees and consents, that AIG may collect, use and process my/his/her personal information (whether obtained in this application form or otherwise obtained) and disclose such information to the following, whether in or outside of Singapore: (i) AIG's group companies; (ii) AIG's (or AIG's group companies') service providers, reinsurers, agents, distributors, business partners; (iii) brokers, my/his/her authorised agents or representatives, legal process participants and their advisors, other financial institutions; (iv) governmental / regulatory authorities, industry associations, courts, other alternative dispute resolution forums, for the purposes stated in AIG's Data Privacy Policy which include:

- a) Processing, underwriting, administering and managing my/his/her relationship with AIG;
- b) Audit, compliance, investigation and inspection purposes and handling regulatory / governmental enquiries;
- c) Compliance with legal or regulatory obligations, risk management procedures and AIG internal policies;
- d) Managing AIG's infrastructure and business operations; and
- e) Carrying out market research and analysis and satisfaction surveys.



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Note: Please refer to (and if submitting information relating to another individual, refer such individual to) the full version of AIG's Data Privacy Policy found at [http://www.aig.com.sg/sg-privacy\\_1030\\_237853.html](http://www.aig.com.sg/sg-privacy_1030_237853.html) before you provide your consent, and/or the above representation and warranty.

Signed	
Title	
(to be signed by Partner/ Director/Principal or equivalent)	
Teaching Organisation	
Date	

**VI. PLEASE ENCLOSE WITH THIS PROPOSAL FORM**

- A copy of the Teaching Organisation latest report and accounts
- Year book / Prospectus
- Full details of any post examination grading review in the last 5 years
- A sample copy of Standard Employment Contract / Standard contract conditions (if any)