

Chubb Assembly

Public/Product Liability, Manufacturers E&O Liability and Cyber
Enterprise Risk Management

Proposal Form for SMEs

This is not a quote form. The completion of this proposal form does not mean that a policy is bound. Your coverage is not confirmed until you receive a confirmation from Chubb.



For the purposes of this proposal form, “we”, “us”, “our” and “Chubb” means Chubb Insurance Singapore Limited.

Important Notices to the Applicant

You must fully and faithfully disclose all facts which you know or ought to know, including in this Proposal Form, otherwise the policy may be void.

1) Your Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty under the law to disclose to the insurer every matter within your knowledge that is material to the insurer’s decision whether to accept the risk of the insurance and, if so, on what terms. If you are unsure whether a matter is material, you should disclose it. You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance.

It is important that all information contained in this application is understood by you and is correct, as you will be bound by your answers and by the information provided by you in this application. You should obtain advice before you sign this application if you do not properly understand any part of it. Your duty of disclosure continues after the application has been completed up until the contract of insurance is entered into.

2) Consequences of Non-Disclosure

If you fail to comply with your duty of disclosure Chubb may be entitled, without prejudice to its other rights, to reduce its liability under the contract in respect of a claim or refuse to pay the entire claim. Chubb may also have the right to avoid the contract from its beginning. This means the contract will be treated as if it never existed and no claims will be payable.

3) Claims Made And Claims Made And Notified Coverages

If your policy, or a part of your package policy, provides cover on a claims made or claims made and notified basis, the following will apply, but not otherwise.

These coverages apply only to claims that are either first made against you during the period of insurance or both first made against you and notified to us in writing before the expiration of the period of the insurance cover provided by your policy. If your policy does not have a continuity of cover provision or provide retrospective cover then your policy may not provide insurance cover in relation to events that occurred before the contract was entered into.

4) Change of Risk or Circumstances

There is the same duty to disclose material information to Chubb before renewal, extension, variation or reinstatement of a contract of insurance with Chubb. You should also provide all material information when you make a claim or if circumstances change during the term of the contract of insurance, such as changes in business activities, location, acquisitions and new overseas activities.

5) 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 contract of Insurance) 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

Completing the Proposal Form:

- Please note that this proposal form is being completed by the Applicant on behalf of all the Named Insureds to be covered and as defined in the policy. Whenever used in this proposal form, the terms 'You' and 'Your' shall mean the Named Insured and all of its Subsidiaries.
- Please read the Important Notices on pages 1 - 2.
- Please answer all questions. If you have insufficient space to complete any of your answers, please attach a separate signed and dated sheet and identify the question number concerned.
- For all words in BOLD Green, please refer to the definition in the Glossary of Defined Terms on page 10.

I. Company Information

Applicant: (please also list all subsidiary companies and your parent company, if applicable)

Principal Address (Street, City & Country): *please attach list of locations, if more than one*

Year Established		Website URL	
Do you have a subsidiary, affiliate or representative office in the USA/ Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the details below.		
Name of Company		USA/Canada Address	
Number of Employees		Business Nature in USA/Canada	

II. Limit of Insurance

1. Please provide details of your current insurance policies (if applicable) (please specify currency)

Coverage	Limit	Deductible	Premium	Insurer	Retroactive Date (MM/DD/YYYY)
Public Liability					
Product Liability					
Manufacturer Error and Omission					
Cyber Enterprise Risk Management					

2. Please indicate the Limit of Insurance for which you would like to receive a quote (please specify currency)

	Limit	Deductible
Public Liability		
Product Liability		
First and Third Party Product Recall Expenses		
Manufacturing Errors and Omissions Liability		
Cyber Enterprise Risk Management		

III. Turnover

Please complete the table below to reflect your global turnover (please specify currency)

Territory	Estimated Forthcoming Year	Current Year	Prior Year
Domestic			
USA/Canada Domestic			
USA/Canada Exports			
Rest of World			
Total			

IV. Activities

1. Business Activities

Please provide a clear description of the insured products and services, including all work performed by subsidiary companies:

a. How many years have you been manufacturing/ producing this product(s)?

b. Please confirm if your products are:

- End Products
 Components, please advise the application for the end product

c. What percentage of your product are:

- Designed by you only _____ %
 Designed and Manufactured by you _____ %
 Manufactured to customer specification _____ %
 Others _____ %

2. Turnover by Products

Please list all the products that are manufactured, processed, assembled or distributed by you and indicate the approximate percentage of turnover from each product.

Type of Product	Forthcoming Year (%)	Current Year (%)

(Please continue on a separate sheet of paper if insufficient space)

3. Acquisitions

Have you made any acquisitions in the past 3 years?

- Yes No

If **Yes**, please provide a description including details of any past liabilities you acquired.

4. Financial Results

Over the past 4 years, in how many years did you post a positive net income

0 1 2 3 4

V. Quality Controls

1. Do you have a written and formalised quality control program?

Yes No

2. Do you have a formal procedure for documenting problems, downtime, and responding to customer complaints and feedback?

Yes No

3. What industry standards do you work with in the delivery of your products and services? Please list below.

ISO9001 Member of ICTI GMP HACCP Others (please specify)

4. If you manufacture or have a third-party manufacture on your behalf, do you, or a third-party manufacturing on your behalf, have quality control procedures such as:

Yes No

- Written and formalised quality control plan or programme
- Production design sign off acceptance and sign off procedures for statements of work or contracts
- Prototype development protocols
- Batch testing

5. Do you have a Product Recall Plan or Procedures in place?

Yes No

If yes, please provide details or copy of procedures.

6. Are generic notification letters, media alerts or safety hazard notices prepared and/or available for delay-free implementation in the event of a recall?

Yes No

7. Do you have a formal procedure to trace all products and batches?

Yes No

8. Are all products coded by date, batch, company and product type?

Yes No

9. Please describe your typical batch size (please specify currency).

\$ _____

_____ units

10. Are deliveries of raw material, components or products done on a regular basis (weekly, monthly etc.)?

Yes No

11. Do you maintain distribution, sales and inventory control record for a minimum of ten (10) years?

Yes No

12. How much inventory do you keep on site for normal production runs?

_____ weeks

13. Do you operate or publish a consumer complaint service or hotline?

Yes No

14. Please advise mode of sales distribution:

- Direct to Public Third Party Sales Field Sales (Sales Reps)
 E-Commerce Wholesales Others

VI. Manufacturing Errors and Omissions

Contract and Risk Management

1. Please detail your five largest contracts in the past three years.

Client Name	Nature of Work Description	Total Contract Value
		\$
		\$
		\$
		\$
		\$

2. Please provide copies of your standard and largest sales, service and license contracts, agreements, or purchase orders.

<input type="checkbox"/> Standard and Written	% of the time	<input type="checkbox"/> Custom Contract	% of the time
<input type="checkbox"/> Purchase Order	% of the time	<input type="checkbox"/> Verbal Contract	% of the time
<input type="checkbox"/> Invoice	% of the time	<input type="checkbox"/> Other	% of the time

3. What is the value of your average contract, agreement or purchase order? (US\$)

4. Do you negotiate contracts or agreements in which you accept liability for consequential damages, except Intellectual Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of the time
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5. Do all your contracts or agreements limit your liability to the cost of your product or service?

Yes No

6. Do you perform legal review of all standard contracts and marketing materials prior to release?

Yes No

7. In what percentage of contracts do you cap your liability?

Below contract value	%	At contract value	%	More than contract value	%
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Subcontractors and Suppliers

1. What percentage of your annual turnover will be subcontracted to others?

%

2. Please describe the work that you subcontract to others:

3. Do you require subcontractors and suppliers to carry product liability insurance?

Yes No

4. Do you maintain full subrogation rights against your subcontractors and suppliers?

Yes No

Consequential Loss

1. Please select the likely result of a failure of your products or services or delay in their implementation. *Choose all that apply.*

<input type="checkbox"/> Loss of life or injury	<input type="checkbox"/> Immediate and large financial loss	<input type="checkbox"/> Damage or destruction of property
<input type="checkbox"/> Minor disruption or delayed impact	<input type="checkbox"/> No disruption	

Please provide detail for any selected items above:

VII. Cyber Enterprise Risk Management

1. Please provide contact details for the client's CISO or other staff member who is responsible for data and network security:

Please note that Chubb may use these contact details to support our insureds with information on additional cyber security services, vulnerability alerts, and other helpful cyber insights.

Name (First and Surname)		Role	
Email		Phone	

Qualifying Questions

2. Does remote access to your computer network and email require **Multi-Factor Authentication**?

Yes No

Please provide details:

No remote access allowed

3. Which of the following are used to protect your backups for mission critical data and systems?

Multi-Factor Authentication

Offline Segmentation

Immutable Storage

Not accessible via **Active Directory Domain**

Unknown

Please provide detail for any selected items above:

4. Do you have endpoint protection technologies on your laptops, desktops, and servers (for example **EDR** or advanced anti-malware or anti-virus software)?

Yes No

Please provide detail:

Unknown

5. Do you have enterprise email security solutions in place (for example email **Sandbox**, Nogateway, or filtering)?

Yes No

Please provide detail:

Unknown

6. Does the possible maximum number of individuals you would be required to notify in case of a breach of **Personally Identifiable Information (PII)** exceeds 500,000?

Yes No

Please provide detail:

Unknown

7. To the best of your knowledge, does your business comply with all relevant **Privacy Laws and Regulations** in the jurisdictions in which you operate?

Yes No

Please provide detail:

Unknown

Pricing Table (in SGD)

Annual Revenue	Deductible	Pricing				
		\$250k limit	\$500k limit	\$1m limit	\$2m limit	\$3m limit
Up to \$1m	\$1,000	\$500	\$700	\$1,000	\$2,200	\$2,750
Up to \$2.5m	\$1,000	\$650	\$870	\$1,100	\$2,420	\$3,020
Up to \$5m	\$1,000	\$870	\$1,100	\$1,400	\$2,660	\$3,350
Up to \$10m	\$1,000	\$1,100	\$1,400	\$1,800	\$2,950	\$3,700
Up to \$25m	\$2,500	\$1,500	\$1,750	\$3,200	\$4,800	\$6,600
Up to \$50m	\$2,500	\$2,950	\$3,500	\$4,200	\$6,350	\$8,800

Widespread Events Coverage:

Pricing inclusive of 100% Widespread Events Sublimit

[Click here to watch our short video explaining Widespread Events.](#)

VIII. Loss History

1. Have you ever experienced any actual or potential Public and Product Liability Claims, Recall Claims, **E&O Claims, Media Claims, Data Breaches**, or **Cyber Incidents** in the past three years? Yes No

If **Yes**, please provide:

Description of any claims/incidents and date of occurrence:

Description of the financial impact:

Mitigating steps you've taken to avoid similar future events:

2. Are you aware of any notices, facts, circumstances, or situations which may give rise to any Public and Product Liability Claims, **E&O Claims, Media Claims, Data Breaches**, or **Cyber Incidents**? Yes No

If **Yes**, please provide additional details:

3. Please advise if there has ever been any voluntary or mandatory recall of any of your products? Yes No

If **Yes**, please provide additional details:

IX. Data Protection

You consent and confirm that you have obtained the consent of the individual(s) whose information is shared, for Chubb to collect, use, disclose, and process the information in accordance with our Privacy Notices. This may include sharing the information with parties mentioned in the policy, some of which may be located outside of Singapore. To learn more, please visit www.chubb.com/sg-privacy.

X. Declaration

I/We (the undersigned):

- a) acknowledge that we have read and understand the Important Notices and Data Protection sections contained in this Proposal Form;
- b) agree that this proposal, together with any other information or documents supplied, shall form the basis of any resulting contract of insurance;
- c) 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 Chubb;
- d) declare after enquiry 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;
- e) undertake to inform Chubb of any material alteration to those facts before completion of the contract of insurance

Name of Director, Officer, or Risk Manager

Signature

Date

Please enclose with this proposal form:

- Product Photos
- Lab Test Report in respect of product safety
- QC Certificate
- A copy of your standard contract template
- A copy of your largest active, non-standard contract

Glossary of Defined Terms

Active Directory Domain - An Active Directory domain is a collection of objects within a Microsoft Active Directory network. An object can be a single user or a group, or it can be a hardware component, such as a computer or printer. Each domain holds a database containing object identity information.

Cyber Incident includes unauthorised access to your computer systems, hacking, malware, virus, ransomware, distributed denial of service attack, insider misuse, human or programming error, system outage, or any other cyber-related event.

Data Breach means an incident where sensitive personal or corporate confidential information has been taken, lost, or viewed by an unauthorised party.

An **E&O Claim** includes any failure of your product or service that's provided to any of your customers, resulting in a financial loss.

Endpoint Detection and Response (EDR) is a solution which records and stores endpoint-system-level behaviours, use various data analytics techniques to detect suspicious system behaviour, provide contextual information, block malicious activity, and provide remediation suggestions to restore affected systems.

Media Claim includes any claim for product disparagement, slander, trade libel, false light, plagiarism, or similar from your website or social media accounts.

Multi-Factor Authentication (MFA) is an electronic authentication method used to ensure only authorised individuals have access to specific systems or data. A user is required to present two or more factors - these factors being 1) something you know, 2) something you have, or 3) something you are. Something you know may include your password or a pin code. Something you have may include a physical device such as a laptop, mobile device that generates a unique code or receives a voice call or a text message, a security token (USB stick or hardware token), or a unique certificate or token on another device. Something you are may include biometric identifiers.

Note that the following are not considered secure second factors: a shared secret key, an IP or MAC address, a VPN, a monthly reauthentication procedure, or VOIP authentication.

Neglected Software is the exploitation of a vulnerability in software after support for that software has ended or been withdrawn; or when the software is unpatched 45 days after a patch has been made available. For more information, please see: [Neglected Software](#)

Offline Segmentation relates to backup solutions, offline or air-gapped storage means that a copy of your data and configurations are stored in a disconnected environment that is separate to the rest of your network. Physical tape or non-mounted disk backups that aren't connected to the internet or LAN would be considered offline.

Personally Identifiable Information (PII) means any data that can be used to identify a specific individual. This may include health or medical records of employees or customers, government issued identification numbers, login usernames, email addresses, credit card numbers, biometric information, and other related personal information.

Privacy Laws and Regulations describes the body of law that sets the requirements and regulations for the collection, storage, and usage of personally identifiable information, personal healthcare information, financial information of individuals, and other sensitive data which may be collected by public or private organisations, or other individuals.

Sandbox relates to email solutions, a sandbox filters emails with unknown URL links, attachments, or other files, allowing them to be tested in a separate and safe environment before allowing them to proceed to your network or mail servers.

Widespread Events - widely used software programs, communication platforms, and technology platforms create a potential for a single attack or event that could stress the industry's ability to sustainably pay resulting losses. Chubb offers specific limits, retentions, and coinsurance for specifically defined widespread events, which allows us to manage exposure in a more responsible way. For more detail, please see: [Widespread Events](#)

Appendix

Multinational Capabilities for Large Domestic and Global Businesses

We have capabilities to issue admitted policies overseas, including Property, General Liability, Professional Indemnity, Cyber, US Auto and Workers Compensation or Employers' Liability.

For the purposes of Chubb Assembly, we most commonly arrange local General Liability cover. Therefore, for all Territories where local paper is required (USA, UK, Canada etc.) please complete the below table with the local (overseas) entity information:

Country	Entity Name(s)	Address	Revenue	Employee Numbers	Wage Roll	Local Limit Required

About Chubb

Chubb is a world leader in insurance. With operations in 54 countries and territories, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients. The company is defined by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength and local operations globally. Parent company Chubb Limited is listed on the New York Stock Exchange (NYSE: CB) and is a component of the S&P 500 index. Chubb employs approximately 43,000 people worldwide. Additional information can be found at: www.chubb.com

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