

PROPOSAL FORM

Proposer Details

1. Name of Proposer: _____

Note: The cover proposed for automatically includes all subsidiaries (and associated companies in which you have retained management control), worldwide, and the answers given in this proposal form should reflect this.

2. Address: _____

3. Date of Incorporation: _____

4. Nature of Operations: _____

5. Please list each region you operate in and show in the appropriate column:

(i) Annual Turnover (ii) Number of Locations (iii) Total Number of Employees

Region	(i)	(ii)	(iii)
India			
Europe			
US & Canada			
Other			

6. Current Market Value of all Pension and Employee Benefit Plans \$ _____

7. (i) Please list all acquisitions and mergers you have made in the past 5 years and indicate the turnover for each acquisition:

(ii) Are all recommendations arising from the pre-acquisition due diligence process immediately implemented? Yes ☐ No ☐

If "no", please provide details _____

Audit and Corporate Governance

8. Do External Auditors audit all operations at least annually? Yes ☐ No ☐

9. (a) Have all recommendations by External Auditors regarding internal controls been complied with following your last audit? Yes ☐ No ☐

(b) If "no", please provide details _____

10. Is there an Audit Committee which monitors the effectiveness of internal controls and reports directly to the Board? Yes ☐ No ☐

11. (a) Do you comply with all provisions of the Combined Code of Corporate Governance relating to Financial Aspects of your business? Yes ☐ No ☐

(b) If "no", please briefly explain reasons for areas of non-compliance. _____

12. (a) Do you have an Internal Audit Department? Yes ☐ No ☐

(b) Do they have an established audit cycle for all operations? Yes ☐ No ☐

13. (a) Do you have a Treasury Department? Yes ☐ No ☐

(b) Do they have a procedures manual specifying authority levels for each member of staff? Yes ☐ No ☐

14. Are monthly management reports examined for variances against budget forecasts and such variances investigated? Yes ☐ No ☐

Internal Financial Controls

15. Are wages/salaries independently checked against personnel records for unusual or excessive payments? Yes ☐ No ☐
16. Are duties segregated so that no individual can control any of the following activities from commencement to completion without referral to others;
- (a) signing cheques or authorising payments (including capital expenditure) above \$5,000? Yes ☐ No ☐
- (b) issuing funds transfer instructions? Yes ☐ No ☐
- (c) amending funds transfer procedures? Yes ☐ No ☐
- (d) opening new bank accounts or amending approved signatory details Yes ☐ No ☐
- (e) investment in and custody of securities and valuables (including blank cheques, travellers cheques, bills of exchange etc.)? Yes ☐ No ☐
- (f) refund of monies or return of goods above \$5,000? Yes ☐ No ☐
- (g) disbursement of assets or funds of any Pension Plan? Yes ☐ No ☐
- (h) appointing new suppliers or awarding contracts? Yes ☐ No ☐
- (i) disbursement of loans (including loans to employees) or approving borrowings? Yes ☐ No ☐
17. Is all supporting documentation validated before signing cheques or authorising payments above \$5,000? Yes ☐ No ☐
18. Are statements of accounts sent to customers independently of employees receiving payment? Yes ☐ No ☐
19. Are bank statements independently reconciled by persons not authorised to deposit/withdraw funds, issue funds transfer instructions or dispatch accounts to customers, at least every 30 days? Yes ☐ No ☐

Recruitment Procedures

20. When recruiting or promoting employees to positions of trust involving handling of stock, money, financial or treasury functions, do you:
- (a) obtain written references covering, at least, their previous 3 years employment history? Yes ☐ No ☐
- (b) undergo a process to ensure their suitability for the position? Yes ☐ No ☐

Stock and Physical Security

21. Is there controlled access to all locations? Yes ☐ No ☐
22. Are all premises containing stock, money, securities, precious metals etc. connected to an intruder alarm which is connected to a central station or a police station and are such intruder alarms maintained in proper working order? Yes ☐ No ☐
23. Is an independent physical count of stock, raw materials, work in progress and finished goods undertaken at least quarterly and is this count reconciled against stock records? Yes ☐ No ☐
24. Is the transfer of money and securities valued above \$10,000 made by a security or professional cash carrying company? Yes ☐ No ☐
25. What is the maximum value of money, securities, precious metals and/or jewellery at any one location:
- (a) during business hours? \$ _____
- (b) outside business hours? \$ _____
26. What is the maximum value of stock, work-in-progress and raw materials at any one location? \$ _____

Third Parties

27. Do you maintain an approved suppliers list? Yes ☐ No ☐
28. Are suppliers and service providers:
- (a) vetted for competency, financial stability and honesty before being approved? Yes ☐ No ☐
- (b) appointed under written contract? Yes ☐ No ☐
29. Are procedures in place to assess the suitability of trustees, fiduciaries, administrators or officers of all of your Pension Plans? Yes ☐ No ☐
30. (a) Do you outsource any normal administrative function to third party service providers? Yes ☐ No ☐
- (b) If "yes", please detail the services and estimated annual contract values.
31. Do you audit outsourcing companies during the term of their contract? Yes ☐ No ☐
32. If the outsourcing company operates on your premises are their employees under your daily management control? Yes ☐ No ☐

Note: Losses caused by employees of organisations to whom normal administrative functions have been outsourced will only be covered if you have: vetted them for competency, financial stability and honesty; appointed them under written contract; and you retain the right to audit them. This applies to our CrimeManager Complete Coverage only.

Computer Systems / Internet E-Commerce

33. Are unique passwords used to give various levels of entry to the computer depending on the users job functions? Yes ☐ No ☐
34. Are passwords automatically withdrawn when people leave? Yes ☐ No ☐
35. Are all amendments to programmes approved independently of the persons making the amendments? Yes ☐ No ☐
36. Are programmes protected to detect unauthorised changes? Yes ☐ No ☐
37. Is your computer system protected by virus detection and repair software? Yes ☐ No ☐
38. Which business activities do you utilise the Internet for?
- ☐ E-Mail ☐ Advertising ☐ Selling Products ☐ Hosting Services for Third Parties
- Other _____
39. What is the estimated value of e-business revenue in your business? \$ _____
40. Please list your Website addresses _____

Fund Transfers

"Fund Transfers" means any instructions (other than cheques) given to a Financial Institution to pay or deliver funds.

41. What is the approximate total annual value of fund transfers?
- (a) InterGroup Payments \$ _____
- (b) External Payments \$ _____
42. Please specify which methods are utilised to send fund transfer instructions:

Type	Secured By
Written <input type="checkbox"/>	Secured By <input type="checkbox"/>
Electronic <input type="checkbox"/>	Encryption <input type="checkbox"/>
Telephone <input type="checkbox"/>	Codeword <input type="checkbox"/>

Type	Secured By
Facsimile <input type="checkbox"/>	Callback <input type="checkbox"/>
Other _____	Other _____

43. Are all fund transfer instructions subject to a verification and authentication process? Yes ☐ No ☐
44. Can payment instructions only be made to accounts which are pre-determined as an approved beneficiary? Yes ☐ No ☐
45. Is the financial institution required to authenticate the instruction in accordance with a specified mandate before payment is released? Yes ☐ No ☐

Plans and Policies

46. Do you maintain a written crisis management or contingency plan covering procedures following kidnapping or extortion? Yes ☐ No ☐
47. Do you maintain a written anti-fraud policy which is distributed throughout your organisation? Yes ☐ No ☐
48. Do you have a whistleblowing service accessible to all staff? Yes ☐ No ☐
49. Are special security precautions taken to protect against kidnapping of directors or employees who live in or travel to volatile countries? Yes ☐ No ☐

Optional Extensions to Cover

50. In addition to providing cover for losses arising from Employee Fraud or Dishonesty, CrimeManager Complete also covers damage, destruction or disappearance of money or securities and losses caused by third parties arising from: computer fraud, funds transfer fraud, extortion and kidnap, forgery, fraudulent alteration of a financial instrument, incoming cheque forgery, forged money orders, counterfeit negotiable instruments, and credit card fraud. Do you wish cover to be extended to also include:
- (a) Theft (violent and forcible) of property from your premises by third parties? Yes ☐ No ☐
- (b) Criminal damage (excluding fire) caused by any person? Yes ☐ No ☐
- CrimeManager Complete provides cover for your direct financial loss but please indicate whether you wish this to be extended to include
- (c) Contractual penalties incurred as a direct result of insured loss Yes ☐ No ☐
- (d) Interest (prior to date of discovery) which would have been receivable or becomes payable as the direct result of insured loss? Yes ☐ No ☐

Loss History

51. (a) Please provide brief details of any losses (of a type covered by CrimeManager Complete) sustained during the past five (5) years and before application of any deductible, retention or excess whether insured or not. (Please include date discovered, location, nature of loss and amount).
- (b) Please describe what corrective measures were taken to prevent similar losses. _____
- (c) Have such corrective measures been implemented across all operations? Yes ☐ No ☐
- If "no" please provide details _____

Additional Details:

Nationality: ☐ Indian ☐ Non-Indian ☐ If Non-Indian, please specify Country: _____

Type of Organization

- ☐ Corporations ☐ Governments ☐ Non Governmental Organizations ☐ Society ☐ International Organization
- ☐ Trust ☐ Partnership ☐ Cooperatives ☐ Section 25 Company

PAN card number (10 character number): _____

Sources of funds: Please tick appropriate box

☐ Salary

☐ Business

☐ Others (please specify) _____

Section 41 of Insurance Act 1938 (Prohibition of rebates)

1. No person shall allow or offer to allow either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer."
2. Any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakh rupees.

Section 64 VB of the Insurance Act 1938

Commencement of risk cover under the policy is subject to receipt of premium by Tata AIG General Insurance Company Limited.

AML declaration

1. I/we hereby confirm that all premiums paid / payable in future will be from bonafide sources and not paid out of proceeds of crime and that such premiums are not disproportionate to my/our income. I / we understand that the Company has the right to call for documents to establish sources of funds and to cancel the insurance policy in case I / we are found guilty by any competent court of law under any of the statutes, directly or indirectly governing the prevention of money laundering law in India.
2. I / we are not Politically Exposed Persons * nor are their close relatives / family members / associates . I / we shall keep the company informed if we subsequently become a Politically Exposed Person / close relative / family member / associate of Politically Exposed Persons.

"Politically Exposed Persons" shall have the meaning assigned to it under Prevention of Money-Laundering (Maintenance of Records) Amendment Rules, 2023 as amended from time to time."

Contact details of TAGIC and TAGIC CIN

Tata AIG General Insurance Company Limited

Registered Office: Peninsula Business Park, Tower A, 15th Floor, G.K. Marg, Lower Parel, Mumbai - 400 013, Maharashtra, India.

24x7 Toll Free No: 1800 266 7780 | Visit us at www.tataaig.com | IRDA of India Registration No: 108 | CIN:U85110MH2000PLC128425

IRDA Approved Product Name & Product UIN no. IRDAN108CP0023V01201819

SIGNING THIS PROPOSAL DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE.

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have mis-stated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed: _____ Title: _____

(to be signed by Partner/Director or Principal or equivalent)

Company: _____ Date: _____

Please enclose with this Proposal Form your current Annual Report & Accounts (or equivalent) for the Proposer.