PROPOSAL FORM

ERRORS AND OMISSION LIABILITY INSURANCE



CLAIMS MADE COVERAGE

INSTRUCTIONS

- 1. Please answer all questions fully and correctly. Where any question does not apply, please mention clearly that the same is not applicable (mark N.A.).
- 2. Insurance is a contract of Utmost Good Faith requiring the Insured not only to disclose all material facts but also not to suppress any material facts in response to the questions in the proposal form. If you think any fact is material, please disclose the same.
- 3. The Policy shall become voidable at the option of the Insurer, in the event of any untrue or incorrect statement, misrepresentation, non-description or on non-disclosure in any material particular in the proposal form/personal statement, declaration and connected documents, or any material information having been withheld by the proposer or any one acting on his behalf.
- 4. Kindly contact us or Agents for any doubts or clarifications on the proposal form.
- 5. To provide any additional information relevant to the policy, please use additional sheets if space is not sufficient to complete details.

NOTE: The liability of the Company does not commence until this proposal has been accepted by the Company and premium paid.

Put a (\checkmark) mark wherever applicable

Branch office Code :					
Broker/Agent Name & code:				Code:	
I. PROPOSER'S DETAILS					
1. Name of the Proposer					
2. Address of the Proposer: Commur Registered Office Address: Plot No/Door No. and building name Road name	nication Address (Please	etick): () Registered Add	dress () Busines	s Address	
City		Pin code		State	
Phone No.		E-mail ld	<u> </u>		
		E-mail iu			
Website		7/5 60/61/54 3111		.,	
PAN*:	·c·. ·	/ Form 60/61 (if Availabl		No.:	
Business Address. () please tick here	if it is same as registere	d address. Not applicable i	n case of Individual.		
Plot No/Door No. and building name Road name			Area		
City		Pin code		State	
Phone No.		E-mail ld			
Website					
3. Proposer's Trade or Business:					
4. Products/Service provided by the Pr	oposer				
5. How long have you been in business	(in years):				
6. Employees details					
i. No. of employees:-	Total:	USA & Canad	a:		
ii. Average annual turnover of emplo	oyees				
iii. Composition of workforce	Technical	% Sales & Market	ing %		
7. Total Turnover:					
Particulars	Domestic	Non OECD Exports	OECD Exports	USA & Canada Exports	Total
Last Year(20)	INR	INR	INR	INR	INR
Current Year(20)	INR	INR	INR	INR	INR

End use / Use	% of Annual Revenue	End use / Use	% of Annual Revenue
Network or Online Security Advice or Products	%	Process Control, Monitoring or Safety Critical	%
Banking & Financial Transactions	%	Sales, Distribution & Inventory Management	%

	Gov	ernment		%	Enterprise Res	ource Planning		%
	Cust	tomer Relationship Managem	ent	%	Supply Chain N	1anagement		%
	Ente	erprise Application Integration	1	%	Health Care or	Medical Purposes		%
	Aero	ospace or Defence Application	าร	%	Fire, Security o	or other emergency a	pplication	%
Oil and Gas, Power or Nuclear Energy			%	Pollution or En	%			
Content and Knowledge Management				%	Smart Card So	lutions or Virtual Priv	ate Networks	%
Payroll or Accounting			%	Entertainment	or Gaming		%	
	Other (Please specify)						%	
		<u> </u>						
Po po 10. E	oliticall oliticiar Declar	u or any of the proposed applic by Exposed Persons (PEP) are indi ns, senior government, judicial of ation for Source of Funds for e of funds: (please state % ur	ividuals who are or have l r military officials, senio r Premium Payment i	been entrusted witl r executives of gove f Premium is mor	ernment companies, im e than INR 500000/-	portant party officials.	ers of central or state g	overnment, senior
	Salaı	·	House	Capital Gains	Investments	Agriculture	Others	Total
				-				100%
								10070
II. F	RISK D	DETAILS						
11.		se provide claim history for t	the last three years?				Yes	No
12.		es for how many times?	ing past 5 years? if ye	s placer provid	o tho dotails			🗆
	That's you sold unity company during passes years. If yes, preaser provide the details.						No No	
13.							No	
13.	if ye	es, pleaser provide the details		equiled ally asset	is during past 5 years	••	Assets	Liabilities
14.	-	you purchase? use provide the details of the	following products a	nd services gene	rating 5% or more of	f vour total revenue	Assets	Liabilities
		Type of Product & Services	3,	% of Dom	estic % of Non	% of OECD	% of USA &	% of Total
	1.	Consulting, System, Integra	ation & Design	Revenu %	ue OECD Rever	nue Revenue	Canada Revenue	Revenue %
		Consulting	acion a Design	%	%	%	%	%
		System Integration & Design	 n	%	%	%	%	%
		Hardware or Network		%	%	%	%	%
		Hardware Assembly		%	%	%	%	%
	II.	Network Voice and Data Tra	ansport ¹	%	%	%	%	%
	III. Software Development							
		Packaged Software		%	%	%	%	%
		Custom Software		%	%	%	%	%
	IV.	Data Entry, Time Sharing, Pr Services1	rocessing or Billing	%	%	%	%	%
	V.	Valued Added Services		%	%	%	%	%
		Networking Infrastructure C	Construction or Design	n %	%	%	%	%
		Maintenance, Service or Sup		%	%	%	%	%
		Value Added Reselling		%	%	%	%	%
		Internet Service / Access Pr	ovider, Internet Porta		%	%	%	%
		Application Service Provider		%	%	%	%	%
		Temporary Leasing of Com		%	%	%	%	%
		Web Hosting & Design ¹	,		%	%	%	%
				<i></i>	/0			
		Data Center / Outsourcing /	/ Network Managed	%	%	%	%	%

		Video Conferencing		9	%	%	%		%	%	
		Directory of Operator Services		9	% %		%		%	%	
		Call Center and Help Desk		9	%	%	%		%	%	
		Data Retrieval / Infomediary / Searc	h Engine	9	%	%	%		%	%	
		Retail or Wholesale Sale		9,	%	%	%	%		%	
	VI.	Others (Please specify)		9	%	%	%	%		%	
		1.		9	%	%	%		%	%	
		2.			%	%	%		%	%	
15.	No.	of different product currently suppo	orted or distributed	l?							
16.	6. No. of various types of services or work performed?										
17.	Tot	al no. of units sold over last five year	S								
18.		at would be the largest financial or bu duct or services? Please explain	usiness impact on y	our cust	omer due	e to failure of any o	of your		No Disru Minor or		
19.	Plea	ase provide details of the customer t	hat represent 10%	or more	ofyourt	otal income			Major or	Immediate	
		Name of Customer	Revenue			Country of Resid	dence	Pro	duct or Servic	ce offered	
20.	Det	ails of Contracts/Agreements									
		Type of contract		Total				For USA	& Canada		
			Contract Value	•	Cont	tract Period	Period Contract Value		Conti	ract Period	
	Ave	erage	INR			Months	INR			Months	
	Lar	gest	INR			Months	INR			_Months	
	Det	ails of Five Largest contracts									
		Customer Name	Type of Product/ Services Provided	Contra Value		Length (Months)	License Fees (%)			Development Cost (%)	
21.		ve you complied with statutory provi tract entered into?	sions, rules and reg	gulations	in respec	ct of the products,	services and	i	Yes	No	
21.	con					ct of the products,	services and	d		No No	
	Doe	stract entered into?	o cost of your produ	uct or ser	rvices?	·			Yes 1		
22.	Doe Do	stract entered into?	o cost of your produ	uct or ser	rvices? uential da	mages except int			Yes Yes	No	
22.	Dog Dog	es your contract, limit your liability to	o cost of your produ u accept liability for ard contracts & ma	consequerketing r	rvices? uential da materials	mages except interprior to release?			Yes 1 Yes 1	No No	
22.23.24.	Dog Dog Will	es your contract, limit your liability to you negotiate contracts in which you you perform legal review of all stand	accept liability for ard contracts & ma	uct or ser consequ rketing r	rvices? uential da materials s or purch	mages except interprior to release?			Yes 1 Yes 1 Yes 1 Yes 1	No No	
22.23.24.25.	Do y Will	es your contract, limit your liability to you negotiate contracts in which you you perform legal review of all stand you accept customised or non-stan	o cost of your produ u accept liability for ard contracts & ma dard contracts, ag	uct or ser consequ rketing r reement	rvices? uential da materials s or purch	nmages except into prior to release? nase orders?			Yes 1 Yes 1 Yes 1 Yes 1 Yes 1 Yes 1	No No No No	

29.	Does your standard contract include following provisions	
	i. Statement of Work and Specification	Yes No N/A
	ii. Deliverables and installations	Yes No N/A
	iii. Mutual hold harmless agreement	Yes No N/A
	iv. Disclaimer of Warrantee	Yes No N/A
	v. Dispute resolution/Arbitration Provision	Yes No N/A
	vi. Severability Clause	Yes No N/A
	vii. Team & Termination	Yes No N/A
	viii. Integration or entire agreement provision.	Yes No N/A
	ix. Force Majeure Clause	Yes No N/A
30.	Do you subcontract more than 20% of your development, implementation or support of your products or services?	Yes No
31.	What % of work is generated using subcontractors?	%
32.	Indicate which of the following services you subcontract to others?	
	Software Development System Integration and Design Service, Support, Custor Consulting, Call Centre S	
	Maintenance of your products Billing Services Infrastructure Network of	
	Network Infrastructure Construction & Design Network Facility Management and Maintenance Security	
33.	Do your quality control procedures have following in place?	Yes No N/A
	i. Written and formalised quality plan	
	ii. Formal Customer evaluation and acceptance procedures iii. Vendor or VAR verification process	Yes No N/A
	iv. Prototype development	Yes No N/A
	v. Formal product development plan	Yes No N/A
	vi. Alphatesting	Yes No N/A
	vii. Beta testing	Yes No N/A
34.	Do your product or system development procedure have following in place?	res No N/A
54.	i. System development methodology in writing	Yes No N/A
	ii. A written proposal in order to determine customer performance expectation is required	Yes No N/A
	iii. A written contract of specifications of products and services signed by the customer	Yes No N/A
	iv. A written agreement outlining the scope of the project or services	Yes No N/A
	v. Contract/statement of work which outlines responsibilities of all parties	Yes No N/A
35.	Do your customer signoff procedure have following in place? i. Interim changes documented with customer sign-off	Yes No N/A
	ii. Performance milestones acknowledged and accepted with customer sign-off when achieved	Yes No N/A
	iii. Final test made with the customer and sign-off is required	Yes No N/A
	<u> </u>	
	iv. A final acceptance letter or sign-off agreement from customer is required	Yes No N/A
7.0	v. Formal policy for documenting/responding to customer complaints/requests for changes/fixes	Yes No N/A
36.	Do you keep written logs of customer complaint of problems and downtimes?	Yes No
37.	Describe your customer training and support	
38.	Describe your dispute resolution process	
39.	Have you or your subcontractors recalled any product in last five years?	Yes No

40.	Have you or your subcontractors experienced delayed or past due contracts in last five years? Yes No								
41.	Have any of your customer v	vithheld the paymer	nt or requested for re	efund during last five	years because of	Yes	No		
	i. Didn't meet customer's p	erformance expect	ations?			Yes	No		
	ii. Didn't perform in compliance with your warranties or representation?If yes please provide the details						No		
42.	Have you sued any of your co	sued any of your customers for non-payment of contracts during last 5 years?							
43.	Please details of any suits, potential suits, complaint letters, disputes or any other circumstances alleging non performance of contract or non performance of your product or services								
III.	COVER DETAILS								
44.	4. Period of Insurance					From: D D M M Y Y Y Y To: D D M M Y Y Y Y			
45.	Retroactive Date	Retroactive Date						YYY	
46.	Limit of Indemnity Required								
	Any one Accident Limit (AOA	4)				INR		1:4	
	Aggregate during Policy peri	od (AOY)	INR						
	AOA to AOY Ratio					1:1 1:2 1:3			
47.	Please indicate the Voluntary	y Excess opted (as a	s percentage of inde	emnity limit per accio	dent)				
48.	Territorial scope required					India Worldwide Worldwide excluding USA &			
49.	Jurisdiction required						inada	Worldwido	
	Jurisdiction required Worldwide excluding USA & Canada								
IV.	PRIOR INSURANCE AND CLA	AIM DETAILS							
50.	Please provide claim history	for the last three ye	ars						
	Year	Type of Loss	Т	otal Amount paid / C	Outstanding (INR)		Defenc	e cost (INR)	
51.	Are you aware of any act, err conditions, which may result					Yes	No		
52.	Has any insurer ever declined your fresh or renewal proposal? If yes please provide the details.				Yes	No			
53.	Has any insurer ever termina	ated your cover? If y	es please provide th	e details.		Yes	No		
54.	Are you at present insured u If yes, please provide the foll		ission Liability Insur	ance cover?					
	Name of Insurance company	Policy Start Date (DD/MM/YY)	Policy end Date (DD/MM/YY)	Limit of Indemnity (INR) (AOA)	Limit of Indemnity (INR) (AOY)	d	oactive ate MM/YY)	Premium (INR)	
		DD/MM/YY	DD/MM/YY			DD/N	MM/YY		
	As an attachment to this Pro	posal Form, please i	nclude the following	(where applicable):	1				
	1. Most recent Annual Repor	rt or audited financia	al statement						

3	2. Copies of your standard and largest contract of sales, services of license			
	3. Advertising material and product brochure			
4	4. Business plan if your company is less than 3 year old			
5	5. Sample copy of your contract with subcontracts for "Work for Hire"			
	I/We desire to effect an insurance in terms of the Errors and Omission Liability Insurance of the Errors and Omission L	-		
S	I/We the undersigned hereby declare that the above statements and particulars are suppressed, misrepresented or misstated any facts and information provide herein contract between me/us and the Company and be incorporated herein.			•
	I/We agree that the Company may exchange, share or part with any information to connection with the Proposal, as may be determined by the Company and shall not			
	Date: DDMMYYYY Place:			
		į	roposer	's Signature with company stamp
				Name of Proposer
				Designation of proposer
f NRI pl	Indian please specify the nationality and country address	Society	25 Comp	Trust
submit Re (PI	ecent photograph of proposer: 'hotograph is required. if ustomer does not have	enuties Dat	a Reposit	
submit Re (PI	ecent photograph of proposer: thotograph is required. if	entities Dati	a Reposit	tory. Yes No. Customer can
submit Re (PI	ecent photograph of proposer: hotograph is required. if ustomer does not have	entitues Dati	a Reposit	
Re (PI	ecent photograph of proposer: hotograph is required. if ustomer does not have	enuues Dati	a Reposit	tory. Yes No. Customer can
VI. DE VI. DE I/We he that thi I/We als Ltd. imi	ecent photograph of proposer: hotograph is required. if customer does not have CKYC ID)	the best of ral Insuranc Proposal Fo th State Ba	my/our k e Co. Ltd rm would nk Group	Signature of Proposer Signature of Proposer

Signature of the Agent

VII. AGENT DECLARATION	
Agent/Authorised employee of the Broker/Relationship Officer, do hereby declare that I have explained the nature of the questions contained in this Proposal Form to the Proposer including statement(s), infi this Proposal Form to questions contained herein or any details sought herein will form the basis of the the Proposer, if this Proposal is accepted by the Company for issuance of the Policy. I have fur information/response(s) is/are contained in this Proposal Form/including addendum(s), affidavits, stathe Company shall have the right to vary the benefits which may be payable and further more if there is Policy issued to his/her favour pursuant to this Proposal may be treated by the Company as null and verified to the company.	ormation and response(s) submitted by him/her in e Contract of Insurance between the Company and rther explained that if any untrue statement(s)/ stements, submissions, furnished/to be furnished, has been a non-disclosure of any material fact, the
Licence No.:	
Date: D D M M Y Y Y Y Place:	
	Signature of the Agent
VIII. ELECTRONIC INSURANCE ACCOUNT DETAILS SECTION	
I would like Errors and Omission Liability Insurance and related information in: Physical Format I have elA Number: I would like to apply for elA with: NSDL Data Management CSDL Insurance Repository Ltd Karvy Insurance Repository Ltd	e-Format (electronic)
CKYC No (Central Know Your Customer Registry Number), (if available):	any will handle my CKYC information in compliance
Customer Name:	Date: DDMMYYYYY
Kindly visit our website www.sbigeneral.in to view the list of KYC OVD (Officially Valid Documents). IX. DECLARATION (IF SIGNED IN VERNACULAR LANGUAGE / IF YOU HAVE AFFIXED THUMB IMPRE	SSION ABOVE)
Applicable where the Proposer is illiterate or is suffering from a disability due to which writing is restrict language. (Note: The below must be witnessed by someone other than the Advisor/Employee of the CI/We certify that the product applied for by me/us and the contents of the Proposal Form have be understood them. I/We further certify that the replies in the Proposal Form have been recorded as per the witness) (Relation with the Proposal adult and inhabitant of (city) and residing at explained the contents of the Proposal Form and all other documents incidental to availing the insurance	company). en clearly explained to me/us and I/we have fully the information provided by me/us. I, (Full name of er/Primary insured) do hereby certify that I have read out and
to the Proposer/Primary Insured and he/she/they have understood the same. I/we declare that wh correct to the best of knowledge and belief. Signature of the Witness Insured	satever I/we have stated herein above is true and state of the state o
Date:	

X. PROHIBITION OF REBATES (Under Section 41 of Insurance Act 1938)

- 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 or risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the 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 prospectuses or tables of the Insurer
- $2. Any person \ making \ default \ in \ complying \ with \ the \ provisions \ of this section \ shall \ be \ liable \ for \ a \ penalty, \ which \ may \ extend \ to \ Ten \ Lakh \ rupees.$



AML Declaration as per AML Master Guideline 2022:

1. Determination of Beneficial Ownership:

I/We hereby confirm that the below mentioned person/s have controlling ownership interest/ exercises control through other means and shall be considered for the purpose of determining Ultimate Beneficial Owner:

Sr. No	Name of Ultimate Beneficial Owner	Percentage (%)*	Remarks, if any

*Notes:

- a) Where the client is a company, the beneficial owner(s) is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.
 - 1. "Controlling ownership interest" means ownership of or entitlement to more than ten percent of shares or capital or profits of the company;
 - 2. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- b) Where the client is a partnership firm, the beneficial owner(s) is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of/entitlement to more than **Ten percent of capital or profits of the partnership.**
- c) Where the client is an unincorporated association or body of individuals, the beneficial owner(s) is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
- d) Where no natural person is identified under (a) or (b) or (c) above, the beneficial owner(s) is the relevant natural person who holds the position of senior managing official.
- e) Where the client is a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with **ten percent or more interest in the trust** and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Date:

Signature of Policyholder: