

BUSINESS PRACTICES PROTECTION INSURANCE TRANSPORT INDUSTRY

NOTICES RELATING TO THE OPERATION OF THIS POLICY

Your Duty of Disclosure

Attention is drawn to Section 21 of the Insurance Contracts Act 1984 (Commonwealth) which provides in relation to the duty of disclosure, as follows:

Subject to this Act, an Insured has a duty to disclose to the Insurer, before the relevant contract of insurance is entered into, every matter that is known to the Insured being a matter that:

- (a) the insured knows to be a matter relevant to the decision of the insurer whether to accept the risk and, if so, on what terms; or
- (b) a reasonable person in the circumstances could be expected to know to be a matter so relevant, having regard to factors including, but not limited to:
 - (i) the nature and extent of the insurance cover to be provided under the relevant contract of insurance; and
 - (ii) the class of persons who would ordinarily be expected to apply for insurance cover of that kind.

The duty of disclosure does not require the disclosure of a matter:

- (a) that diminishes the risk;
- (b) that is of common knowledge;
- (c) that the insurer knows or in the ordinary course of the insurer's business as an insurer ought to know; or
- (d) as to which compliance with the duty of disclosure is waived by the insurer.

Where a person:

- (a) failed to answer; or
- (b) gave an obviously incomplete or irrelevant answer to;

a question included in a proposal form about a matter, the insurer shall be deemed to have waived compliance with the duty of disclosure in relation to the matter.

Attention is also drawn to Section 40 of the Insurance Contracts Act 1984 (Commonwealth).

Section 40 - Certain contracts of liability insurance

This section applies in relation to a contract of liability insurance the effect of which is that the Insurer's liability is excluded or limited by reason that notice of a Claim against the Insured in respect of a loss suffered by some other person is not given to the Insurer before the expiration of the Period of the Insurance cover provided by the contract.

The Insurer shall, before the contract is entered into:

- clearly inform the Insured in writing of the effect of subsection (3); and
- if the contract does not provide insurance cover in relation to events that occurred before the contract was entered into, clearly inform the Insured in writing that the contract does not provide such cover.

Where the Insured gave notice in writing to the Insurer of facts that might give rise to a Claim against the Insured as soon as was reasonably practicable after the Insured became aware of those facts but before the insurance cover provided by the contract expired, the Insurer is not relieved of liability under the contract in respect of the Claim, when made, by reason only that it was made after the expiration of the Period of the Insurance cover provided by the contract.

The Insurer advises the Insured that the effect of the Insured providing notice in writing to the Insurer pursuant to Section 40(3), is that cover under the policy may be available in circumstances where it might otherwise not be available.

The terms and conditions of the Policy provide that, if a Claim is made against the Insured or any notice of an intention to make a Claim against the Insured is received or circumstances come to the attention of the Insured which are likely to cause a Claim to be made against the Insured or which the Insured should reasonably expect to cause a Claim to be made against the Insured during the term of this Policy, then the Insured must immediately notify the Underwriters thereof. This notification must be given during the term of the Policy for the Policy to apply.

The time of happening of the acts or circumstances which give rise to a Claim or a possible Claim is not of relevance provided they occur after the Retroactive Date stated on the Policy Schedule and the relevant Limit of Liability is adequate. The obligation of the Insured under the Policy is to communicate to the Insurers during the Period of Insurance a Claim, notice of a possible Claim or circumstances or act which comes to the attention of the Insured and which may give rise to a Claim or which the Insured should reasonably expect may give rise

to a Claim as soon as is reasonably possible after such is made, received or has come to the attention of the Insured.

Upon expiry of the Policy no further Claims can be made thereunder.

Specialist Underwriting Agencies Pty Ltd (ABN 18 010 862 745) give notice that this Policy will be issued under an authority given to Specialist Underwriting Agencies Pty Ltd by Berkley Insurance Australia ABN 53 126 559 706 ("Berkley"). Furthermore Specialist Underwriting Agencies Pty Ltd will be acting as agent of Berkley and not as an agent for the Insured.

Privacy Statement and authority

Protecting your privacy

We are committed to protecting your privacy and the privacy of any personal information provided to us. We comply with the Australian Privacy Principles set out in the Privacy Act 1988. A full version of our Privacy Policy is available (see the link below) which sets out details about how we manage and what we do with your personal information. In summary:

What personal information will we collect and why do we need it?

We may need to collect personal information from you so that we can provide you with the insurance services you are seeking from us.

How do we collect the personal information?

Information is primarily collected through brokers or directly from you. It might also be collected on occasion in person by investigators or to the officers or service providers of ours, in writing, by telephone and by other electronic communication channels.

We may need to obtain personal information from others to ensure that we are fully informed in relation to the issues that we need to address with regard to your insurance and any claim that you may make.

Who will see or have access to your personal information?

Unless we are required to provide your personal information to others by law, by court order or to administer or investigate an application for insurance or a claim, your information will only be seen or used by persons working within the Specialist Underwriting Agencies group of companies.

Security of Information

Our information systems and files are kept secured from unauthorised access and our staff and contracted agents and service providers have been informed of the importance we place on protecting your privacy and their role in helping us to do so. Information will be stored and disposed of in a secure environment, which may only be accessed by authorised personnel.

What if I want to check what personal information you hold about me?

We are happy to advise you what personal information we hold about you and share this information with you. This will be the case unless there is a relevant exception under the Privacy Act 1998 that applies.

Can I correct the information?

If you believe there are errors in our records about you, please let us know and we will be happy to investigate and correct any inaccuracies.

Cookies

Our website may use cookies to provide a better browsing experience. If you prefer not to have cookies collected, you can disable this option in your browser settings.

Direct Marketing

Apart from notifying you of our service offerings, we do not, without your consent, sell, rent, license or otherwise disclose your information to any party for the purposes of direct marketing.

Cross Border Storage

In order for us to provide our services, we may receive and share personal information with the Specialist Underwriting Agencies group of companies, third parties and we may also store that information on servers that are not in Australia. We will ensure that any party with whom we share personal information overseas will be required to comply with the Privacy Act 1988.

Further information

If you would like further information, please review our full Privacy Policy or if you have any complaints or concerns over the protection of the information you have given to us or that we have collected from others, contact the privacy officer at:

Specialist Underwriting Agencies Pty Ltd
255 Sandgate Road
Albion QLD 4010
Ph: 07 3624 9419
Fax: 07 3624 9433
Email: info@sua.com.au

BUSINESS PRACTICES PROTECTION INSURANCE TRANSPORT INDUSTRY

GENERAL INFORMATION

What is to be identified in the Schedule as the **Named Organisation**, including all subsidiary and controlled entities:

Where is the **Principal Address** of Named Organisation:

Fully describe the **business and extent of operations** of the Named Organisation, subsidiary and controlled entities:

Which of the following best describes the Named Organisation:

- Publicly Listed Company
 Proprietary Company
 Partnership/Sole Trader
 Other

Please provide the **number of Responsible Persons, Employees and other workers** of the Named Organisation:

Employment Category	Split by Location								
	ACT	NSW	NT	Qld	SA	Tas	Vic	WA	NZ*
Non-working Directors									
Working Directors									
Office Staff									
Drivers/Mechanics									
Contractors/Sub-contractors									
TOTAL									

*New Zealand may be included; however an additional endorsement applies to comply with New Zealand legislation.

Please advise the following for the **preceding 12 months**:

Gross Freight Earnings	Other Income	Payments to Contractors
\$	\$	\$

“Contractor payments” means any payments made to third party contractors and/or sub-contractors

Does the Named Organisation:

- Comply with all **statutory requirements** concerning its employees? Yes No
- **Post all notices** that are required by law in places conspicuous to all employees? Yes No

After specific enquiry of management and staff, is the Named Organisation aware or have knowledge or information of any circumstance in the **last five years** that:

- May have given rise to a **claim** under this proposed insurance? Yes No
- At some time in the future, might give rise to a **claim** under this proposed insurance? Yes No

NOTE: If knowledge or information exists, any Claim arising from this is excluded from the proposed insurance



SECTIONS 1 & 2 – STATUTORY LIABILITY AND DEFENCE COSTS INDEMNITY

Does the Named Organisation:

- Have **Quality Assurance** Certification to ISO 9000 series? Yes No
- Have procedures concerning **Workplace Health & Safety**? Yes No
 - Is there a system in place to ensure these procedures are enforced? Yes No
 - Is there a system in place to identify hazards and implement safety measures reduce a risk of injury? Yes No
- Have procedures concerning **Protection of the Environment**? Yes No
 - Is there a system in place to ensure these procedures are enforced? Yes No
 - Is there a system in place to identify hazards and implement measures to reduce environmental harm? Yes No
- Have **National Heavy Vehicle Accreditation Scheme (NHVAS)** or similar accreditation? Yes No
- Have written **Chain of Responsibility (CoR)** procedures? Yes No

If Yes

 - Are these procedures annually **reviewed** internally **to ensure compliance** with the relevant Acts of Parliament? Yes No
 - Are these procedures regularly **audited** by external consultants **to ensure compliance** with the relevant Acts of Parliament? Yes No
 - Is there a system in place to ensure these procedures are enforced? Yes No
- Operate in a **radius** outside **750km**? Yes No
 - If **Yes**, please advise the percent of income derived? _____ %
- Derive more than 10% of income from the carriage of **Dangerous Goods**? Yes No
 - If **Yes**, please advise the percent of income derived? _____ %
- Own and/or operate any **Forklifts**? Yes No
- Own and/or operate any **Lifting or Hoisting equipment**? Yes No
 - If **Yes**, please advise the number of units and maximum **lifting/hoisting** capacity

Other than speeding, drink driving & parking offences, in the **last five years**, has the Named Organisation, any of its predecessors in business, any director or any employees had any of the following:

- A **fine or penalty** in excess of \$2,500 imposed by any Government or Regulatory Authority? Yes No
- **Workplace or Environmental incidents** that warranted investigation by a Regulatory Authority? Yes No
- Been required to attend any **hearing, inquiry, prosecution or other commission**? Yes No
- A **request, notice, direction or letter** from any Regulatory Authority, including but not limited to any Government transport authority, Occupational Health & Safety authority and/or Environmental Protection authority to provide or produce any information, records or documentation? Yes No
- An **AUDIT** by any **Regulatory Authority**, including but not limited to any Government transport authority, Occupational Health & Safety authority and/or Environmental Protection authority? Yes No

*If any of the above have been answered YES, please **attach** comprehensive details of the Incidents*

NOTE: If knowledge or information exists, any Claim arising from this is excluded from the proposed insurance

SECTION 3 – EMPLOYMENT PRACTICES LIABILITY

For the preceding 12 months, please advise the **Number of Employees:**

- | | |
|--------------------------------------|--|
| ▪ Dismissed by employer _____ | ▪ Resigned voluntarily _____ |
| ▪ Made redundant _____ | ▪ Receiving remuneration over \$100,000 _____ |

Does the Named Organisation:

- (a) Have an **Employee Handbook** incorporating Employee Code of Conduct? Yes No
- (b) Have Procedures for filing complaints/grievances? Yes No
- (c) Have Anti-harassment and discrimination policies? Yes No
- (d) Require dismissals to be **reviewed** by **external** solicitors? Yes No
- (e) Periodically have its employment policies, procedures, and forms **reviewed** by **external solicitors**? Yes No

If a review was conducted, were all recommendations from this review complied with?

Yes No

- (a) Have a **Human Resource** manager or department? **If not, who handles this function?** Yes No

In the last 3 years, has the Named Organisation, any of its predecessors in business, any director or any employee had any **Employment Practice** issues that would be covered by this proposed insurance? Yes No

If this has been answered YES, please provide comprehensive details of the circumstances.

NOTE: If knowledge or information exists, any Claim arising from this is excluded from the proposed insurance

SECTION 4 & 5 – DIRECTORS & OFFICERS LIABILITY AND ORGANISATION LIABILITY

1. Does the Named Organisation have a **surplus** of Assets over Liabilities? Yes No
2. Is the Named Organisation **trading profitably** and able to **meet its debts** as and when they fall due? Yes No
3. Are the Named Organisation's Financial Statements **audited to AASB (Aust Accounting Standards Board)** standards? Yes No
- If yes, does the Auditor's statement contain a Qualification? If so, please attach a copy.** Yes No
4. Does the Named Organisation:
- Have a dedicated **Audit Committee**? Yes No
 - Have a dedicated **Compliance Manager** and/or **Committee**? Yes No
 - Have a dedicated **Financial Controller**? Yes No
5. Have any of the Named Organisation's Directors completed an **Aust Institute of Company Directors course**? Yes No
6. In the past 3 years, has the Named Organisation:
- Been involved in any **merger, acquisition, takeover** or **divesture**? Yes No
 - Been subject to any **takeover** attempt? Yes No
7. Is any **acquisition, takeover** or **divesture** being considered at the moment? Yes No

If any of the above has been answered YES, please provide details below. If there is insufficient space, please provide an attachment.

8. After specific enquiry of management and staff, is the Named Organisation, or any Director, Officer or Employee aware or have knowledge or information of:
- Any Claim made against any person party to this Insurance in their **capacity** as a **Director or Person of Responsibility**? Yes No
 - Any act, error or omission that may give or have given rise to a **Claim** under the **Directors & Officers Liability section**? Yes No

If any of the above has been answered YES, please attach comprehensive details of the circumstances. Any Claim arising from matters disclosed above is excluded from the proposed insurance



OPTIONAL EXTENSIONS

REPUTATION EXPENSES/TAXATION AUDIT/FIDELITY GUARANTEE

1. According to the most recent financials, does the Named Organisation place a value on its brand and/or trademarks as an intangible asset on the balance sheet? Yes No

If **yes**, to what value? \$ _____

2. In the last 5 years, has the Named Organisation been the subject of a **Taxation Audit** by the Australian Tax Office? Yes No

If **yes**, please provide details:

3. According to the most recent financials, does the Named Organisation place a value on its brand and/or trademarks as an intangible asset on the balance sheet? Yes No

If **yes**, please provide details:

4. Does the Named Organisation:

- (a) Conduct internal stock and/or contents audits at least once every 6 months? Yes No
- (b) Conduct reconciliations on bank accounts at least once every month? Yes No
- (c) Require all transactions to be countersigned? Yes No
- (d) Ensure clients' funds are held in properly designated clients' trust accounts separate from the Named Organisation's working accounts? Yes No

If any of the above has been answered NO, please provide comprehensive details of the circumstances. If there is insufficient space, please provide an attachment.

NOTE: If knowledge or information exists, any Claim arising from this is excluded from the proposed insurance

DECLARATION

It is important that the Named Organisation and all Subsidiaries/Controlled Entities thereof, and the Authorised Director/Executive Officer signing this Declaration on their behalf, are fully aware of the scope of this insurance so that these questions can be answered correctly. If in doubt, please contact your broker as non-disclosure may affect an Insured's and/or the Named Organisation's right of recovery under the insurance or lead to avoidance.

I, the undersigned, being a Director/Executive and/or Responsible Officer of the Named Organisation, hereby declare that:

- I am authorised to complete this Proposal on behalf of the Named Organisation as noted on the Proposal
- All answers to the questions contained in this Proposal are, after enquiry, true to the best of my knowledge & belief; and
- I have read and understood the notices within this Proposal; and
- I understand that submission of this Proposal does not bind either the Insurer or the Named Organisation or any subsidiary companies/controlled entities thereof, to enter into a binding contract of insurance.

Signed: _____

Dated _____

Capacity/Title: _____