



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

Banker's Blanket Bond Proposal Form

Note to the Proposer

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.

Signing or completing this proposal does not bind the Proposer, or any individual or entity he or she is representing to complete this insurance.

Please provide by addendum any supplementary information which is material to the response of the questions herein.

All answers should be given as a group response i.e. if any subsidiary company has different responses these should be provide separately on your headed paper.

Proposer Details

1. Name of Proposer: _____
2. Principal address of Proposer: _____

Tel: _____ Fax: _____
Email address: _____ Website address: _____
3. Date established: _____
4. Principal activities/services of Proposer: _____

5. Number of permanent directors: _____
6. Number of employees:
 - (a) Singapore _____
 - (b) Overseas _____
7. Number of locations:
 - (a) Singapore _____
 - (b) Overseas _____



Internal Controls and Procedures

1. Does the company have an employee Handbook/Manual? ☐Yes ☐No
If "yes"
 - (a) does it contain written instructions on all aspects of your business? ☐Yes ☐No
 - (b) does it clearly define the individual duties of each employee? ☐Yes ☐No
 - (c) does it address security procedures (including electronic data security)? ☐Yes ☐No
2. Are employees trained and re-trained, if necessary, on all aspects of:
 - (a) physical and electronic data security? ☐Yes ☐No
 - (b) operational procedures? ☐Yes ☐No
3. Are all employees required to take an uninterrupted, two week holiday each calendar year? ☐Yes ☐No
4. Are the duties of each employee arranged so that no one employee is permitted to control any transaction from commencement to completion? ☐Yes ☐No
5. (a) Do you have an established group recruitment policy which assesses the suitability for all positions? ☐Yes ☐No
(b) Do you have established employee leaving procedures? ☐Yes ☐No
6. Are any branches, subsidiaries or associated companies allowed to maintain different operational procedures than the Head Office/Parent Company? ☐Yes ☐No
If "Yes", is prior approval required from Head Office/Parent Company? ☐Yes ☐No
7. Do you maintain dual control over the handling of:
 - (a) securities? ☐Yes ☐No
 - (b) company/corporate cheques and drafts? ☐Yes ☐No
 - (c) dormant accounts (if dormant for longer than 6 months)? ☐Yes ☐No
 - (d) access codes, cyphers, test keys? ☐Yes ☐No
8. Is joint custody maintained for the safeguarding of:
 - (a) access codes, cyphers, test keys? ☐Yes ☐No
 - (b) access to Property whilst in safes and/or vaults? ... ☐Yes ☐No



Computer Systems

1. Do you operate or subscribe to any automated teller machine network or electronic point of sale system?..... ☐Yes ☐No
2. Do you make or receive funds transfer instruction via any of the following methods? :
 - (a) interbank electronic communications systems
 - (i) BACS ☐Yes ☐No
 - (ii) SWIFT ☐Yes ☐No
 - (iii) CHAPS ☐Yes ☐No
 - (iv) Bankwire ☐Yes ☐No
 - (v) Other, please specify.....
 - (b) Internet ☐Yes ☐No
 - (c) electronic mail ☐Yes ☐No
 - (d) telex ☐Yes ☐No
 - (e) facsimile..... ☐Yes ☐No
 - (f) voice initiated ☐Yes ☐No
 - (g) on-line cash management ☐Yes ☐No
 - (h) other, please specify: _____
3. Are all fund transfer instructions subject to a verification and authentication process? ☐Yes ☐No
4. Do you secure fund transfer instructions (e.g. through the use of passwords, encryption, testing, call back or other authentication)? ☐Yes ☐No
5. Do you permit the transfer of funds via telephonic instruction? ☐Yes ☐No
If "yes", in respect of corporate or business accounts only:
 - (a) is there a written agreement with customers? ☐Yes ☐No
 - (b) does the written agreement contain transfer limits? ☐Yes ☐No
 - (c) is verification, by someone other than the initiator of the transfer instruction, required prior to such transfer taking place? ☐Yes ☐No
6. Are passwords used to give varying levels of access to your computer system and funds transfer systems on the need and authorisation of user basis? ☐Yes ☐No
7. Are all key source documents maintained in a secure environment prior to being entered into the computer system in order to prevent unauthorised modification or inappropriate use of data?..... ☐Yes ☐No



8. Are remote terminals kept in a physically secure location accessible by authorised personnel only? ☐Yes ☐No
9. Do you utilise any recognised software packages to control access to your computer system? ☐Yes ☐No
- If "yes", do you modify such software to your own specifications? ☐Yes ☐No
10. Are your data processing centers physically separated from other departments? ☐Yes ☐No
11. Do you have an access control system for your data processing centers? ☐Yes ☐No
12. Are data file generations stored and secured off-site in a restricted area? ☐Yes ☐No
13. Do you utilise independent contractors to prepare electronic computer programs? ☐Yes ☐No
- If "yes":
- (a) are specific parameters in place to restrict their access?..... ☐Yes ☐No
- (b) are their activities overseen when accessing your computer system? ☐Yes ☐No
- (c) are safeguards in place to prevent access to your other systems? ☐Yes ☐No

Internet Facility/ E-Commerce

1. Do you provide an Internet facility? ☐Yes ☐No
- If "yes", do you offer any of the following?:
- (a) product information only ☐Yes ☐No
- (b) account balance..... ☐Yes ☐No
- (c) pre-authorised account to account transfers ☐Yes ☐No
- (d) loan applications ☐Yes ☐No
- (e) interactive mortgage applications..... ☐Yes ☐No
- (f) business/company account management facilities..... ☐Yes ☐No
- (g) insurance products..... ☐Yes ☐No
- (h) on-line securities dealing..... ☐Yes ☐No
- (i) other, please specify: _____
2. Do you have formal terms and conditions for the use of your Internet facility, which outline the obligations and responsibilities of the users? ☐Yes ☐No



3. Is the identity of users verified and authenticated? ☐Yes ☐No
If "yes", please identify the method used
- (a) password ☐Yes ☐No
(b) one-time password..... ☐Yes ☐No
(c) public/private key encryption ☐Yes ☐No
(d) digital signature..... ☐Yes ☐No
(e) other, please specify _____
4. Do you encrypt data whilst it is stored or held within your Internet facility? ☐Yes ☐No
5. Are firewalls and/or comparable software used to authorise access to your Internet facility? ☐Yes ☐No
If "yes", do you modify such software to your own specifications ☐Yes ☐No
6. Do you use any anti-virus software? ☐Yes ☐No
If "yes" is this upgraded on a regular basis? ☐Yes ☐No
7. Do you monitor and produce reports on intrusion/ unauthorised access activity? ☐Yes ☐No
8. Do you restrict access between your Internet facility and your main computer system? ☐Yes ☐No
9. Do you have a specific department which maintains your Internet facility (e.g. carrying out program development, testing, firewall maintenance, intrusion monitoring)? ☐Yes ☐No
10. Do you have a fully tested disaster recovery and business continuity plan? ☐Yes ☐No
If "yes", does it include an off-site back-up facility? ☐Yes ☐No

Lending Procedures

1. Do you operate and maintain a formal loan policy manual or similar internal document? ☐Yes ☐No
If "yes", does this include:
- (a) individual lending limits? ☐Yes ☐No
(b) tiered authority levels? ☐Yes ☐No
(c) lending criteria? ☐Yes ☐No
(d) collateral requirements and authentication procedures (e.g. property, letter of credit, bill of exchange, certificate of deposit, securities and the like)? ☐Yes ☐No
2. Are all loans independently reviewed to ensure compliance with the loan policy manual or similar internal document? ☐Yes ☐No



Fund/Investment/Asset Management Companies

Only complete if the Proposer offers such services to third parties

1. Are transactions only entered into on the basis of appropriate authorisation in accordance with management criteria? ☐Yes ☐No
2. Has management defined and communicated formal trading policies and dealing limits? ☐Yes ☐No
3. Are trading transactions and positions reviewed for compliance with formal trading policies manual or similar internal document? ☐Yes ☐No
4. Are accounts of trades which exceed set limits identified or rectified or referred to senior management for immediate action? ☐Yes ☐No
5. Do counterparties receive authorised confirmation for all deals prior to settlement ? ☐Yes ☐No
6. Is the book of investments and securities periodically substantiated and evaluated against recorded values independently of the dealer and fund managers ? ☐Yes ☐No
7. Are responsibilities for investment decisions segregated from accounting activities and custodial responsibilities? ☐Yes ☐No

Insurance Companies

Only complete if the Proposer offers such services to third parties

1. Do you operate and maintain a formal underwriting manual in respect of all classes of insurance written? ☐Yes ☐No
2. Please indicate where business production is obtained from as a percentage of the following:
 - (a) agents on commission
 - (b) direct sales.....
 - (c) brokers/consultants.....
 - (d) other, please specify
3. Are clients/brokers/agents instructed to pay premium in the Proposer's name? ☐Yes ☐No
4. Is the department/ individual designated to receive premium completely divorced from the day to day handling of business? ☐Yes ☐No
5. Is responsibility for claims inspection/settlement completely divorced from underwriting? ☐Yes ☐No
6. Are all claims examined and agreed by a minimum of two authorised individuals before payment is made who ensure that claim payments are made direct to your insured? ☐Yes ☐No



Audit and Compliance

1. Do you have an internal audit department which has separate duties from the auditing services provided by an external accountant? ☐Yes ☐No
- If "yes",
- (a) is there a formal written audit programme which includes EDP audit? ☐Yes ☐No
- (b) is there an established audit cycle which encompasses all operations? ☐Yes ☐No
- (c) are the internal audit department independent of any other function? ☐Yes ☐No
- (d) are written reports made to either an audit committee or an individual that reports to the Board of Directors? ☐Yes ☐No
- (e) do you have procedures in place to monitor the implementation of recommendations made by the internal audit department? ☐Yes ☐No
- (f) does the audit team periodically review the segregation of duties, accuracy of records, management and supervisory procedures and the physical and non-physical internal controls? ☐Yes ☐No
2. (a) are you audited annually by a chartered accountant? ☐Yes ☐No
- (b) do they review the internal controls and report their findings? ☐Yes ☐No
- (c) has your accountant made any recommendation in the last two years? ☐Yes ☐No
- If "yes",
- (i) have such recommendations been complied with? ☐Yes ☐No
- If "no",
- (ii) have you adopted alternatives arrangements to the satisfaction of your accountant? ☐Yes ☐No
3. Do you have a compliance officer who monitors and implements all regulatory directives, rules, principles and guidelines? ☐Yes ☐No



Values at Risk

1. Please state the maximum value of securities (including negotiable collateral, unissued stock certificates etc.):

- (a) at head office _____
- (b) at branches _____
- (c) with custodians _____

2. Please state the maximum amount of cash:

- (a) at head office _____
- (b) at branches _____
- (c) at individual tellers _____
- (d) within automated teller machines _____
- (e) with custodians _____

3. Please state the maximum amounts/ values carried by:

- (a) armoured motor vehicle:
 - (i) cash _____
 - (ii) securities _____
- (b) messengers:
 - (i) cash _____
 - (ii) securities _____



Loss Information

1. Please give brief details of any loss sustained by the Proposer (whether insured or uninsured) during the past 5 years as follows:

Nature of Loss	Date of Discovery	Location	Amount of Loss
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Does the Proposer, after full enquiry, or any of its directors, officers, partners or trustees have any knowledge, of any act, omission, fact, event or circumstance which might give rise to a loss under this proposed insurance? ☐Yes ☐No

If "yes", please provide details on a separate sheet.

3. In the event that a loss has been discovered, has the Proposer taken remedial action to prevent or avoid recurrence?.. _____ ☐Yes ☐No

Please Enclose With This Proposal Form

The latest Audited Annual Report and Financial Statements



Declaration

I declare that statements and particulars in this proposal form are true and no material facts have been misstated or suppressed after full enquiry. I agree that this proposal, together with any other information supplied shall form the basis of the contract of Insurance affected thereon. I undertake to inform Insurers of any material alteration to those facts occurring before the 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.

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 before you provide your consent, and/or the above representation and warranty.



A material fact is one which would influence the acceptance or assessment of the risk.

Signed

Title
(authorised signatory of the Proposer)

Company

Date

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