

INSURANCE

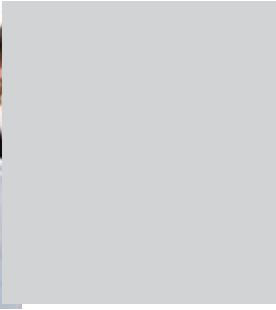
PRIMESHIELD OFFICE

Ensuring Protection
Against The Unexpected



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eTiQa
Insurance



YOUR PLATFORM FOR PROGRESS & PARTNERSHIP

An office is the nerve centre for any manufacturing plant or assembly-line operations. It sets the pace of performance, productivity and profits. Your small or medium-size industry is no different.

Your office is where everything starts from – and finishes. Your office is you. It is often a reflection of the chief executive officer or his team of top management.

The most effective forward planning starts right here. By you. And your team. You can plan the most up-to-date production methods or conceive the best marketing plan to beat the competition. But you also have to guard against the least expected developments. Late delivery of goods, a strike by employees or a public liability claim can cause serious interruptions of business. And damage to your business operations.

Only you and how you manage the crisis can make the difference. Expecting the unexpected, forward planning and good insurance coverage can avoid or minimise these interruptions and disruptions that can destroy all your achievements. But you have to act fast.

While the staff look up to the office, it is the office that looks after the staff in how they manage such disruptions. It is a progressive partnership of people and performance. Such partnerships ensure greater productivity and bigger profits.

THE OFFICE AND YOU

Partnerships of people and performance to move in tandem for productivity and profits can only depend on vision, forward-planning and a dynamic approach to good management which requires good insurance against anything that may go wrong. The best planning, however, can go seriously wrong when the unforeseen happens.

Factors like fire and fraud, flu epidemics or damage to property are business interruptions that can cost you thousands. Plus loss of market share. There are other constraints to running a smooth business operation – work injury compensation issues, public liability claims and damage to goods in transit.

If it all starts at, and from, the office then your chief executive officer should be talking to PrimeShield.

PrimeShield specializes in insurance coverage involving an office environment. Specially one that administers a small and medium-size manufacturing establishment or an assembly plant.

Your office or store is the nerve centre for irreplaceable records – don't let a fire destroy them. Goods are valuable but can also be damaged through floods or contamination. Cash can get stolen and human lives can get lost. Therefore, a cost-effective, comprehensive policy must also include an insurance policy tailored to your specific needs. This is vital.

Equate the thousands of dollars lost to the cents involved in getting the right business protection. If it is business protection you want, nobody does it better than PrimeShield. After all, we are in the protection business.



ABOUT THE PLAN

This product is suitable for individuals who:

- Run small and medium sized businesses carrying out office operations

Basic Covers

All Risks protects your property against any accidental physical loss or damage including

- Plate Glass up to 5% of Sum Insured
- Curios and works of art up to S\$2,000
- Terrorism up to S\$10,000

Business Interruption provides a daily benefit up to 100 days should you suffer total interruption or interference to your business including contagious and infectious Disease up to 10% of Sum Insured

Money Insurance covers you for loss of money whilst in transit or in premises including

- Loss or damage to locked drawers/safes/cash registers due to theft or attempted theft up to S\$500
- Automatic increase in Sum Insured by 50% for 3 days running consecutively and immediately following Chinese New Year, Hari Raya Puasa, Deepavali and Christmas Day up to S\$5,000 in the aggregate
- Money in proprietor's / partner's / director's residence kept in locked drawers/safes after business hours up to S\$500
- Personal Accident Benefits for 2 employees at S\$10,000 each

Personal Accident provides a full 24 hour worldwide protection on the life of the proprietor/ partner(s)/ director(s) against accidental death or permanent disablement including medical expenses as well as option to increase the Sum Insured to twice the amount

Public Liability protects your legal liability to a third party for accidental injury or property damage arising out of your business operation with extensions like

- Food and Drinks up to S\$100,000
- Advertising and Neon Signs up to S\$100,000
- Guests' Effects up to S\$250 any one event
- Director(s) and non-manual executives on overseas business trips (excluding USA and Canada)

Work Injury Compensation covers your legal liability towards your employees for death or bodily injury in the course of their employment including

- Personal injury by accident sustained by your employees during meal breaks
- Overseas business trips for non-manual employees up to S\$20,000 each employee and S\$200,000 any one period

Optional Covers

Fire and Extraneous Perils provide protection to your Building/Office Unit from physical loss or damage due to fire, lightning and other named perils

Fidelity Guarantee protects your financial losses arising out of any dishonest acts by your employees and gives you free maximum one time reinstatement of Limit Guarantee any one period

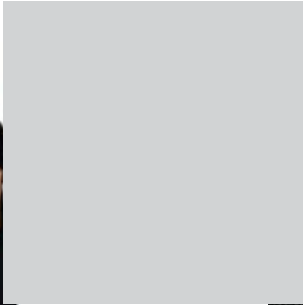
Special Benefit – Renewal Loyalty Discount

Subject to no claims on each renewal, the following loyalty discount is allowed :

- | | |
|-------------------------------|-----|
| • 1st renewal | 10% |
| • 2nd and subsequent renewals | 20% |

Excluded Businesses / Traders And/Or Activities

- Container Office
- Contractors
- Couriers/delivery services
- Detective/Investigation agencies
- Events and exhibitions organizers
- Financial institutions
- Money changers/Remittance offices
- Motor Traders
- Office cum store&/or manufacturing operations
- Security services
- Surveyors/adjusters firms
- Transportation companies



Excluded Risks/Premises

- Risk not situated in Singapore
- Premises not of Class One construction
- Risk with property kept in open or without perimeter fence and/or security
- Risk involving work offsite
- Work onboard vessels
- Premises occupied as hospitals, clinics and laboratories (Contagious and Infectious Disease Extension is not applicable)

Major General Exclusions Applicable to All Sections

- Asbestos or any actual or alleged asbestos related injury or damage
- Consequential loss of any kind or description including penalties or loss of contract
- Ionising radiations or contamination by radioactivity
- Nuclear weapons material
- Terrorism except as provided under Section 1 – All Risks
- War and kindred risks

LIFE IS EASIER WITH ETIQA

Backed by a name you can depend on and trust, Etiqa Insurance, a wholly-owned subsidiary of Maybank Group, is here to serve you in more ways than one.

At Etiqa, we make insurance simple and easy, relieving you the difficult task of going through – “fine” prints. Our insurance policies are designed to make life easier for you, with our emphasis on speed and convenience in today’s fast paced world. This means no more headaches just to ensure that you, your loved ones and business are well-protected.

Besides the policy at hand, Etiqa has a complete range of other insurance policies made within your reach. These are samples of policies that you can choose from:

- **Vacation Shield** provides protection for unforeseeable accidents and losses including medical emergencies and other travel related misadventures
- **Home Protection Plan** provides protection for the property you own and the renovations, improvements, personal effects and other personal property of yours against theft, fire and other natural disasters
- **Personal Accident Plan** provides protection for accidental death or permanent disablement including medical and hospitalisation expenses. The coverage options in this policy include Accidental Death Resulting From an Accident, Permanent Disablement Resulting From an Accident, Medical Expenses / Hospitalisation Resulting From an Accident and Bereavement Grant

- **The Primeshield Series** (Retail, Food & Beverage, Light Industries and Office)
 - Protects your business against loss or damage :
 - of your assets and business income due to fire, specified perils and accidental damage
 - money in and outside your business premises
 - to your goods whilst in transit (does not apply to Primeshield Office)
 - arising out of bodily injury to your employees
 - arising out of legal liability to third parties

underwritten by:

etiqa
Insurance

Etiqa Insurance Berhad (Company Reg. No. T09FC0054K)
1 North Bridge Road, #08-01 High Street Centre, Singapore 179094
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A Member of the  Group

PROPOSAL FORM

Important Notice

- Statement Pursuant to Section 25(5) of the Insurance Act (Cap 142) or any subsequent amendments thereof, you are to disclose in this Proposal Form, fully and faithfully, all the facts, which you know or ought to know, otherwise the Policy issued hereunder may be void.
- The liability of the Company does not commence until this Proposal is accepted in accordance to the Policy terms, conditions and exclusions.
- If your proposal is accepted, it is a condition precedent to the liability of the Company under the Policy that the premium must be paid and received in full by the Company within sixty (60) days from the inception date of the insurance failing which the Policy shall deem to be automatically terminated and a pro-rata premium will be charged for the period that the Company is on risk.

The Proposer

Business Name: _____
 Business Registration No.: _____
 Correspondence Address: _____
 _____ Postcode: _____
 Tel No.: _____ Fax No.: _____ Email: _____
 Nature of Business / Trade: _____
 Location of Risk: _____
 Occupancy: _____ Postcode: _____
 Period of Insurance: From: _____ To: _____

Details of Risk Premises (Please tick in the appropriate box/column)

- | | | |
|--|-------|-------|
| a. Is the Insured Premises situated in/at any of the following: | Yes | No |
| <input type="checkbox"/> Light Industrial Area <input type="checkbox"/> Pre-War Shophouse | _____ | _____ |
| b. Are you the owner of the Insured Premises? | _____ | _____ |
| c. Is the Insured Premises solely occupied by you?
If shared with others, please state their business/trade:
_____ | _____ | _____ |
| d. Is the Insured Premises of Class One construction? | _____ | _____ |
| e. Is the Insured Premises protected with any of the following fire fighting facilities? | _____ | _____ |
| <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Sprinkler System | | |
| <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Fire Hosereel | | |
| f. Is the Insured Premises protected with any of the following security system? | _____ | _____ |
| <input type="checkbox"/> CCTV <input type="checkbox"/> Burglary Alarm System | | |
| <input type="checkbox"/> Grilled Windows/Doors <input type="checkbox"/> 24-hr Security Guard | | |
| g. Have you made any insurance claims in the last 3 years?
If YES, please furnish details of all claims as follows: | _____ | _____ |
| Date of Loss Nature of Loss Amount Claimed (S\$) | | |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| h. Has any previous insurer refused to give cover, renew or imposed any special terms? If YES, please state reason(s)
_____ | _____ | _____ |
| _____ | | |
| i. Is there any financial institution having any interest in the Property insured? If YES, please give details.
_____ | _____ | _____ |
| _____ | | |

Please attach a list where space is insufficient

Personal Accident

Please provide details of the proprietor/partner(s)/director(s) insured under the Personal Accident Section. Age Limit: 16 to 70 years old

Name of Insured Person	NRIC/Passport No.	Date of Birth	Sum Insured (Please tick)	
			Basic	Top-Up
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Fidelity Guarantee (To complete if not all employees are to be insured)

Please provide details of the employee(s) insured under the Fidelity Guarantee Section.

Name of Insured Person	NRIC/Passport No.	Designation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment Mode

Cheque crossed and made payable to **Etiqa Insurance Berhad**

Bank: _____ Cheque No.: _____ Amount: _____

Declaration

- I/We declare the above particulars to be true and correct and have not withheld any material information regarding this Proposal and agree that they shall be the basis of the contract between the Company and me/us.
- I/We understand that Section 4 is a Personal Accident Policy and benefits shall be payable upon an accident occurring, subject to applicable terms, conditions and exclusions.
- I/We declare I/we further understand that the insurance provided herein is subject to the condition precedent that:
 - I/We never had any insurance terminated in the last twelve (12) months due solely or in part to a breach of any premium payment condition; or
 - If I/we had breached any premium payment condition in respect of a previous policy taken up with another insurer in the last twelve (12) months:
 - all outstanding premium for time on risk calculated by the previous insurer based on the customary short period rate in respect of the previous policy have been fully paid; and
 - a copy of the written confirmation from the previous insurer to this effect is hereby provided.

 Proposer's Signature and Company Stamp

 Date

Intermediary's Particulars

Name: _____

Account Code: _____

PrimeShield Office - Coverage and Premium Computation

Basic Cover	Basic Sum Insured/Limit	Top-Up Rate	Top-Up Sum Insured/Life	Top-Up Premium
1 All Risks (Excess: S\$200 each & every claim except fire, lightning & explosion) On Contents including furniture, fixtures & fittings and plate glass Option to increase Basic Sum Insured up to maximum S\$1,000,000	S\$100,000	0.125%	S\$ _____	S\$ _____
2 Business Interruption (Time Excess: 24 hours all claims) On Total Interruption to business resulting from loss or damage by perils insured as described under Section 1 - All Risks (up to 100 days) Option to increase Basic Daily Benefit up to maximum S\$300 per day	S\$200 per day	S\$12.50	S\$ _____	S\$ _____
3 Money (a) Money in Transit Option to increase Basic Sum Insured up to maximum S\$10,000 (b) Money in Premises (Up to sub-limit of S\$1,000 in locked drawers/cabinets/cash registers after business hours) Option to increase Basic Sum Insured up to maximum S\$10,000 (c) Money in proprietor's/partner's/director's residence kept in locked drawers/safes after business hours	S\$5,000 S\$3,000 S\$500	0.50% 0.50% N.A.	S\$ _____ S\$ _____ N.A.	S\$ _____ S\$ _____ N.A.
4 Personal Accident On the life of (up to 2) named proprietor/partner(s)/director(s) (a) Death/Permanent Disablement (b) Medical Expenses Option to increase Basic Sum Insured for Death/Permanent Disablement by S\$50,000 to S\$100,000 per person at S\$25 each	S\$50,000 each S\$500 each	S\$30 per additional person	Additional _____ person(s) _____ person(s)	S\$ _____ S\$ _____
5 Public Liability Option to increase Basic Limit of Liability up to maximum S\$2,000,000	S\$500,000	S\$15 per S\$250,000	S\$ _____	S\$ _____
6 Work Injury Compensation Please declare total number of employees Option to increase Basic Total Number of Employees up to maximum 15	Up to 4 employees	S\$25 per employee	Additional _____ employee(s)	S\$ _____
(i) Basic Cover Annual Premium (excluding GST)		S\$280	(ii) Top-Up Annual Premium (excluding GST)	
Optional Cover		Maximum Sum Insured Rate	Sum Insured/Life	Additional Premium
1 Fire and Extraneous Perils on Building		Up to S\$2,000,000 0.05% (Minimum Premium: S\$25)	S\$ _____	S\$ _____
2 Fidelity Guarantee Minimum Limit: S\$5,000 any one occurrence and in the aggregate Maximum Limit: S\$10,000 any one occurrence and in the aggregate		Up to 15 employees 0.50% + S\$10 per capita	Limit S\$ _____ No. of Employees _____	S\$ _____ S\$ _____
		(iii) Optional Cover Annual Premium (excluding GST)		S\$ _____
		Annual Premium: (i) + (ii) + (iii) (excluding GST)		S\$ _____
		Additional 15% loading for Location in Light Industrial Areas/Pre-War Shophouses		S\$ _____
		Total Annual Premium (excluding GST)		S\$ _____
		Total Annual Premium (inclusive of GST)		S\$ _____

Sum Insured to be rounded up to the nearest thousand

ANNUAL PREMIUM IS ON A PER LOCATION BASIS UNLESS UNITS ARE ADJOINING