



Locked Bag 11, Royal Exchange NSW 1225, DX 1140 Sydney
Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

ASSOCIATION LIABILITY PROPOSAL FORM

IMPORTANT NOTICES

1. This is a proposal form for a policy relating to claims made against the Directors and/or Officers and/or the Organisation shown in answer 1(a) and of its subsidiaries (hereinafter referred to as the Proposers) during the currency of the said insurance.
2. In the event that there is any material change in the answers given to the questions contained in this proposal form prior to the inception of the Insurance, the Proposers must notify Underwriters and, at the sole discretion of Underwriters, any outstanding quotations may be modified or withdrawn.
3. The following documents must be submitted with this proposal form:
 - a) The audited accounts of the organisation for the last 2 financial years
 - b) The latest interim statement (if applicable)
4. All questions must be answered to enable a quotation to be given. The completion and signature of this proposal form does not bind the Proposers or the Underwriters to complete a contract of Insurance. If there is in sufficient space to answer questions, please use an additional sheet and attach it to this form (please indicate question number).

QUESTIONS

ANSWERS

- | | | | |
|---|-----|----------|--|
| <ol style="list-style-type: none"> 1. (a) Name of the Organisation <li style="margin-left: 20px;">(b) Address of Head Office <li style="margin-left: 20px;">(c) If the Organisation stated in (a) is a subsidiary of another company, please state the name and address of the ultimate Holding Company | 1. | (a) | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(b) Address of Head Office <li style="margin-left: 20px;">(c) If the Organisation stated in (a) is a subsidiary of another company, please state the name and address of the ultimate Holding Company | (b) | | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(c) If the Organisation stated in (a) is a subsidiary of another company, please state the name and address of the ultimate Holding Company | (c) | | |
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| <ol style="list-style-type: none"> 2. (a) Type of Organisation (eg. Trade Association, Charity, Social, Professional etc). <li style="margin-left: 20px;">(b) Brief Summary of the Role & Activities of the Organisation <li style="margin-left: 20px;">(c) Date since the Organisation Established <li style="margin-left: 20px;">(d) Does the Act of Parliament govern the activities? If so, please supply copies of relevant sections. <li style="margin-left: 20px;">(e) Is any Journal, Newspaper or similar publication issued? If so, please supply samples. <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | 2. | (a) | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(b) Brief Summary of the Role & Activities of the Organisation <li style="margin-left: 20px;">(c) Date since the Organisation Established <li style="margin-left: 20px;">(d) Does the Act of Parliament govern the activities? If so, please supply copies of relevant sections. <li style="margin-left: 20px;">(e) Is any Journal, Newspaper or similar publication issued? If so, please supply samples. <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | (b) | | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(c) Date since the Organisation Established <li style="margin-left: 20px;">(d) Does the Act of Parliament govern the activities? If so, please supply copies of relevant sections. <li style="margin-left: 20px;">(e) Is any Journal, Newspaper or similar publication issued? If so, please supply samples. <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | (c) | | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(d) Does the Act of Parliament govern the activities? If so, please supply copies of relevant sections. <li style="margin-left: 20px;">(e) Is any Journal, Newspaper or similar publication issued? If so, please supply samples. <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | (d) | YES / NO | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(e) Is any Journal, Newspaper or similar publication issued? If so, please supply samples. <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | (e) | YES / NO | |
| <ol style="list-style-type: none"> <li style="margin-left: 20px;">(f) Are any Practice Notes, standards contract document or similar publications issued? If so, please supply samples. | (f) | YES / NO | |
| | | | |
| | | | |



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- | | | | |
|----|---|----|---|
| 3. | Name of each Director & Executive Officer
(attached separate sheet if required) | 3. | 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____ |
| 4. | (a) Approximate number of Members

(b) By how much has this number changed over the past three (3) years? | 4. | (a) _____

(b) _____ |
| 5. | (a) Actual Total Gross Revenue for the last Financial year

(b) Estimated Total Gross Revenue for the current Financial year | 5. | (a) _____

(b) _____ |
| 6. | Is cover required under this policy for Directors or Officers of the Organisation or of its subsidiaries whilst holding positions in any associated organisation at the request of the Organisation? | 6. | YES / NO (If Yes, Please provide details)

_____ |
| 7. | (a) Is the Organisation an incorporated body?
If so, under the provisions of what legislation are you incorporated?

(b) Is the Organisation a Company?
If so;
(i) State approximately the number of shareholders
(ii) Name the percentage of any shareholder controlling 10% or more of the common shares directly or beneficially.

(c) Has any merger, takeover or significant reorganisation taken place during the past 5 years? | 7. | (a) YES / NO

(b) YES / NO

(i) _____

(ii) _____

(c) YES / NO (If Yes, please provide details)

_____ |
| 8. | Does the Organisation currently carry any Association Liability Insurance (D&O, E&O or PI Insurance)? | 8. | YES / NO (If Yes, please provide name of Insurer, Limits, Expiry Date, and Premiums)

_____ |
| 9. | (a) If an Insurance similar to that now proposed had been or were now if effect would any claim which has been made or which is now pending against any persons proposed for Insurance have fallen within the scope of such insurance? | 9. | (a) YES / NO (If Yes, please provide details)

_____ |



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(b) Is any person proposed for Insurance aware, AFTER ENQUIRY, of any circumstances or incident which he/she has reason to suppose might afford grounds for any future claim such as would fall within the scope of the proposed Insurance?

(b) YES/ NO (If Yes, please provide details)

10. Coverage & Excess

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(a) Combined Limit for Errors & Omissions (E&O) and Directors & Officers Liability (D&O)

(a) _____

(b) E&O Extensions Required?

(b) YES / NO

- 1. Libel & Slander (\$250,000)
- 2. Loss of Documents (\$250,000)
- 3. Fidelity (\$100,000)
- 4. Dishonesty of Employees (\$100,000)
- 5. One Reinstatement (Policy Limit)
- 6. Trade Practices Act (As per Wording)

(c) Employment Practices Liability (EPL)

(c) _____

(d) Amount of Excess (Standard \$1,000)

(d) _____

11. DECLARATION

I, the undersigned, being a Director or Executive Officer of the Organisation referred to in Item 1 (a) of this proposal, hereby declare that:

- 1. I am authorised to complete this proposal on behalf of the Organisation referred to in Item 1 of this proposal and all subsidiaries declared herein; and
- 2. All answers to the questions contained in this proposal are, AFTER ENQUIRY, true and correct to the best of my knowledge and belief; and
- 3. I acknowledge that before completing the Proposal I have read and understood the "Duty of Disclosure" relating to the Insurance Contracts Act 1984 and the Insurance (Brokers and Agents) Act 1984.
- 4. I understand that the submission of this proposal does not bind either the Underwriters or the Organisation specified in Item 1 or any of the Subsidiaries declared herein, to enter into a binding contract of Insurance.

Signed
Name (Printed) _____
Date _____

Signed
Name (Printed) _____
Date _____

It is important that the Organisation and all Subsidiaries declared herein, and the authorised Officers signing the Declaration above, are fully aware of the scope of this Insurance so that these questions can be answered correctly. If in doubt, please contact your broker since non-disclosure may affect an Assured's right of recovery under the Insurance or lead to avoidance.

The information contained in this Proposal Form and supplementary information will be treated as confidential. If requested, any supplementary information provided can be returned after inspection by Underwriters.



PLEASE NOTE

YOUR DUTY OF DISCLOSURE

Before you enter into a contract of general insurance with an Underwriter, you have a duty, under the Insurance Contracts Act 1984, to disclose to the Underwriter every matter that you know, or could reasonably be expected to know, is relevant to the Underwriter's decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose those matters to the Underwriter before you renew, extend, vary or reinstate a contract of general insurance.

NON-DISCLOSURE

If you fail to comply with your duty of disclosure, the Underwriter may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract.

If your non-disclosure is fraudulent, the Underwriter may also have the option of avoiding the contract from its beginning.

CLAIMS MADE CONTRACT

The Insurance will cover you for:

- (i) Claims first made against you and reported to the Underwriters during the Period of Insurance, which will be specified in the Policy.
- (ii) Events of which you became aware of during the Period of Insurance which may give rise to a future claim provided **you** inform the Underwriters in writing as soon as practicable, within the Period of Insurance, of such events.

The Insurance will NOT cover you for liability resulting from events that were matters of claim or potential claim of which you were aware before the commencement of the Period of Insurance.

SUBROGATION AGREEMENTS

Where another person would be liable to compensate you for any loss or damage otherwise covered by the Insurance, but you have agreed with that person either before or after the loss or damage occurred that you would not seek to recover any monies from that person, the Underwriters will NOT cover you under the Insurance for any such loss or damage.

A COPY OF THIS PROPOSAL SHOULD BE RETAINED FOR YOUR RECORDS.