



Technology Proposal Form

Toll Free: 1-800-103-5499; SMS "claim" to 56161
GSTIN: 06AAACI7573H1ZG; SAC Code: 9971

Regd. Office: IFFCO SADAN, C1 Distt Centre, Saket, New Delhi -110017

Corporate Identification Number (CIN) U74899DL2000PLC107621, IRDA Reg. No. 106

Consolidated Stamp Duty Deposited as per the order of Government of National Capital Territory of Delhi



INTRODUCTION

The purpose of this proposal form is for us to find out who you are and what you do. It does not oblige either party to enter into a contract of insurance.

Insurance is a contract of utmost good faith. This means that the information you provide must be complete, accurate and not misleading. It also means that you must tell us about all facts and matters which may be relevant to our consideration of your application for insurance, even if no specific questions in respect of the same is asked in this proposal. Any failure by you in this regard may entitle us to treat the insurance as if it never existed.

If a contract of insurance is agreed between us, this proposal form and all other information given to us by you or anyone on your behalf, whether it is written, verbal or otherwise, will form the basis of the contract. Whoever fills out this form must be a principal, partner or director of the applicant and should make all the necessary enquiries of their fellow partners, directors and employees to enable all the questions to be answered.



1. Your Business

Name:

Address: Postcode:

Tel No: Fax No:

When was your business established?

2. Associated & Subsidiary We can consider extending this insurance to include associated and subsidiary companies provided that they are listed below or on a separate sheet. All the information you give in this application form must relate to all the companies to be covered under the policy.

Name:

Address: Postcode:

Name:

Address: Postcode:

3. You and/ or Your Partners & Directors

Please list below your details and those of any partners or directors of the companies listed above:

Name	Qualifications	Years in the Industry

Where a partner or director has been working in the relevant industry for less than 5 years please send us their brief C.V. along with this application form.



4. Employees

Number of employees:

5. Sub Contractors

Do you use independent sub-contractors? YES NO

If YES:

a) What approximate percentage of your turnover is paid to sub-contractors? %

b) For which work are they used?

c) Do you ensure they have their own P.I. insurance? YES NO

6. Membership of Professional Organizations Is your business a member of any professional organizations or trade association?

YES NO

If YES, please give details below:

7. Your Turnover

a) We need to know your turnover including fee income and where it comes from. Please fill out the table below, converting all figures to US Dollars at the rate prevailing on the date this form is completed:

	Past Year ending / /	Current Year	Estimate for coming Year
Total turnover including fee income	\$	\$	\$

Estimated percentage split of your turnover including fee income for:

Work carried out for Indian clients	%	%	%
Work carried out for Overseas clients excluding USA/Canada	%	%	%
Work carried out for USA/Canada clients subject to non USA/Canada law	%	%	%
Work carried out for USA/Canada clients under a contract subject to USA/Canada law	%	%	%

b) Please fill out the table below:

	Past Year ending / /	Current Year	Estimate for coming Year
Operating Profit	\$	\$	\$



8. Contracts

Please give details of the five largest contracts you have been awarded or carried out in the past three years, converting all figures to US Dollars at the rate prevailing on the date this form is completed:

	Name of Client	Nature of Business	Total value of contract	Income to you from the contract
1.				
2.				
3.				
4.				
5.				

How many current customers do you have?

9. Your Business Activity

Your turnover including fee income must be separated approximately into the activities listed below so that we can understand what you are doing and because we only cover you for the work which you declare:

a) Hardware

- i) Sales of own brand
- ii) Distribution of other brands
- iii) Installation
- iv) Maintenance

b) Software product sales

- i) Shrink wrapped/Off the shelf software
- ii) Customizable software

c) Software services

- i) Installation including configuration (no code changes)
- ii) Customization (including code changes)
- iii) Developing be spoke applications
- iv) Maintenance

d) Outsourcing Services

- i) Colocation
- ii) Webhosting
- iii) Application hosting
- iv) Facilities management
- v) Full outsourcing including BPO

e) Other Services

- i) Business Consultancy
- ii) Contract staff
- iii) Training

f) Others. Please specify: \$

Does the above split accurately reflect?

- i) your business activities in the past? YES NO
- ii) your estimated business activities during the coming year? YES NO

If No to either of the above, please explain the differences:

Please give a brief description of what you regard as your specialty within this industry. If you are a new firm give details of what you regard as your anticipated specialisation:

Please enclose an example of brochures which you issue.

If you have indicated that you carry out any of your business activities in the following areas then please give the additional details requested below:

a) **Software installation** (including configuration and customization services (including code changes)

i) How long is a typical installation?

ii) How frequently do your clients not have their own in-house IT expertise?
Usually Often Sometimes Never

iii) Do you both specify the business requirements for the client and also implement your solutions?
Usually Often Sometimes Never

b) **Bespoke Development Service & Consultancy Services**

i) Do you both specify the business requirements for the client and also implement your solution?
Usually Often Sometimes Never

ii) Are you given authority to manage projects on behalf of your clients?
Usually Often Sometimes Never

c) **Outsourcing Services**

i) Do you have business continuity planning to eliminate a single point of failure for out sourcing services? YES NO

ii) Do you have a disaster recovery plan? YES NO

Is the failure of any of your products or services liable to result in any of the following out comes:



- a) Loss of life or injury to a person? YES NO
- b) Destruction or damage to physical property? YES NO
- c) Immediate and large financial loss? YES NO
- d) Significant cumulative financial loss? YES NO
- e) Insignificant financial loss (more of a nuisance)? YES NO

If you have answered YES to any of the above then please explain below:

10. Contracts

Do you carry out work **only** under a standard contract signed Bye very client? YES NO

Please supply a copy of your standard form of contract used (including software licence agreements, consultancy agreements, maintenance agreements, service level agreements etc.).

11. Third Party Software

Do you or have you ever supplied third party software? YES NO

If YES, what proportion is supplied as boxed software or preinstalled?

Boxed % Preinstalled %

Have you ever sourced software direct from a third party who was not either the original licensor (e.g. in the case of Microsoft software, direct from Microsoft) or an authorised reseller or distributor of the original licensor? YES NO

NO If YES, please provide details:

12. Your World Wide Website

a) Please list your web site address(es):

b) Do you have any facility within your web site for any third party to register comments or leave any messages or questions which are not vetted by you before they appear on the Web Site? YES NO

If YES, please give details:

- c) Are all the contents of your web site approved by you before Being posted? YES NO
- d) Do you own or license all necessary intellectual property rights on a world-wide basis for images and logos used on your website or transmitted electronically? YES NO
- e) Do you ever collect or distribute private data without express permission? YES NO
- f) Do you use disclaimers on your website? YES NO
- g) When was your security last tested by a third party?
- Have you complied with all the critical recommendations of the test? YES NO
- h) (i) Do you keep regular back-ups of all your systems including your website? YES NO
- (ii) How often are back-ups made?



13. Current Insurance

Do you currently have Professional Indemnity insurance?

YES NO

If YES, what is the renewal date?

/ /

If you currently have Professional Indemnity insurance with someone other than ITGI then please answer the following:

Name of insurer:

Limit of indemnity:

Excess:

Premium:

Please specify the coverage now required: Limit of

indemnity:

Excess:

Other specific requirements:

14. Claims Declaration

Has any claim ever been brought against you arising out of the performance of your business activities or has anyone threatened to bring such a claim?

YES

If YES, please provide full details:

Are you aware of any problem in your work which is likely to lead to a claim against you in the future? This includes a problem known to you but not your client, a complaint from your client about your work even though you may regard it as unjustifiable or the refusal by a client to pay any amount owed to you.

YES NO

If YES, please provide full details:



Has anyone ever gained unauthorised access to your computer system or maliciously altered, copied or distributed any data or content? YES NO

If YES, please provide full details:

15. Material Information

Please provide us with details of any other information which may be relevant to our Consideration of your application for insurance or the terms (including the price) of any insurance that may be agreed. If you have any doubt over whether something is relevant, please let us have details:

Data Protection

By signing this application form you consent to ITGI using the information we may hold

16.

about you for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above.

17. Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our application for insurance have been disclosed.

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I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our application for insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

**18. Section 41 -
Insurance Contracts Act**

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 of 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 as may be allowed in accordance with the published prospectuses or tables of the Insurer. Any person making default in complying with the provisions of this section shall be punishable with the fine which may be extended to ten lacs rupees.

Signature of Principal/Partner/Director

Date

A copy of this proposal should be retained for your records.