

Proposal Form



Investment Management Insurance



Bring on tomorrow



Important Notices

Claims-Made Insurance

This policy, issued by AIG Australia Limited, contains coverage on a claims-made and notified basis. This means that the policy only covers Claims (as defined) first made against you after the Inception Date (as defined) and notified to the insurer as soon as practicable after you first became aware of such Claim. The policy does not provide cover for any Claims made against you after the Inception Date if at any time prior to the Inception Date you became aware of facts which might give rise to those Claims being made against you.

This policy does not cover Claims arising out of, based upon or attributable to:

- a) the facts alleged, or the same or related Wrongful Acts (as defined) alleged or contained in any Claim which has been or could have been reported, or circumstances of which notice has been given or could have been given under (i) any policy of which this policy is a renewal or replacement or which it may succeed in time; or (ii) any other management liability policy; or
- b) any pending or prior litigation as of the Continuity Date, or alleging or derived from the same or essentially the same facts as alleged in the pending or prior litigation. For the purposes of this exclusion, the term 'litigation' shall include, but not be limited to, any civil or criminal proceeding as well as any administrative or regulatory proceeding or official investigation or arbitration or adjudication.

Your Duty of Disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

Subject to any Non-Avoidance or any Cancellation Provisions that may be provided in any Policy purchased:

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.



Subrogation

This policy contains provisions which have the effect of excluding or limiting the insurer's liability in respect of a loss where you have prejudiced the insurer's rights of subrogation where you are a party to an agreement which excludes or limits insurer's rights to recover the loss from another party. You are hereby notified of the effect of these provisions.

General

Please read this proposal and the policy carefully. A reference to "Company" in the proposal means the Principal Entity and all of its Subsidiaries. The terms "Subsidiary", "Director or Officer", "Outside Entity" and "Claim" have the definitions attributed to them in the policy.

Privacy Notice

This notice sets out how AIG Australia Limited (AIG) collects, uses and discloses personal information about:

- you, if an individual; and
- other individuals you provide information about.

Further information about our Privacy Policy is available at www.aig.com.au or by contacting us at australia.privacy.manager@aig.com or on 1300 030 886.

How we collect your personal information

AIG usually collects personal information from you or your agents.

AIG may also collect personal information from:

- Our agents and service providers;
- other insurers;
- people who are involved in a claim or assist us in investigating or processing claims, including third parties claiming under your policy, witnesses and medical practitioners;
- third parties who may be arranging insurance cover for a group that you are a part of;
- providers of marketing lists and industry databases; and
- publically available sources.

Why we collect your personal information

AIG collects information necessary to:

- underwrite and administer your insurance cover;
- maintain and improve customer service; and
- advise you of our and other products and services that may interest you.
-

You have a legal obligation under the Insurance Contracts Act 1984 to disclose certain information. Failure to disclose information required may result in AIG declining cover, cancelling your insurance cover or reducing the level of cover, or declining claims.



To whom we disclose your personal information

In the course of underwriting and administering your policy we may disclose your information to:

- entities to which AIG is related, reinsurers, contractors or third party providers providing services related to the administration of your policy;
- banks and financial institutions for policy payments;
- assessors, third party administrators, emergency providers, retailers, medical providers, travel carriers, in the event of a claim;
- other entities to enable them to offer their products or services to you; and
- government, law enforcement, dispute resolution, statutory or regulatory bodies, or as required by law.

AIG is likely to disclose information to some of these entities located overseas, including in the following countries: United States of America, United Kingdom, Singapore, Malaysia, the Philippines, India, Hong Kong, New Zealand as well as any country in which you have a claim and such other countries as may be notified in our Privacy Policy from time to time.

You may request not to receive direct marketing communications from AIG.

Access to your personal information

Our Privacy Policy contains information about how you may access and seek correction of personal information we hold about you. In summary, you may gain access to your personal information by submitting a written request to AIG.

In some circumstances permitted under the Privacy Act 1988, AIG may not permit access to your personal information. Circumstances where access may be denied include where it would have an unreasonable impact on the privacy of other individuals, or where it would be unlawful.

Complaints

Our Privacy Policy also contains information about how you may complain about a breach of the applicable privacy principles and how we will deal with such a complaint.

Consent

If applicable, your application includes a consent that you and any other individuals you provide information about consent to the collection, use and disclosure of personal information as set out in this notice.



Section 1 – General Information

1. (a) Name of Fund Manager to be insured:

- (b) Do you hold a registration pursuant to A New Tax System (Goods and Services Tax) Act 1999? Yes / No
If "Yes", what is the registration number? _____
- (c) Do you or any other entity insured under the policy intend to claim an input tax credit for the premium of the policy? Yes / No
If "Yes", to what extent is an input tax credit being claimed by any and which insureds? _____
- (d) Do you hold a Dunn & Bradstreet Number? Yes / No
If "yes", what is the Dunn & Bradstreet Number? _____
2. Contact Name: _____
Contacts Email Address: _____
3. Address: _____

4. Web Site Address: _____
5. (a) How long has the Fund Manager continually carried on business? _____
(b) Briefly describe the business activities of the Fund Manager:

6. Has there been during the past three years or is there now proposed:
- (a) Any change in the name of the Fund Manager? Yes / No
- (b) any acquisition or merger involving the Fund Manager? Yes / No
- (c) any subsidiary company sold or ceased trading? Yes / No
- (d) Any change in the capital structure of the Fund Manager? Yes / No
- If the answer to any of the foregoing is "Yes", please give details*
- _____



7. Is the Fund Manager:
- (a) Listed on the Australian Stock Exchange? Yes / No
 - (b) Listed on any foreign stock exchanges? Yes / No
 - (c) Listed on any unlisted securities market or exempt stock exchange? Yes / No
 - (d) Traded in any other way? Yes / No

If the answer to (b), (c) or (d) is "Yes", please give details

8. In respect o the Fund Manager, please list:
- (a) Total number of shareholders: _____
 - (b) Total number of shares issued: _____
 - (c) Total number of shares held by Directors and Officers (both direct & beneficially): _____
 - (d) All holdings representing 10% or more of the Fund Manager's ordinary share capital:

9. Is the Fund Manager authorised under any government Act or statutory directive to conduct Managed Investment activities in Australia or elsewhere? If "Yes", with what authority: Yes / No

10. Does the Fund Manager have a separate Compliance Committee set up? If "Yes", please give details of the committee members: Yes / No

11. Is coverage desired for any other entity or agent, for whom the Fund Manager would be legally responsible? Yes / No

If "Yes", please state the entity and describe it's functions/activities and it's relationship to the Fund Manager:



12. Has the Fund Manager any of the following types of insurance currently in force:

- Directors and Officers Liability? Yes / No
- Professional Indemnity? Yes / No
- Crime / Fidelity Guarantee? Yes / No

If the answer is "Yes", please attach full details including the percentage of total Fund assets under management.

13. Has the Fund Manager ever had any Insurer decline a proposal, imposed special terms, cancelled or refused to renew any of the policies of the type detailed in 12 above? If "Yes", please give details:

Yes / No

14. Do any of the Directors or Officers of the Fund Manager hold (at the specific request of the Fund Manager) any executive positions on unrelated entities? If "Yes", please give details:

Yes / No

Section 2 – Details of Managed Investments

Please attach copies of the following to this Proposal Form:

- Latest audited annual report of the Fund Manager
- Copy of any brochures or a sample contract offer to clients
- Prospectus and audited report for each of the Funds
- Copy of the Compliance Plan of each Fund

15. Please complete the attached "Schedule of Funds".

16. (a) Does the Fund Manager recommend/manage investments in "speciality areas" other than commonly traded securities?

Yes / No

Please note that for the purpose of this question, "speciality areas" means commodity futures, real estate developments, options, private placements, unregistered securities, direct placements, oils and gas joint ventures, foreign securities, limited partnerships of any type).

(b) If the answer to the above is "Yes", please attach full details including the percentage of total Fund assets under management.

17. Please state the following:

(a) Annual fees for Managed Investment activities: _____

(b) Any other income (please specify): _____



18. Does the Fund Manager act as an Investment Advisor in the USA or Canada or are they registered with the SEC under the Investment Advisors Act of 1940 or any similar legislation in the USA or Canada? Yes / No
If "Yes", please provide details:

19. Does the Fund Manager have procedures for decisions and executions when a portfolio manager is not available? Yes / No
If "Yes", please briefly outline those procedures:

20. Describe how the Fund Manager protects itself from the liabilities of a previous investment adviser or fund manager which it succeeds:

21. Have there been any changes or modifications in the investment restrictions or limitations of any of the Funds during the last 2 years? Yes / No
If "Yes", please give full details:

22. Have there been any changes in the administrative operations or investment policies of any Fund during the last 2 years? Yes / No
If "Yes", please give full details:

23. Please state the firm that audits:

- (a) The Fund(s): _____
- (b) The Compliance Plan(s): _____
- (c) The Fund Manager: _____

24. Have all the criticisms/recommendations from the last review of the auditors outlined in 24 above been corrected/implemented? Yes / No
If "No", please detail why:

25. (a) Does the Fund Manager have an internal audit department? Yes / No
(b) Does this department have an established audit cycle for all operation? Yes / No



26. Please state the number of employees of the Fund Manager: _____
27. When the Fund Manager recruits or promotes employees to positions of trust, do you:
- (a) undertake independent checks of their employment history? Yes / No
 - (b) undergo a process to ensure their suitability for the position? Yes / No
28. Are wages/salaries independently checked against personnel records for unusual or excessive payments? Yes / No
29. Are duties segregated so that no individual can control any of the following activities from commencement to completion without referral to others:
- (a) signing cheques or authorising payments above \$10,000? Yes / No
 - (b) issuing funds transfer instructions? Yes / No
 - (c) amending funds transfer procedures? Yes / No
 - (d) opening new bank accounts? Yes / No
 - (e) custody of securities and valuables? Yes / No
 - (f) refund of monies or return of goods above \$10,000? Yes / No
 - (g) disbursement of assets of any superannuation scheme? Yes / No
30. Is all supporting documentation validated before authorising payments? Yes / No
31. Are bank statements independently reconciled by persons not authorised to deposit/withdraw funds or to issue funds transfer instructions? Yes / No
32. (a) Are agents and other service providers vetted for competency, financial stability and honesty before being approved? Yes / No
- (b) Are agents required to hold and maintain their own Professional Indemnity Insurance? If "Yes", please specify minimum limits and conditions:

33. Are all agents and other service providers appointed under a written contract? Yes / No
34. (a) Are unique passwords used to give various levels of entry to the computer depending on the users authorisation and/or authority level? Yes / No
- (b) Are passwords automatically withdrawn when people leave? Yes / No
- (c) Are all amendments to programs approved independently of the persons making the amendments? Yes / No
- (d) Are programs protected to detect unauthorised changes? Yes / No
- (e) Is your computer system protected by virus detection and repair software? Yes / No



35. With respect to answers to the following questions, "funds transfers" means any instruction (other than cheques) given to a Financial Institution to pay or deliver funds.

(a) What is the approximate annual value of funds transfer? _____

(b) Please specify the method of instruction (eg. written, electronic, telephone etc):

(c) Is the Financial Institution required to authenticate the instruction before payment is released? Yes / No

(d) Please provide a brief description of the methods used to secure funds transfers (eg. passwords, encryption, code, words etc):

Section 3 – Claims History

36. (a) Has the Fund Manager or any of it's Directors, Officers or employees been involved in or have they knowledge of any fact or circumstances involving any civil or criminal actions or administrative proceedings with any violation of any laws regulating competition, fair trade laws, securities laws or regulations, copyright laws or patent laws which may give rise to a claim under the proposed policy? Yes / No

(b) Has the Fund Manager or any of it's Directors, Officers or employees been involved in or have they knowledge of any fact or circumstances involving any representative actions, class actions or derivative suits which may give rise to a claim under the proposed policy? Yes / No

(c) Does the Fund Manager or any of it's Directors, Officers or employees been involved in or have they any knowledge of any other fact or circumstance which might give rise to a Claim under this proposed policy? Yes / No

(d) Has any Claim been brought against the Fund Manager or any of it's Director, Officers or employees? Yes / No

If the answer to any of the forgoing is "Yes", please give details:

It is agreed that if such knowledge exists, any Claim arising from such fact or circumstances will not be covered by this policy.



Section 4 – Coverage

37. Amount of indemnity required (please tick)

- \$1 million
 \$2 million
 \$5 million
 \$10 million
 Other – please state _____

38. Do you require cover for Employment Practices Liability? Yes / No
If “yes”, please complete the supplementary questionnaire.

39. Does the Fund Manager have any assets, Funds or other business activities in the USA or Canada? Yes / No
If “yes”, please complete the supplementary questionnaire

Section 5 - Stamp Duty Split

40. For the purpose of calculating Stamp Duty please confirm the number of employees as follows:

NSW	VIC	QLD	SA	WA	TAS	ACT	NT	Overseas

Signing This Proposal Does Not Bind The Proposer Or The Insurer To Complete This Insurance

Declaration

We declare that the statements and particulars in this proposal are true and that no material facts have been misstated or suppressed after enquiry. We agree that should any of the information given by us alter between the date of this proposal and the inception date of the insurance to which this proposal relates, we will give immediate notice thereof. We agree that this proposal, together with any other information supplied by us shall form the basis of any contract of insurance effected thereon.

We consent to AIG collecting, using and disclosing personal information as set out in AIG’s privacy notice in this proposal and the policy wording.

If we have provided or will provide information to AIG about any other individuals, we confirm that we are authorised to disclose the other individual’s personal information to AIG and also to give the above consent on both our and their behalf.

We acknowledge receipt of the “**Important Notice**” contained in this proposal and that we have read and understood the content of that Notice.

(To be signed by the Chairman and an Executive Officer)

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



Schedule of Funds

Fund Name	Date Established/ Registered?	Asset Size ¹		Nature of Fund Assets ²	Listed / Unlisted	Discretionary /Non-discretionary Management	No. of Fund Members	Details of members holding greater than 10% of the total Fund Assets
		This Year	Last Year					

Note 1 Please provide the market value of the Funds' assets. Please note if the Funds assets are shown at values other than market value, a separate sheet outlining the reasons and methods for this valuation is required

Note 2 For example: Cash, Fixed Interest, Equities, Derivatives, Mortgages, Direct Property, Primary Production, Film Schemes, Time-Sharing Schemes etc

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Bring on tomorrow