



# Cyber and Data Proposal Form

## 1. Your Business

Business Name: [Redacted]

Main Address: [Redacted]

Year Business Established: [Redacted]

Website: [Redacted]

Industry: [Redacted]

Number of PII Records: [Redacted]

(PII: Personally Identifiable Information)

Annual Revenue:

Country / Region	HKD / SGD / USD (Please Indicate)
SG/HK	[Redacted]
Elsewhere in Asia	[Redacted]
Rest of the World	[Redacted]

Employee Number:

Country / Region	#
SG/HK	[Redacted]
Elsewhere in Asia	[Redacted]
Rest of the World	[Redacted]

## 2. Risk Management

- Do you configure and use a firewall to protect all of your devices, particularly those that connect to public or other untrusted Wi-Fi networks? Yes  No
- Have you installed, and do you regularly update, anti-malware software on all of your computers and laptops? Yes  No
- Do you change all default passwords on new devices and require regular mandatory password updates for all accounts? Yes  No
- Do you take regular (at least weekly) back-ups of your important data and store this data off-site/disconnected from your network? Yes  No
- Do you control access to your data through user accounts, and review who should have administrative access on a regular basis? Yes  No
- Do you have a process in place to regularly patch your systems and applications? Yes  No

**Please also complete the below questions if your annual revenue is in excess of HKD75M / SGD13.25M / USD10M.**

- Do you have multi-factor authentication enabled for your IT administrators, emails, remote access and online banking facilities? Yes  No
- Do you have a written privacy policy that has been reviewed by a suitably qualified lawyer? Yes  No
- Do you have a disaster recovery/incident response plan in place that takes account of loss of functionality as a result of a hack? Yes  No
- Is there an individual in your organisation specifically assigned responsibility for information security (such as a CISO)? Yes  No



## Cyber and Data Standalone Proposal Form

### 3. Claims History

Have you experienced a breach, suffered a loss or had a claim (whether successful or not) made against the business in the past three years? If so, please provide details in the space provided or in a separate document if necessary.

### 4. Declaration

Please read the declaration carefully and sign at the bottom.

#### 4.1 Material information

In deciding whether to accept the insurance and in setting the terms and premium, we have relied on the information you have given us.

You must:

- Give a fair presentation of the risk to be insured by clearly disclosing all material facts and circumstances (whether or not subject to a specific question) which you, your senior management, and those responsible for arranging this insurance, know or ought to know following a reasonable search;
- Take care by ensuring that all information provided is correct, accurate, and complete.

#### 4.2 Declaration

I/we confirm that the information given in this proposal form is correct, accurate and complete and I have made a fair presentation of the risk.

Name of director/officer/board member/senior manager

Signature of director/officer/board member/senior manager

Date

**A copy of this application should be retained for your records.**