



**中国太平**  
CHINA TAIPING



# Office Proposal Form



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## **Thank you for choosing China Taiping Insurance (UK) Company Limited**

You are in good hands.

We are committed to delivering an excellent and sincere customer service so we can give you the peace of mind you deserve.

China Taiping Insurance (UK) Company Limited received its trading license in 1983 and commenced underwriting business on 1 October 1985, so we have over 30 years of experience in the UK market. Our parent company, China Taiping Insurance Company Limited, is a Chinese state-owned insurance company headquartered in Hong Kong.

We are authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority and Prudential Regulation Authority in the UK to underwrite general insurance and reinsurance policies Registered in England and Wales under N. 202690.

China Taiping UK strictly adheres to the principals of prudent business underwriting, and we transact business with the concept of 'Diligent Management and Sincere Service' in mind.

We have expert technical underwriters that fully understand your trade and your challenges as a business owner so we are confident that we can protect your business against the insured risks and give you the peace of mind you need.

We also have an excellent professionally trained in-house claims team who understand your needs and will diligently and sincerely listen to you so as to provide you with the best solutions to get your business back on track as soon as possible after a loss.

Your Policy is built of different parts that we advise you to read carefully so as to understand all terms and conditions and also to check that all details are correct and relevant as they form the basis of your contract with us including this Proposal Form.

Please ensure that you contact your insurance adviser or us as appropriate as soon as reasonably possible if you think that there are amendments to be made or new circumstances that would affect your insurance.

If you would like to find out more about us, please visit our website at <http://www.uk.cntaiping.com/home.html>

**Jinhai Geng**  
**Chief Executive**  
**China Taiping Insurance (UK) Company Ltd**

## Your Duty of Fair Representation

Following the introduction of the Insurance Act (2015) which we fully embrace, you have the duty of fair representation which means that you have to disclose to us either every material fact that you know or ought to know by reasonable search both within your company or organisation, and externally or give us sufficient information so as to prompt our further enquiries on certain matters.

A material fact is defined as one that would influence the judgement of a prudent underwriter.

If in doubt, disclose the information to allow us to consider as appropriate.

Reasonable searches within and outside of your company or organisation include information held or suspected by your senior business management, anyone internal and external who contributes to the placement of your insurance including but not solely your insurance adviser, loss adjuster, any consultants, etc.

Material facts should be disclosed in a reasonably clear and accessible manner, and you may want to keep records of members of your senior management and individuals responsible for arranging your insurance so that you can easily access this information and disclose their knowledge as appropriate.

In the case of breach of a duty of fair representation, the Insurance Act (2015) stipulated the following remedies:

- In case of a deliberate or reckless breach of duty by the policyholder: the insurer will be able to avoid the policy and keep any premiums;
- if the breach of duty is neither deliberate nor reckless, but the insurer would not have entered into the contract had they known the facts: the insurer will be able to avoid the policy but must return all premiums;
- if the breach is neither deliberate nor reckless and the insurer would have entered into the contract albeit on different terms other than terms relating to premium: the insurer will treat the contract as if these various terms applied – for example, any additional conditions or exclusions that would have been imposed;
- if the breach is neither deliberate nor reckless, and the insurer would have entered into the contract albeit at a higher premium: the insurer will be able to reduce the claim payment on a proportionate basis as per the difference between the premium charged, and the premium that the insurer would have charged had the material facts been disclosed.

Our stance to Insurance Act (2015) is available on our website and can also be provided on request.

Average applies to some of the Sections so it is important that the sums insured are correct and regularly reviewed.

Please note that it is important that you check all of the facts, statements and information set out in your Office Proposal Form as if any of the fact or information are inaccurate, please contact us immediately as this could invalidate your policy or also lead to a potential claim not being paid or only partially paid.

**Should you have any queries please do not hesitate to contact your insurance adviser.**

## General Information

1. Full Business Name including trading name and Subsidiaries if 100% owned

2. ERN number including that of Subsidiaries

3. If Ltd. Company, registration number

4. Your postal address

5. Your Registered Address

6. Full business description

7. How many years have you been in business?

8. Have you ever traded under a different name and if so please explain reason for name change?

9. Are you currently insured?

10. If so please give details of current insurer and policy number?

11. When do you need cover to commence?

12. Do you need Terrorism cover for your Premises?

13. Please list any claims (whether reported or not and including of claims within your excess) for all relevant sections insured and include date of accident, reported date, circumstances and amount paid and/ or reserved

Date	Cause/ Details	Location	Amount Paid	Amount still o/s

## Underwriting Information

### Premises to be insured

**A. Address of Premises 1** (for more than one premises please fill in the Appendix at the end)

**B. Business activities at Premises**

**C. Are you the sole occupier?**

**D. If no, please specify?**

**E. What are the walls, floors, roof made of?**

Walls:  
Floors & Stairs:  
Roof (specify if flat):

**F. Building age**

**G. Does the Building show sign of Subsidence?**

Yes/ No:  
Any Subsidence claims in the last 5 years?

H. Are the Premises heated by central hot water/ gas/ electricity?

I. Do you use portable heaters?

J. Are your Premises in a good state of repair?

Including but not limited to: without structural problems, no dry rot, rot or infestation, not requiring timber/ window replacement, no damp, no waste material in the interior/ exterior, no roof or chimney stack damage, no faulty wiring or incomplete construction and no damage to floors/ roof/ walls/ exterior etc.

K. Are your Premises in a flood risk area and/or susceptible to storm?

Yes/ No

If yes, please explain:

## Security and Protections

1. Are your Premises protected by an Intruder Alarm System?

If 'Yes' please give details of the signalling system:

Digital Communicator  Redcare  Dualcom  RedcareGSM  DualcomPlus  Dualcom GPRS

Please specify grade

Other (please provide details):

2. Is the alarm maintained under contract with an approved installer?

3. Does it have Police response (have you been issued with a URN number?)

4. Do you have a CCTV system in place?

If 'Yes' please give details of the signalling system

5. Do you have a fire alarm? Is it connected to a 24/7 alarm centre and emergency response services?

6. Are all water pipes/ tanks protected against freezing by insulation/ lagging?

Yes/ No

If no, please explain:

7. Do you implement a strict no smoking policy at the premises?

## Sums Insured

1. Contents Sum Insured

2. Computer Equipment Sum Insured

3. Tenants Improvements

4. Valuable Papers and Records

5. Miscellaneous (please describe)

6. Do you require Buildings cover (Section 8)?

**7. Buildings Sum Insured**

NB: This Sum Insured should include outbuildings, walls gates and fences, roads, car parks, pavements, building management and security systems, fuel tanks

**8. What do you want your Contents excess to be?**

(Please circle your preference)

- £250 (standard)
- £500 (discounts available)
- £1,000 (discounts available)
- £2,500 (discounts available)

**9. Do you want the sums insured on a Day One Option?**

**10. If so, what % of uplift would you like?**

**11. Do you or any of your sub-contractors carry out any work away from the premises or abroad?**

If so, please advise if permanently abroad or temporarily and nature of work

**12. Please advise your estimated waggeroll for the next 12 months?**

Clerical

If 'Yes' to Question 11, please advise waggeroll

**13. What is your estimated turnover for the next 12 months?**

**14. Do you/ your subcontractors carry out any Work abroad?**

If so, please advise if permanently abroad or temporarily and nature of work

**15. What is the total number of your employees?**

**16. Will you regularly remove property from the premises? If so, how long for and where to?**

**Section 2 - Business Interruption**

**1. Cover required:**

Increased Cost of working only

Gross Revenue

Indemnity Period: 12 months

24 months

36 months

Gross Rent

Indemnity Period: 12 months

24 months

36 months

**2. Sum Insured**

NB: If in excess of 12 months, the Sum Insured should be adjusted proportionately to reflect this

**3. Do you require any optional covers?**

AICOW

Sum Insured

## Section 4 an d5 - Employers and Public Liability

1. Do you have a written Health and Safety policy that is regularly updated and upon which employees are trained with records kept?

2. Do you have an updated Accident Book and job training records for employees?

3. Do you give professional advice?

4. Do you organise events where the attendance exceeds 1,000 people?

## OPTIONAL SECTIONS

### Section 9 - Equipment Breakdown

1. Do you need this cover?

2. If so, what items do you need insured and what is the total Sum Insured?

### Section 10 - Theft by Employee

1. How regularly are cash & accounts and inventory & stock audits made and whom by?

Cash and Accounts:

Inventory and Stock:

Auditors (Internal and External):

Locations audited (please confirm this is all locations):

2. When were the above audits last carried out?

3. Do programmers and operators have separate duties and access?

4. Did the last company operations audit had any actions and if so what were they and how were they remedied?



**5. Who reconciles bank accounts and are these people not authorised to withdraw money from them?  
Is there a two-people minimum joint control on securities?**

**6. Is countersignature a requirement for all cheques and are cheque signing machines used ?**

**7. Does any one employee have full access to the stock & inventory controls?**

**8. What other risk management measures do you have in place?**

**9. Are all premises where money, stock and inventory are alarmed and what is the alarm signal type?  
Is access controlled by swipe card? Who has access to the alarm codes?**

Alarm type:

Access control:

Alarm codes:

**10. What is the max value of your stock/ goods in your custody and money at any one of your locations?**

Stock & Inventory:

Money:

**11. What measures are in place for money transfer (security company etc.)?**

**12. How many employees do you have who:**

Handle money/ cheques:

Handle/ reconcile bank accounts:

Are Executives:

Deliver goods:

Temporary staff and work experience students

**13. Please provide details of your previous Fidelity Insurance for the past 5 years?**

Insurer:

Limit:

14. Has any Insurer declined to insure your Fidelity Guarantee risk or have you had your Fidelity Guarantee policy cancelled in the last 5 years?

15. What Limit of Indemnity do you require?

16. What excess do you require?

## **Section 11 - Personal Accident**

1. How many units do you require? (one unit is £10,000)

2. Please list all categories to be insured including number of employees, wagheroll and exact occupation:

Category A Directors

Or:

Directors/ Partners Names and number of units

Category B Employees

Or:

Employees' Names and number of units per individual

3. Are any persons to be insured less than 16 or more than 65 years of age?

4. Please describe any known pre-existing conditions for any of the persons to be insured?

## **MANDATORY GENERAL QUESTIONS**

### **1. Have you ever been insured for any of the Sections in this proposal?**

If so please advise details of insurer and policy number

### **2. Have you / your directors/ partners or any person responsible for managing your business:**

- ever been convicted of or charged with any criminal offence?.....
- ever been disqualified under the Company Directors Disqualification Act 1986 or any subsequent legislation from holding office as a director of a company?.....
- ever been prosecuted for a breach of any statute relating to health or safety of employees or others?.....
- ever been a director or partner of a company that went into liquidation, administration, receivership, administrative receivership, or entered into a company voluntary arrangement, or a creditor scheme of arrangement or was dissolved?.....
- ever been declared bankrupt/ entered into an individual voluntary arrangement, or gone into liquidation, administration, receivership, administrative receivership, or entered into a company voluntary arrangement or creditors scheme of arrangement?.....
- ever been served with a Prohibition Notice under the Health and Safety at Work etc. Act 1974 and associated regulations?.....
- ever been prosecuted for failure to comply with any environmental protection legislation?.....
- ever been the subject of a recovery action by HM Revenue and Customs?.....
- ever been the subject of a County Court or High Court judgment or Scottish Decree?.....
- ever been a director of a company that has received a County Court or High Court judgment against it?.....
- Been the subject of an official caution for a criminal offence in the past 5 years?.....
- Ever traded under a different name in the past 10 years?.....

### **3. Has any Insurer ever:**

- cancelled your insurance policies?.....
- declined to insure or renew your insurance policies?.....
- avoided any of your insurance policies for non-disclosure or misrepresentation of any material fact?.....
- avoided any of your insurance policies for non-compliance with risk improvement requirements?.....
- imposed special terms or conditions?.....
- refused to pay a claim or limited the cover due to a breach of any policy term or condition?.....

### **4. Please disclose any additional information or suspicion or anything even if you are not sure if relevant that you think may affect our decision to accept/ renew/ underwrite this insurance and its terms and conditions:**

### **5. Please disclose any special material facts relating to your business, any of your concerns or any of your senior manager's concerns or any of the material facts you have found by reasonable searches:**

6. If any of the answers to the above Mandatory General questions on the previous page is 'Yes' then please provide details:

## DECLARATION:

You declare that:

- 1- You understand your duty to make a fair presentation and all material facts and information contained above are correct and accurate including the reasonable searches made by you and any information held by anyone who is responsible for this insurance within your organisation.
- 2- You agree to our standard policy wording, a copy of which can be provided on request.
- 3- You have read and understood our Privacy policy.

Name and Position/ Title:

Authorised Signature:

Date:

### APPENDIX- MULTI LOCATION RISKS ONLY

A. Address of Premises 2 if applicable (for more than one premises please fill in more at the end)

B. Business activities at Premises 2

C. Are you the sole occupier?

D. If no, please specify?

E. What are the walls, floors, roof made of?

Walls:

Floors & Stairs:

Roof (specify if flat):

F. Building age

G. Does the Building show sign of Subsidence?

Yes/ No:

Any Subsidence claims in the last 5 years?

H. Are the Premises heated by central hot water/ gas/ electricity?

I. Do you use portable heaters?

J. Are your Premises in a good state of repair?

*Including but not limited to:* without structural problems, no dry rot, rot or infestation, not requiring timber/ window replacement, no damp, no waste material in the interior/ exterior, no roof or chimney stack damage, no faulty wiring or incomplete construction and no damage to floors/ roof/ walls/ exterior etc.

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5. Do you have a fire alarm? Is it connected to a 24/7 alarm centre and emergency response services?

6. Are all water pipes/ tanks protected against freezing by insulation/ lagging?

Yes/ No

If no, please explain:

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2. Computer Equipment Sum Insured

3. Tenants Improvements

4. Valuable Papers and Records

5. Do you require Buildings cover (Section 8)?

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NB: This Sum Insured should include outbuildings, walls gates and fences, roads, car parks, pavements, building management and security systems, fuel tanks

7. What do you want your Contents excess to be?

(Please circle your preference)

- £250 (standard)
- £500 (discounts available)
- £1,000 (discounts available)
- £2,500 (discounts available)

8. Do you want the sums insured on a Day One Option?

## PRIVACY AND YOUR PERSONAL INFORMATION

### 1. Personal Data Obtained and Collected

For the purposes set out in this notice, information including personal information detailed below relating to you ("**Personal Data**") will be collected and processed by China Taiping Insurance (UK) Co Limited and/or on its behalf by its third party service providers

#### Personal Data

Including but not limited to: Your name, address, civil status, occupation, date of birth, contact details, credit history, criminal convictions, CCJs, details of previous bankruptcy(ies) or insolvency(ies), previous insurance claims details, bank details, current and previous employment details (including directorships), ELTO reference, health details including medical reports, our medical claims history and details of physical and psychological health or medical conditions.

Each time you visit our website, we may automatically collect Technical information including IP address.

The controller of this Personal Data is China Taiping Insurance (UK) Co Limited of 2 Finch Lane, London, EC3V 3NA ("**China Taiping Insurance**", "**CTI**", "**we**" and "**us**"). If you have any query, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com).

We process your Personal Data in accordance with this Privacy Policy also available on <http://uk.cntaiping.com/uk-privacy/> and a copy of which can be provided to you on request.

### 2. How and Why We Process Your Personal Data

The following tables detail how ("**Legal Basis**") and why ("**Purposes**") we process your Personal Data. These tables also detail the third-party service providers with whom we share your Personal Data ("**Recipients**") and the period that your Personal Data will be stored ("**Retention**"). **We encourage you to read this section.**

#### Legal basis for processing

#### Purposes

We obtain, collect and process your Personal Data to perform your contact and in particular:

- Check if you are eligible to be insured under the product chosen
- Consider acceptability of the risk you present to us
- Underwrite and assess the risk in order to offer you a quotation
- Process your premium payment
- Evaluate the risk presented through surveys where relevant
- Process your claims and/or third parties claims under your policy
- Investigate claims directly or, where relevant, through appointed loss adjusters or forensic engineers
- Regulatory reporting and legal obligations
- To notify you about changes to the product chosen
- To redistribute risk by means of reinsurance and co-insurance
- For automated decision making (including profiling) where we need to process your Personal Data you provide us with in order to underwrite your insurance and/or process your claim.

<b>Legal Basis</b>	<p>It is necessary to process this Personal Data in order to:</p> <ul style="list-style-type: none"> <li>• Enter and perform our insurance contract with you as well as to allow us to process a claim accordingly</li> <li>• Compliance with a legal obligation to which you are subject</li> <li>• Where the processing of your personal data is necessary for the public interest or in the exercise of official authority of us</li> </ul>
<b>Recipients</b>	<p>Personal Data will be disclosed for these purposes to our third-party service providers or regulators. These Recipients may include:</p> <ul style="list-style-type: none"> <li>• Credit check companies</li> <li>• Surveyors</li> <li>• Solicitors</li> <li>• Loss Adjusters and/ or Forensic Engineers</li> <li>• Fire brigade Authority or Police</li> <li>• Claims handling companies</li> <li>• Insurance intermediaries/brokers</li> <li>• Banks</li> <li>• Reinsurers and other insurance companies</li> <li>• Fraud, Money Laundering and Terrorist Financing prevention and detection</li> <li>• CUE (Claims Exchange Underwriting)</li> <li>• Regulatory and Government Bodies (ELTO, HMT, MID, FCA, PRA, Ombudsman etc.)</li> <li>• Approved repairers and garages</li> </ul>
<b>Retention</b>	We will retain your Personal Data for as long as your insurance policy is valid with us and for 15 years after.
<p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>• We may for some of our products carry out automated decision making (including profiling) to process your personal data in order to underwrite and price your insurance online and/or process your claim. We take care to ensure our profiling is fair, transparent and limited in purpose.</li> <li>• In the event that you do not wish to provide us with your Personal Data for all of the above Purposes, we will not be able to process your application and/or offer you an insurance policy.</li> <li>• If at any point in the future we need to amend this policy, every effort will be made to make you aware and our website will always have the latest version.</li> </ul>	

### 3. Cross-Border Transfers of Your Personal Data

We, and certain Recipients (our third party service providers) who process your Personal Data on our behalf may transfer your Personal Data outside the [European Economic Area ("EEA")] to a country that does not provide an adequate level of protection to your Personal Data. Where such transfers occur, we ensure that: a) they do not occur without our prior written authority; and b) that an appropriate transfer agreement is put in place to protect your Personal Data. If you would like to find out more about any such transfers, please contact our Compliance officer.

### 4. Your Acknowledgment of this Notice and Your Rights

You have rights which allow you to address any concerns or queries with us regarding our processing of your Personal Data:

<b>Right to Object to Processing</b>	In certain circumstances, you have a right to object to our processing of your Personal Data where we process it on the legal basis of: a) our legitimate business interest, including profiling based on our legitimate business interests; or b) your consent to marketing. We may not be able to comply with such a request where we can demonstrate that there are compelling legitimate grounds for us to process your Personal Data which override your interests, rights and freedoms or where the processing of your Personal Data is required for compliance with a legal obligation or in connection with legal proceedings.
<b>Right to Withdraw Consent</b>	You have a right to withdraw your consent, at any time, to our processing of your Personal Data which is based on your consent. Where you exercise this right, our processing of your Personal Data prior to your withdrawal of consent will remain valid.
<b>Right of Access</b>	You have the right to access and obtain a copy of the Personal Data that we hold about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
<b>Right to Rectification</b>	You have the right to request that we correct any inaccuracies in the Personal Data stored about you.

<b>Right to Erasure</b>	<p>In certain circumstances, you have the right to request that we erase your Personal Data. For example, you may exercise this right in the following circumstances:</p> <ul style="list-style-type: none"> <li>• your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;</li> <li>• where you withdraw consent and no other legal ground permits the processing;</li> <li>• where you object to the processing and there are no overriding legitimate grounds for the processing;</li> <li>• your Personal Data have been unlawfully processed; or</li> <li>• your Personal Data must be erased for compliance with a legal obligation.</li> </ul> <p>Where we store your Personal Data for statistical purposes, we may not be able to comply with such a request where it would likely impair such statistical purposes or where we require your Personal Data for compliance with a legal obligation or in connection with legal proceedings.</p>
<b>Right to Restriction</b>	<p>You have the right to restrict our processing of your Personal Data where any of the following circumstances apply:</p> <ul style="list-style-type: none"> <li>• where you feel that the Personal Data which we hold about you are not accurate. This restriction will be in place for a period to enable us to verify the accuracy of your Personal Data;</li> <li>• where the processing is unlawful and you do not want your Personal Data be erased and request the restriction of its use instead;</li> <li>• where we no longer need to process your Personal Data (e.g. any of the Purposes outlined above have been completed or expire), but we require it in connection with legal proceedings;</li> <li>• where you have objected to our processing of your Personal Data pending the verification of whether or not our legitimate business interests override your interests, rights and freedoms.</li> </ul> <p>Where you exercise your right to restrict our processing of your Personal Data, we will only continue to process it with your consent or in connection with legal proceedings or for the protection of the rights of other people or for reasons of important public interest.</p>
<b>Right to Data Portability</b>	<p>You have a right to receive and transfer the Personal Data that you provide to us in a structured, commonly used and machine-readable format where we process your Personal Data on the legal basis of: a) your consent; or b) where it is necessary to perform our contract with you. Where you make such a request, we will directly transfer your Personal Data on your behalf to another controller of your choice (where it is feasible for us to do so).</p>
<b>Right to Object to Automated Decision-Making, including profiling</b>	<p>You have a right not to be subjected to decisions based solely on automated decision-making, including profiling, which produce legal effects concerning you or similarly significantly affects you. We may not be able to comply with such a request where we rely on the legal basis of: a) your explicit consent; or b) where it is necessary to enter and perform our contract with you (as detailed in section 2 above). You will however be entitled to have a person from our company review the decision so that you can query it and set out your point of view and circumstances to us.</p>

If you would like to exercise any of your rights detailed above, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com).

You may raise any concerns about China Taiping Insurance's processing of your Personal Data with the Information Commissioner Office on <https://ico.org.uk/>.

## 5. Changes to this Notice

We may amend this notice on occasion, in whole or part, at our sole discretion. Any changes to this notice will be effective immediately upon sending the revised notice to you by e-mail or post.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail or post and you will have a choice as to whether or not we use your information in the new manner.

If you have questions or concerns about this notice, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com)

## China Taiping Insurance (UK) Co. Ltd.

Registered in England and Wales number 1766035.

Registered office: 2 Finch Lane, London, EC3V 3NA, United Kingdom.

China Taiping Insurance (UK) Co. Ltd is a member of the Association of British Insurers.

China Taiping Insurance (UK) Co. Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Financial Services Register number 202690.