

# PROPOSAL FORM

## Contaminated Products Liability



### DUTY OF DISCLOSURE

This proposal form is to be completed by the Applicant or an Authorised Officer of the Applicant.

The information provided to Vero Liability in this proposal form will be the basis of any contract of insurance entered into.

You must disclose to Vero Liability Insurance Limited all information which is material to it in deciding whether to issue insurance cover to you, and if so on what terms and/or premium. This includes but is not limited to any circumstances or conduct which might lead to a claim being made against you. This may also include information which is additional to the questions that we have asked. The duty to disclose material information occurs prior to the commencement of cover, prior to each renewal or whenever the policy is varied. This means that prior to renewal or any policy variations, as well as advising of new information you also need to advise us of any alterations to the facts previously notified. Failing to disclose material information may result in your policy being avoided. This means that your policy would be deemed to have never existed and no claims would be payable.

If there is insufficient space to provide full information in this proposal, please attach additional sheets.

**WHEN IN DOUBT DISCLOSE.**

### Applicant Details

Name of applicant including trading names, names of subsidiaries and any other parties to be insured	
Address	
Website Address	
Email Address	Contact Person
Phone Number	Broker / Agent

### Details of Principals and Staff

Numbers of Staff	Employees		Contractors	
	Full time	Part time	Full time	Part time
Principals/Directors				
Qualified Staff				
Other Technical Staff				
Administrative/Clerical				
Other				
Total Payroll \$				

### Financial Details

Please provide gross turnover for all activities as follows:

Country	Last Financial Year	Current financial Year estimated	Next financial year estimated
New Zealand	\$	\$	\$
Australia	\$	\$	\$
Asia & Pacific	\$	\$	\$
UK & Europe	\$	\$	\$
USA/Canada	\$	\$	\$
<b>Total</b>	\$	\$	\$

## Business Details

State fully the nature of your business activities/operations (please include current and past activities)

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[Please furnish copies of any brochures, or other documentation which may assist Vero Liability in gaining a complete appreciation of your business/profession.]

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When was the business established?

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Has the name of the business ever changed?

Yes  No

If Yes, please advise

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Has any other business amalgamated or merged with you?

Yes  No

If Yes, please advise

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Have you purchased another business?

Yes  No

If Yes, please advise

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Have there been any strikes/riots/work stoppages/plant closings in the last five years?

Yes  No

If Yes, please advise

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Have there been any reports of unfair dismissal, health hazards, or wage disputes in the past five years?

Yes  No

If Yes, please advise

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Have there been any wrongful termination lawsuits filed or threatened in the last five years?

Yes  No

If Yes, please advise

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Has you ever been a target of political, racial environmental or other ideological groups?

Yes  No

If Yes, please advise

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Do you use or pay for research of animal testing products or import/export with volatile countries or undertake other activities which might make you a target of ideological groups?

Yes  No

If Yes, please advise

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Do you have the following written quality control procedures?

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Last review date
Quality Control Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Product Recall Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Crisis Management Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Is a batch coding system used?

Yes  No

If Yes, please advise

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Who can initiate a major product recall?

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Do the quality control procedures incorporate a Hazard Analysis and Critical Control Point (HACCP) Yes  No

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If Yes, please advise divisions that do not have HACCP programme for all products

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Please advise expenditure on Advertising and Public Relations:

Name of Agency	Expenditure last year	Expenditure this Year
	\$	\$
	\$	\$

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Have you or your products or any of your premises ever been the subject of comment or complaint by any Government Agency or Department? Yes  No

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If Yes, please advise

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What steps are taken by you to assess the Quality Standards adhered to by your suppliers?

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Has the applicant agreed to indemnify or hold harmless any suppliers or customers of components or raw materials? Yes  No

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If Yes, please advise

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**Product Details**

Are your products batch produced, or is it a continuing process? Yes  No

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If batch produced, what is your average batch size?

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If continuing process is used, what is your average size run?

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Does your coding system allow for the following identification:

Product Name	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Producing Facility	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Manufacture Date	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Batch Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Serial Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Please advise method of distribution of your products

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How transported:

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Type of Packaging:

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Steps to end user:

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To your knowledge do your wholesalers and/or distributors maintain records of the final retail outlets of your products Yes  No

How long are each of these records kept?

Is product testing utilised for all products? Yes  No

Please advise method of testing of your products

At what point in the manufacturing process is testing performed

Does testing occur at Critical Control Points? Yes  No

Do you have an internal laboratory? Yes  No

If No, please advise external laboratory

Do you test raw materials? Yes  No

Are Quality Assurance Audits performed by an independent third party? Yes  No

If Yes, by whom?

How often are the audits conducted?

In the past two years have any major recommendations been made? Yes  No

If Yes, please advise

Were the recommendations implemented? Yes  No

Are labels inspected? Yes  No

Have any products become part of another company's product? Yes  No

If Yes, please advise details of products and to whom sold

Have any products been sold to be repackaged under another name? Yes  No

If Yes, please advise to whom were they sold and their eventual name

Do all products conform in all respects with requirements of any local statute or regulation of any Government Agency, Department or Commission having jurisdiction thereof? Yes  No



## Prior Insurance

Has any insurer in respect of the risks to which this proposal relates ever:			
1.	declined a proposal, refused renewal or terminated any insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	required an increased premium or imposed special conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	declined an insurance claim by the Applicant or reduced its liability to pay an insurance claim in full (other than by application of an Excess)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes to any of the above please give details			

## Past Claims

Has any claim been made against the Applicant or any principal or director (including principal or director of any previous business) consultant or employee in respect of the risks to which this proposal relates?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Applicant or any principal, partner, director, consultant or employee incurred any other loss or expense which might be within the terms of this insurance		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes in either case please give details			
Date of Claim or Loss	Brief details of claim or loss	Cost (if any of claim paid or loss insured)	Estimated outstanding loss
		\$	\$
		\$	\$
		\$	\$
What action has been taken to prevent a recurrence of the situation which gave rise to each claim or loss?			

## Declaration

On behalf of all proposed Insureds, I/We declare and agree that:

- the information and answers given in this proposal are in every respect true and correct and that Vero Liability has been made aware of all information that may be material in considering this proposal.
- this proposal and declaration shall be the basis of and incorporated in the insurance contract.
- I/We warrant that we will notify Vero Liability of any material alteration to these facts whether occurring before or after the completion of this insurance contract.
- Vero Liability is authorised to give to or obtain from any other insurers or any insurance broker or other party any information relating to this insurance or any other insurance held by me/us or any claim made by me/us.

I/We understand that:

- Vero Liability is collecting the information on this proposal for the purpose of conducting its business, evaluating our insurance requirements and deciding whether to issue insurance cover and if so on what terms.
- failure to provide any of this information may result in Vero Liability refusing to provide the insurance.
- this information will be held by Vero Liability at 23-29 Albert Street, Auckland.
- I/We have certain rights of access to and correction of this information.

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If this proposal form is being completed electronically, please print the completed form to sign.**

**Note: Completion of this proposal does not bind the Applicant or Vero Liability to enter into a contract of insurance.**

**Vero Liability Insurance Limited**  
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