





D POLICIES, PROCEDURES & RISK MANAGEMENT

1 Please indicate whether the following IT functions are outsourced, maintained in-house or do not exist.

Table with 3 columns: Outsourced, In-house, Does not exist. Rows include: Web server management, Firewall management, Anti-virus software – on servers, Anti-virus software – on desktop computers, Updating of anti-virus software to latest version, Intrusion detection system, Email management, including content filtering, Application of security software packages, Payment processing, Storage of sensitive data such as credit card details.

2 How often is your anti-virus software updated? [Text box]

3 Are tapes, disks, files and other media created outside of your organisation checked for viruses and other malicious code prior to use? Yes [ ] No [ ]

4 Have you commissioned an external, qualified security consultant to: (a) undertake a security assessment of your current network? (b) conduct periodic external or internal scans of your security? Yes [ ] No [ ]

If 'Yes' to either 4 (a) or (b) please attach a copy of their latest report

5 Please indicate whether there is an actively followed company policy in respect of the following:

Table with 3 columns: Yes, No, N/A. Rows include: Information security, Acceptable use of your systems (signed by employees), Employee password policy, Obtaining references for new employees, Website content and structure, Authorisation of website content and structure, The monitoring of your websites (by whom/how often etc), Obtaining rights to third parties intellectual property (incl links to external websites).

6 Do you have internal policies covering the use of private data that takes into account both your data protection registrations and the requirements of the relevant data protection legislation in the territories in which you operate? Yes [ ] No [ ]

7 Do you enable remote access to your systems? Yes [ ] No [ ] If 'Yes', please explain the authentication methods used to access your systems [Text box]

E CLAIMS / LOSS EXPERIENCE

1 Have you ever disciplined an employee for malicious computer activity? Yes [ ] No [ ]

2 AFTER ENQUIRY are you aware of any circumstances which may give rise to a claim against any of the companies to be insured or against any of the partners or directors of those companies? Yes [ ] No [ ]

3 AFTER ENQUIRY have any of the companies or individuals to be insured received any complaint or threat, or are you aware of any circumstance that might give rise to a claim against you alleging that your website infringes a third party's intellectual property (including any trademarks or copyrights)? Yes [ ] No [ ]

If 'Yes' to any questions in section E, please provide full details on a separate sheet of paper

DECLARATION

I/We declare on behalf of all proposed insureds that:

- (a) all answers and statements in this proposal are correct and complete in every respect and there is no further information which may affect acceptance of the proposal;
(b) If accepted by QBE, this proposal and declaration, and any other material which I/we have provided to QBE, shall be incorporated into and form the basis of the contract of insurance;
(c) I/We understand that QBE requires this information (which will be retained by QBE) in order to decide whether to accept this proposal, and also that the Privacy Act 1993 entitles me/us to have access to and request the correction of this information;
(d) QBE is authorised to disclose information received from me/us to its advisors, reinsurers and to other insurers. I/We authorise QBE to obtain, from any party, information that is, in QBE's view, relevant to this proposal;
(e) I/We understand that the insurance will not be in force until this proposal has been accepted and cover confirmed by QBE.

NOTE: Signing the proposal and any supplementary questionnaires does not bind either the applicant or QBE to complete the insurance.

Signed [Text box] Date [Text box]
Printed name [Text box] Position [Text box]

