

# computer insurance proposal

## Important facts relating to this Proposal

You should read the following comments and the Declaration before proceeding to complete this Proposal.

### Privacy Statement

The Privacy Act 1988 (as amended) now applies and requires us to inform you that:

#### Purpose of collection

We collect personal information (this information or an opinion about an individual whose identity is apparent or can reasonably be ascertained and which relates to a natural living person) for the purposes of: providing insurance services to you, including to evaluate your application, to evaluate any request for a change to any insurance provided; to provide, administer and manage the insurance services following acceptance of an application; to investigate and, if covered, manage claims made in relation to any insurance you have with us or other companies within the same group.

The personal information collected can be used or disclosed by us for a secondary purpose related to those purposes listed above, but only if you would reasonably expect us to use or disclose the information for this secondary purpose. However, for sensitive information the secondary purpose must be directly related to the purposes listed above.

#### Disclosure

We may disclose your personal information (and receive some personal information from), when necessary and in connection with the purposes listed above, to other companies within the same group, your insurance broker or our agent, Government bodies, loss assessors, claim investigators, reinsurers, other insurance companies, mailing houses, claims reference providers, other service providers, hospitals, medical and health professionals, legal and other professional advisers.

#### Consequences if information is not provided

If you do not provide us with the information we need, we will be unable to consider your application for insurance cover, administer your policy or manage any claim under your policy.

#### Access

You can request access to personal information by contacting Vero Insurance Limited.

In some circumstances we may not agree to allow you access to some or all of the personal information we hold about you such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

#### Privacy Statement issued

Vero Insurance Limited, 465 Victoria Avenue, Chatswood, NSW 2067

#### Other offers

We would like to use your personal information to keep you up to date with the range of other products and services available from us and other companies within the same group. We may give your personal information to our agent or your broker to enable us to send you this information.

Please tick this box if you do not consent to receive this information.

### Duty of Disclosure

Before you enter into a contract of general insurance with an insurer you have a duty, under the Insurance Contracts Act, 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of insurance and, if so, on what terms. You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance.

Your duty however does not require disclosure of any matter

- that diminishes the risk to be undertaken by the insurer;
- that is of common knowledge;
- that your insurer knows, or in the ordinary course of his business ought to know;
- as to which compliance with your duty is waived by the insurer.

#### Non-disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

#### Subrogation Rights

If you enter into an agreement which excludes or limits your right to recover part or all of any loss or damage from another person, we will not cover for that loss or damage under the policy.

#### Third Party Interests

You must inform us of the interests of all third parties (e.g. financiers, lessors), to be covered under this insurance. We will protect their interests only if you have informed us of them and they are noted on the Schedule.

## Average

This Policy under Section A contains an averaging clause. This means that we require you to insure for the full value. If you do not do so, and you are underinsured, we will pay you less in the event of any claim, proportionate to the amount of underinsurance. In particular, the amount we will pay is the proportion that the Sum Insured bears to 90% of the full value, subject to the precise conditions set out in the Policy. There is also an averaging clause under Section C, for precise details please discuss with our representative.

## Maintenance Agreement

You must have a maintenance or similar agreement in respect of your computer to be eligible for this insurance.

## Summary of insurance available

### Section A – The computer installation

#### 1. *Automatic cover for additions to computer installation*

Additions to the computer installation including peripherals, terminals and the like will be automatically insured up to a limit of 10% of the Sum Insured or \$50,000 whichever be the less, the additions to be declared quarterly. An additional premium based on the increased sum insured will be charged pro rata to the next renewal date.

#### 2. *Automatic reinstatement of Sum Insured*

When a claim has been paid under Section A, the Sum Insured will be reduced for the remaining Period of Insurance. This extra cover will protect you by automatically reinstating the Sum Insured with effect from the date of the occurrence. An additional premium may be charged pro rata to the next renewal date.

#### 3. *Removal of Debris*

The cost of removal of debris of the computer following insured loss or damage is now included up to 10% of the indemnifiable loss or damage or \$2000 whichever is the lesser. This amount is in addition to the Sum Insured.

#### 4. *Protecting the computer against impending loss or damage*

The cost of reasonable but exceptional protection of the computer against impending loss or damage is included provided that such loss or damage would have been covered by the Policy. The cost of this protection is limited to the amount of such loss or damage avoided.

#### 5. *Temporary repairs and expediting costs*

These costs will be covered up to 50% of the indemnifiable loss or damage or \$2000 whichever is the lesser where they have been incurred following insured loss or damage to the computer, provided they are not already covered under the consequential loss/increased cost of working section of the Policy.

### Section B – The computer systems records

#### 1. *Reinstatement of information*

The cost of reinstatement of the information on the computer systems records is included and the reinstatement may be effected in updated form provided this does not exceed the cost of reinstatement on the existing basis.

#### 2. *Transit*

The computer systems records will be covered against loss or damage during conveyance.

#### 3. *Temporary removal*

When insured loss or damage to the computer necessitates the processing of the insured computer systems records at an alternative installation, the cover on the computer systems records extends to that location.

#### 4. *Automatic cover for additions to computer systems records*

Additional computer systems records will be automatically insured up to a limit of 10% of the Sum Insured or \$10,000 whichever be the less, the additions to be declared quarterly. An additional premium based on the increased Sum Insured will be charged pro rata to the next renewal date.

#### 5. *Automatic reinstatement of Sums Insured*

When a claim has been paid under Section B the Sum Insured will be reduced for the remaining Period of Insurance. This extra cover will protect you by automatically reinstating the Sum Insured with effect from the date of the occurrence. An additional premium may be charged pro rata to the next renewal date.

### Section C – Consequential loss

The Computer Policy can also provide cover for consequential loss or loss of revenue following loss of or damage to the computer. This would include the cost of hiring time on a similar computer or the cost of carrying out the work manually.

### Optional extensions

The following extensions to the Computer Policy are optional and an additional premium may be charged.

#### 1. *Reinstatement as New*

This extra cover is normally available on computers *not more than two years old* when first proposed for insurance. In the event of the computer being destroyed by an insured peril, the cover provides for replacement by a new computer similar to but not more extensive than the one destroyed. Average will not apply to this extension if at the time of the destruction the Sum Insured is greater than 90% of the cost of the reinstatement.

**Summary of insurance available (continued)**

**2. Prevention of Access**

If access to the premises housing the computer is prevented because property in the vicinity is destroyed or damaged, this extension of cover provides for the consequential loss or loss of revenue section of the Policy to apply even though the computer has not sustained damage.

**Note:** All questions must be answered in full before this Proposal will be considered. Please print in capital letters and tick appropriate boxes to indicate your answers. Where the space given for any answer is insufficient, please provide it on a separate sheet.

**01 the proposer**

Full name

  


Does any other party (eg. mortgagee) have an interest in the subject matter of the insurance proposed?

No  Yes  If Yes, give details below

  
  
  


Address

  
  


State Postcode

Business / occupation

  


Address of premises where computer installation is located

  
  


State Postcode

**02 period of insurance**

From  /  /  to 4.00 pm on  /  /

**03 Section A – loss of or damage to computer installation**

Amount of each claim (excess) under Section A (other than by fire, lightning or explosion) for which you wish to be responsible (min. \$250)

\$

Has the installation been specially manufactured or adapted to meet your requirements? No  Yes  If Yes, please give full details

Do you wish to include in the cover:

(i) air conditioning equipment (including trunking)?

No  Yes

(ii) electricity generating equipment (including supply cable) used solely for the purpose of the Computer Installation?

No  Yes  If Yes, please include in the list below

Do you require this insurance to be on a 'Reinstatement as New' basis? (see Optional Extensions)

No  Yes

**Note:** This is normally available only in respect of computers not more than 2 years old

Details of individual units of Computer Installations

Description	Owned / hired	Qty	Manufacturer	Type	Identification No.	Date of manufacture	Proposed sum insured
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

**04 Section B – loss or damage to computer systems records**

Do you require insurance for loss or damage to your computer systems records? No  Yes  If Yes, please complete the remaining points in this section.

Amount of each claim (excess) under Section B (other than by fire, lightning or explosion) for which you wish to be responsible (min. \$250) \$

Details of Computer Systems Records

Specification (eg. Magnetic/paper tapes, punched cards, disks/disk packs, etc.)	Qty	Media Insured inclusive of costs of reinstating information thereon Proposed sum insured
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figures should allow for additional costs (overtime, work at other locations) which may be incurred in excess of original productions costs

**05 Section C – Consequential loss**

Do you require insurance against consequential loss? No  Yes  If Yes, complete the remaining points in this section.

Do you require insurance in respect of

(i) additional cost of working? No  Yes  If Yes, state maximum recoverable each month \$

*and / or*

(ii) loss of revenue? No  Yes  If Yes, state anticipated annual revenue from computer operations \$

(iii) Auditors charges? No  Yes  If Yes, amount to be insured \$

Do you require insurance in respect of the accidental failure of the public electricity supply?  
No  Yes  If Yes, state name of relevant authority

Do you require insurance in respect of Loss following Prevention of Access? (see Optional Extensions) No  Yes   
Indemnity period required

Amount of each claim (excess) under Section C for which you wish to be responsible \$

**Note:** The minimum excess is the monetary equivalent of 48 hours

**06 details of premises**

Please state construction of –

a) building where the computer is located

(i) walls

(ii) roof

(iii) floors

b) area containing the computer

(i) walls

(ii) roof

(iii) floors

Have the premises housing the computer been subject to flood?  
No  Yes  If Yes, please give details

Is the ceiling of computer room waterproof? No  Yes

**06 details of premises (continued)**

Is the electricity supply from a grid? No  Yes

Are the cables underground or overhead?

Floor on which the computer installation is situated

Is the computer space air conditioned? No  Yes

Is the building which houses the computer wholly occupied as office premises? No  Yes

If No, please state

(i) what other activities take place in the building and in particular, the computer section?

(ii) How the computer section is divided from the remainder of the building?

Are fire alarm and extinguishment systems and appliances installed in  
(i) the building? No  Yes   
(ii) the computer area? No  Yes

If Yes to either / both, please give details

**07 details of computer**

Details of the work done by the computer

Name of company who will maintain installation

Is maintenance arranged under a hiring or maintenance agreement?  
No  Yes  If Yes, a copy must be attached to this form

If Sections B or C are to be insured, please state arrangements made for use of alternative computer in the event or failure of your own installation

Is there standby generating equipment?  
No  Yes  If Yes, state details of equipment (incl. age)

Where are the current program media kept?

Where are the current main files and their updating media kept?

Where are the 1st, 2nd, 3rd generation computer systems records kept?

Have the computer personnel been trained by computer manufacturers? No  Yes

How will new or additional personnel be trained?

**08 general details**

Is the computer currently insured?

No  Yes  If Yes, please give details

Name of insurer

Limit of indemnity

Name of insurer covering fire perils or other risks at installation address

Have you, as the proposer named in this document or in the capacity of a director, secretary, manager or in any other executive position, made a claim or suffered a financial loss during the last 5 years which would be covered by this proposed insurance?

No  Yes  If Yes, please provide details

Are there any other facts relating to this insurance or the persons making this Proposal which should be disclosed to enable a true assessment of your proposal to be made before acceptance?

No  Yes  If Yes, please provide details

Do such insurances extend to include the computer installation?

No  Yes  If Yes, please list those perils which are not required to be covered under this insurance

Please advise if the following apply

- (i) individual automatic humidity / temperature controlled environment? No  Yes
- (ii) automatic voltage / surge protection equipment including uninterruptable power supply? No  Yes
- (iii) authorised access only to computer room? No  Yes

Have you ever had any

- (i) insurance declined / cancelled? No  Yes
- (ii) renewal refused? No  Yes
- (iii) special conditions imposed? No  Yes
- (iv) excess imposed? No  Yes
- (v) claim rejected? No  Yes

If Yes to any of the above, please provide details

**declaration**

*This declaration must be completed and signed by or on behalf of all parties making this proposal*

Do you fully understand the scope of cover provided by the Computer insurance policy? No  Yes

Do you acknowledge that the 'Important Facts' at the beginning of this Proposal were brought to your attention? No  Yes

Are all answers you have given in this Proposal correct? No  Yes

Do you understand that you are not covered until this proposal has been accepted by Vero? No  Yes

I / We agree to authorise Vero to give to, or obtain from, other insurers or an insurance or credit reference bureau any information relating to this insurance and any other insurance held by me/us now or in the past, including claims under those insurances. No  Yes

*For personal applicants*

I consent to:

- the use of personal information about me for the purposes shown in the Privacy Statement, and
- send me information about other products and services, unless I have declined 'Other offers', and
- the disclosure of personal information about me to, and obtaining personal information from, other parties, including shown in the Privacy Statement, for any of these purposes,

*For all applicants*

If I have disclosed personal information about any other person, I confirm that I am authorised to:

- disclose to you personal information about that person and to consent to its use for the purposes shown in the Privacy Statement, and
- consent to disclosure to, and obtaining of other personal information about that person from, other parties including those shown in the Privacy Statement, for any of these purposes.

Signature/s		Date	/ /
		Date	/ /

**Office use only**

Account No.		Review Date	/ /
Intermediary		Review Reason	
Cover Note No.			
Policy No.			
Replacing P/N			

**Premium Calculation**

Premium	\$	Section A	\$
Fire Service Levy	\$	Section B	\$
Stamp Duty	\$	Section C	\$
<b>Total Payable</b>	<b>\$</b>	<b>Total Premium</b>	<b>\$</b>

**Branches in Australia**

New South Wales & ACT  
 60 Margaret Street  
 Sydney NSW 2000  
 Locked Bag 25,  
 Australia Square 1215  
 DX10282 Sydney Stock Exchange  
 Telephone 02 9295 4310  
 Facsimile 02 9295 4470

Queensland  
 145 Eagle Street  
 Brisbane QLD 4000  
 GPO Box 41, Brisbane 4001  
 DX200 Brisbane  
 Telephone 07 3246 6000  
 Facsimile 07 3246 6024

Tasmania  
 Level 12, 39 Murray Street  
 Hobart TAS 7000  
 GPO Box 509, Hobart 7001  
 DX102 Hobart  
 Telephone 03 6235 8333  
 Facsimile 03 6231 1231

Victoria & South Australia  
 15 William Street  
 Melbourne VIC 3000  
 PO Box 294,  
 Collins Street West 8007  
 DX273 Melbourne  
 Telephone 03 9245 8111  
 Facsimile 03 9245 8265

Western Australia  
 15-17 William Street  
 Perth WA 6000  
 PO Box B78, Perth 6838  
 DX125 Perth  
 Telephone 08 9211 4111  
 Facsimile 08 9211 4185