

Beazley | Financial Institutions – Bank

Please provide with this proposal form the most recent copies of the following documents:

- Proposer’s audited annual report and accounts
- Organisation structure chart
- Any supplementary information which is material to the response of the questions
- Completed relevant appendices

Proposer information

1. Name of the Proposer:

2. Principal address:

3. Website address:

4. Date of establishment: dd/mm/yyyy / /

5. Type of financial institution:

- | | |
|-------------------------|-----------------|
| Acquiring bank | Financing house |
| Building society | Investment bank |
| Central bank | Private bank |
| Commercial bank | Retail bank |
| Development bank | Universal bank |
| Other (please specify): | |

6. Please state the total number of employees and offices in each location:

	Employees	Offices
Africa		
Arab States		
Asia		
Canada		
Caribbean		
Central and Eastern Europe		
South America		
Rest of World		
Western Europe		
UK		
USA		
Total		

Activities

7. Please state the total revenue from the Proposer's most recent annual audited financial statement:
8. Please state the approximate percentage of the Proposer's total revenue which is derived from the following activities:

		Percentage of revenue		Percentage of revenue
Commercial loans	Domestic	%	Bancassurance	%
	Foreign	%	Leasing	%
Interbank loans	Domestic	%	Mergers and acquisitions advice	%
	Foreign	%	Security dealing	%
Retail loans	Domestic	%	Share placing and new issues	%
	Foreign	%	Tax or legal advice	%
Commodity market dealing		%	Trade finance	%
Foreign exchange dealing		%	Venture capital	%
Fund management		%	Deposits/savings accounts	%
Total of both columns				100%

9. Please list any other revenue producing services/activities:

10. Please state the percentage split of revenue in each location:

	Percentage split
Africa	%
Arab States	%
Asia	%
Canada	%
Caribbean	%
Central and Eastern Europe	%
South America	%
Rest of World	%
Western Europe	%
UK	%
USA	%
Total	100%

11. Please provide details of any new services or products intended to be offered in the next 12 months:

12. Are external financial advisers or other agents used to distribute products? Yes No
- If 'Yes',
- a. What is the percentage of revenue derived from products distributed by external financial advisers and agents: %
- b. Please describe how the Proposer manages external agents/financial advisers and how they are remunerated?

13. Are any professional services sub-contracted? Yes No
- If 'Yes', please provide details of these services:

Risk management

14. Is there an internal audit department that is separate from the auditing services provided by an external auditor? Yes No
- If 'Yes',
- a. Does the Proposer have an agreed internal audit plan? Yes No
- If 'No', please explain:
- b. Does the Proposer have an internal audit department? Yes No
- If 'Yes',
- i. Are the results of an internal audit independently reviewed? Yes No
- ii. Have all material recommendations been implemented? Yes No
- If 'No', to any of the above, please provide details:

15. a. Please state the name of the external audit company used:
- b. Have all recommendations made by the external audit company been implemented? Yes No
 If 'No', please provide details:
16. a. Please state the primary regulator of the Proposer:
- b. When was the Proposer's most recent regulatory review?
- c. Have all recommendations arising from the most recent regulatory review been implemented? Yes No
 If 'No', please provide details:
17. Does the Proposer have a business continuity plan that is regularly reviewed, updated and tested? Yes No
18. Does the Proposer have a regularly reviewed, updated and tested compliance function responsible for ensuring all staff comply with the regulatory rules, principles, codes and guidelines? Yes No
19. Are all new services and products subject to an approval process that includes sign off from the head of the business unit, compliance and legal? Yes No
 If 'No', please explain:
20. Are all services provided subject to written or electronic contractual agreement? Yes No
 If 'Yes', are these agreements legally reviewed prior to acceptance? Yes No
 If 'No', please explain:
21. Are all publications, marketing literature or social media communications subject to internal policies or legal review prior to their release? Yes No
 If 'No', please explain:

Employee controls

22. Is there a rule book or are there instructions covering all aspects of the business which is maintained and operated and which clearly defines the duties of each employee?	Yes	No
23. Are the duties of each employee arranged so that no one employee is permitted to control any transaction from commencement to completion?	Yes	No
24. Is there a job rotation policy in place?	Yes	No
25. Is there an established policy for checking the background of job candidates prior to them being offered employment?	Yes	No
26. Are all employees required to take an uninterrupted annual holiday of at least 10 working days?	Yes	No

Account controls

27. Are duties of employees segregated so that no one individual can control any of the following functions from beginning to end without referral to another individual:		
a. Signing of cheques above £5,000?	Yes	No
b. Issuing fund transfer instructions?	Yes	No
c. Issuing amendments to fund transfer procedures?	Yes	No
d. Investment in and custody of securities or other valuables (including blank cheques, travellers cheques, bills exchange etc)?	Yes	No
e. Authorising capital expenditure?	Yes	No
f. Appointing new suppliers or awarding contracts?	Yes	No
g. Opening new bank accounts or amending approved signatory details?	Yes	No
h. Disbursement of loans (including loans to employees) or approving borrowings?	Yes	No

If 'No', to any of the above, please explain:

IT controls

28. Is there an IT cyber security plan in place that is regularly reviewed, updated and tested?	Yes	No
29. Is annual training conducted for every employee for IT security issues and procedures?	Yes	No
30. Are electronic passwords used to control varying levels of security access to computer systems?	Yes	No
31. Are periodic password changes enforced?	Yes	No
32. Are user accounts and system access automatically withdrawn upon termination of employment?	Yes	No
33. Are all computer software changes independently approved before being implemented?	Yes	No
34. Is all valuable/sensitive data backed-up on a daily basis, encrypted and stored off site?	Yes	No
35. Are computer programs/software monitored for unauthorized access?	Yes	No
36. Is there an incident response plan for network intrusions, data breaches and virus incidents that is regularly reviewed, updated and tested?	Yes	No

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|--|-----|----|
| 37. Is a software update process currently enforced, including installation of software patches? | Yes | No |
| If 'Yes', are critical patches installed within 30 days of release? | Yes | No |
| 38. Are computer service providers who may have access to confidential information or personally identifiable information required to demonstrate adequate security policies and procedures? | Yes | No |
| 39. Are computer service providers required by contract to indemnify the Proposer for harm arising from a breach of the provider's security? | Yes | No |
| 40. Does the Proposer have a bring your own device policy? | Yes | No |
| If 'Yes', please provide details: | | |

Fund transfer

- | | | |
|---|-----|----|
| 41. Are fund transfer instructions accepted from clients by telephone, email, text message or an alternative method of communication? | Yes | No |
| If 'Yes', are payment instructions always verified? | Yes | No |
| 42. Is there a social engineering fraud risk management strategy in place? | Yes | No |
| 43. Are all requests to change bank and payment details verified and validated by using pre-agreed contact details? | Yes | No |
| 44. For first time payments, is both the request for the payment and the bank details provided, verified and validated? | Yes | No |
| If 'No', to any of the above, please explain: | | |

Security

- | | | |
|--|-----|----|
| 45. Please state the maximum value of securities, cash, precious metals and/or jewellery at: | | |
| a. head office: | | |
| b. any one branch: | | |
| c. any cash centre: | | |
| 46. Please confirm there is continuous CCTV surveillance in operation throughout all premises: | Yes | No |
| a. Is there controlled security access to all business premises? | Yes | No |
| b. Are all premises fitted with alarm systems which are connected to the Police and tested by a certified third party? | Yes | No |
| If 'No', please explain: | | |

47. Please state the maximum amount of securities, cash, precious metals and/or jewellery in transit at any one time:

- | | | |
|--|-----|----|
| 48. Please confirm all transits are carried out by armoured motor vehicles | Yes | No |
| If 'No', | | |
| a. Are messengers accompanied by police or armed guards? | Yes | No |
| b. Are trips scheduled at irregular intervals and over varying routes? | Yes | No |

Claims information

49. Please read the following statements and confirm as indicated below:

- a. No claim, proceeding or demand has been made or brought against the Proposer or any of its directors, officers or employees in the last five years (whether insured or not);
- b. The Proposer or any of its directors, officers or employees have not been the subject of any regulatory, administrative or governmental investigation in the last five years (whether insured or not);
- c. No crime losses have been sustained by the Proposer in the last five years (whether insured or not);
- d. The Proposer, after enquiry, is not aware of any act, error, omission, event, circumstance or incident which may give rise to a claim, proceeding or demand or any regulatory, administrative or governmental investigation or crime loss.

All the statements above are true and accurate:	Yes	No
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If 'No', please provide details below or on a separate sheet:

Important notice

Before commencement of any insurance policy, the Proposer is required to make a fair presentation of the risk in accordance with the Insurance Act 2015.

The Proposer must disclose all material circumstances which the Proposer knows or ought to know or, failing that, has given us, Beazley the Insurer, sufficient information to put a prudent insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances.

A material circumstance is one which would influence a prudent insurer's judgement of the risk.

If the Proposer has any questions regarding the duty to make a fair presentation of the risk then please contact your broker for further information.

Declaration

It is declared that the Proposer has made a fair presentation of the risk. This declaration is signed by the director or officer who is responsible for arranging insurance on behalf of the Proposer.

Signature:

Position:

Date: / /

This proposal form should be signed no earlier than 30 days prior to inception of the policy.

Data protection notice

Beazley collects and uses information (including any personal data) provided by the Proposer in order to consider providing an insurance quote for the Proposer and any other entities or individuals intended to be insured.

If Beazley needs to process or obtain any special category data not provided by the Proposer within this proposal form then Beazley will seek consent from the Proposer before doing so. If the Proposer is providing any personal information on behalf of an individual, then the Proposer must inform that individual of this notice.

Beazley may share the information collected with a number of third parties such as agents, brokers, reinsurers, regulators and law enforcement agencies. Beazley will only disclose any personal information to the extent required or permitted by law.

Beazley's privacy notice is available [here](#)

If the Proposer or any individual wishes to contact Beazley regarding their data and rights then please contact DPO@Beazley.com

Appendix A: Private banking

1. Please describe products and services offered:

2. Is the suitability of investment advice given to clients monitored? Yes No

If 'Yes', please explain:

3. a. Is there an approved list of securities? Yes No

b. Are relationship managers authorised to deviate from this list? Yes No

If 'Yes', please explain:

Appendix B: Investment banking

1. Please state the percentage split of income by activity:

	Income	Income derived from USA
M&A/Corporate Advisory	%	%
Equity – new issuance	%	%
Equity – secondary issuance	%	%
Debt – new issuance	%	%
Debt – secondary issuance	%	%
Structured financial products	%	%

2. Please state the total number of transactions in the last 12 months:

3. Please state the average value of transaction in the last 12 months:

4. Please state the average fee income per client:

5. Please state the largest fee income per client:

6. Please state the average underwriting participation:

7. Please state the largest underwriting participation:

8. Please confirm there are regularly reviewed and updated formal procedures in place:

- | | | | |
|----|--|-----|----|
| a. | to ensure financial ability of buyers represented in M&A transactions | Yes | No |
| b. | when independent outside review is required with respect to any investment banking transaction | Yes | No |
| c. | for a secondary independent review or an internal procedure prior to the release of advice or documentation to ensure all aspects of the transaction as agreed have been completed | Yes | No |
| d. | to ring-fence sensitive information and to ensure there are no conflict of interests with other areas of your organization | Yes | No |
| e. | to ensure that risk sensitive information is not viewed by the general public | Yes | No |

9. Please detail below failed or incomplete transactions:

10. Please provide details of the 3 largest transactions by deal size:

	Name of client	Type of transaction	Date	Value of deal	Amount underwritten by Proposer
1					
2					
3					

Appendix C: Building society / Financing house

1. Please state the average loan to value of:
 - a. residential portfolio %
 - b. commercial portfolio %
2. Please state the maximum loan to value accepted:
 - a. residential portfolio %
 - b. commercial portfolio %

3. Please provide the percentage split of the loan portfolio by loan value for the last 12 months:

Less than £500,000	%
Between £500,000 and £1,000,000	%
More than £1,000,000	%
Total	100%

4. Are financial advisory services provided to customers? Yes No
 If 'Yes', please provide details of the type of financial advice given: