

Fine Art Dealers and Galleries Insurance

Proposal Form



Important Notices

Statement pursuant to Section 25 (5) of the Insurance Act (Cap. 142) (or any subsequent amendments thereof) - You are to disclose in this Proposal Form fully and faithfully all facts which you know or ought to know, otherwise the policy issued hereunder may be void.

Your Duty of Disclosure

Before you enter into a contract of general insurance with an Insurer, you have a duty 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 the 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.

It is important that all information contained in this proposal is understood by you and is correct, as you will be bound by your answers and by the information provided by you in this proposal.

You should obtain advice before you sign this proposal if you do not properly understand any part of it.

Your duty of disclosure continues after the proposal has been completed up until the contract of insurance is entered into.

Non-Disclosure

If you fail to comply with your duty of disclosure, the Insurer may be entitled to void the contract from its beginning.

Change of Risk or Circumstances

You should advise the Insurer as soon as practicable of any change to your normal business as disclosed in the proposal, such as changes in location, acquisitions and new overseas activities.

Subrogation

Where you have agreed with another person or company, who would otherwise be liable to compensate you for any loss or damage which is covered by the policy, that you will not seek to recover such loss or damage from that person, the Insurer will not cover you, to the extent permitted by law, for such loss or damage.

A. General Information

Name of Insured _____

Email Address _____

Mailing Address _____

Name of Director _____

Occupation of Applicant _____

Insurance Broker / Agent _____

Contact Person / Details _____

B. Limit of Insurance requested at each location

No.	Full Address	Total Insured Value (\$)	Occupancy (Gallery / Storage)
1.			
2.			
3.			

Do you need coverage for any item(s) displayed outdoors? Yes No

If Yes, please identify these items and their corresponding values.

Are there any loaned items in the insured properties? Yes No

If Yes, please advise sum insured values.

Breakdown of sum insured per category type of art

No.	Category	Quantity Percentage (%)	Sum Insured Value Percentage (%)
1.	Paintings, Drawings or Prints		
2.	Ceramics, Porcelain and Glass		
3.	Non-fragile Sculptures		
4.	Fragile Sculptures		
5.	Antiquities		
6.	Books & other items of paper		
7.	Maps		
8.	Others (Please specify):		

C. Details of the Art Gallery / Dealer

Number of Years in Operation _____

If less than 5 years, please specify the list of previous experience.

Nature

Art History Cultural Others, please specify: _____

Accreditation _____

D. Employees

Number of full time staff _____

Number of part time staff _____

Are all the staff trained in the handling of artwork? Yes No

E. Construction of the Building

1. Material of construction

Adobe Brick Glass Safety Glass Steel Stone Wool

Fabric / Carpet Others, please specify: _____

2. Building Type

High Rise Building Bungalow Semi-detached Terraced Apartment

3. Date of completion of build

DD / MM / YYYY

4. Occupancy

- Residential Commercial Office Storage

F. Fire Protection

1. Location of Fire / Smoke Detectors _____

2. Type of fire alarm

- Local or Monitored Connected to a Central Fire Station)

3. How often is it checked and maintained? _____

4. Are there any portable fire extinguishers? Yes No

If Yes, what type?

- Carbon Dioxide Dry Chemical Foam Halon Acid Others

G. Security

1. Do you have a security alarm system? Yes No

If Yes, is it local or Monitored / Connected to a central police station?

- Local Monitored / Connected to a central police station

2. Do you use a Security Alarm company? Yes No

If Yes, please state the name and how often do they conduct a check and maintenance.

3. Do you have CCTV cameras? Yes No

If Yes, please state where they are located?

4. Are there 24-hour security guards? Yes No

If Yes, how many?

5. How many entry/exit doors are there? Yes No

6. Do these doors have locks and/or controlled systems? Yes No

7. How many staff have keys to the entry/exit doors? _____

8. How many staff know the password for the burglar alarm system? _____

9. Is the property left unattended for long periods of time? Yes No

10. Do you have an emergency procedure in the instances of theft or fire? Yes No

11. Will the Insured agree to an inspection of the premises and artwork by a Chubb employee or designee? Yes No

H. Flood Prevention Measures

1. Is the premise protected by a water sprinkler system? Yes No

2. How often is it checked? _____

3. Do you store items in a storeroom in the basement? Yes No

4. Do you keep artwork standing on the floor? Yes No

5. Do you keep artwork on shelves elevated from the floor? Yes No

I. Business

1. Do you have consignment agreements with the artists you feature? Yes No

2. What is the average value of a single artwork? \$ _____

3. What is the maximum value of a single artwork? \$ _____

4. What is the basis for valuation of the items?

- Cost Consignment Market value Others

5. Annual sales for the last 3 years

Year	Sales (\$)

J. Documentation / Database

1. Do you keep a detailed and itemised inventory of your items? Yes No

If Yes, what system do you use?

2. How often do you update your inventory? _____

3. How often do you keep a record of sales and purchases? _____

4. Do you keep back-ups of your inventory? Yes No

If Yes, how and where?

5. Who is responsible for the management of the inventory list?

6. How often are the insured properties appraised? _____
7. How often does the staff inspect the condition of the insured properties? _____
8. Will you agree to submit your inventory list when requested by the Insurer? Yes No

K. Transit Cover Requirement

Conveyance Mode

- By Air By Sea Freight By Land By Courier

Name of Packing and Shipping Company regularly used

Regular Packing Method

- With Paper wrap With Bubble Wrap With Carton Box With Wooden Crate

Others, please specify: _____

Total Value of incoming shipments in the last year S\$ _____

Total Value of outgoing shipments in the last year S\$ _____

Who is responsible for packing, crating and shipping ?

Do you do a condition report before/after packing and unpacking for shipments? Yes No

L. Exhibitions / Overseas Art Fairs

Number of exhibitions in the previous year _____

Number of exhibitions to be conducted in the coming year _____

Total Sum Insured Value for exhibitions in the coming year S\$ _____

Number of overseas art fairs in the previous year _____

Number of overseas art fairs to join in the coming year _____

Total Sum Insured Value for overseas art fairs in the coming year S\$ _____

M. Planned Renovation or Relocation

1. Will you be conducting any renovations at any of the locations in the next 12 months? Yes No

If Yes, kindly indicate the details.

2. Will you be moving into another location in the next 12 months? Yes No

If Yes, kindly indicate the details.

N. Loss History

Have you had any losses/claims in the last 5 years? Yes No

If Yes, kindly indicate the details below.

Date of Loss	Details	Amount	Paid by Insurer (Y/N)

Name of Current Insurance Carrier

Personal Data Protection Statement

The Company ("We/Us") want to ensure that Our Insured Persons ("You") are confident that any personal data collected by Us is treated with the appropriate degree of confidentiality and privacy.

This Personal Information Collection Statement sets out the purposes for which We collect and use personally identifiable information provided by You ("Personal Data"), the circumstances when Personal Data may be disclosed and information regarding Your rights to request access to and correction of Personal Data.

(a) Purposes of Collection of Personal Data

We will collect and use Personal Data for the purposes of providing competitive insurance products and services to You, including considering Your application(s) for any new insurance policies and administering policies to be taken out with Us, arranging the cover and administering and managing Your and Our rights and obligations in relation to such cover. We also collect the Personal Data to be able to develop and identify products and services that may interest You, to conduct market or customer satisfaction research, and to develop, establish and administer alliances and other arrangements with other organisations in relation to the promotion, administration and use of Our respective products and services. We may also use your Personal Data in other ways with your consent.

(b) Direct marketing

Only with your consent, We may also use your contact, demographic, policy and payment details to contact You with marketing information regarding our insurance products by mail, email, phone or SMS. Tick the box below if You do not consent to receive such marketing information from Us.

(c) Transfer of Personal Data

Personal Data will be kept confidential and We will not sell Your Personal Data to any third party. We limit the disclosure of Your Personal Data but, subject to the provisions of any applicable law, Your Personal Data may be disclosed to:

(i) third parties who assist Us to achieve the purposes set out in paragraphs a and b above. For example, We provide it to Our relevant staff and contractors, agents and others involved in the above purposes such as data processors, professional advisers, loss adjudicators and claims investigators, doctors and other medical service providers, emergency assistance providers, insurance reference bureaus or credit reference bureaus, government agencies, reinsurers and reinsurance brokers (which may include third parties located outside Hong Kong);

(ii) Our parent and affiliated companies, or any company within Chubb local and outside Hong Kong;

(iii) the insurance intermediary through which You accessed the system;

(iv) provided to others for the purposes of public safety and law enforcement; and

(v) other third parties with your consent.

With regard to the above transfers of Personal Data, where applicable, You consent to the transfer of Your Personal Data outside of Hong Kong.

(d) Access and correction of Personal Data

Under the Personal Data (Privacy) Ordinance ("PDPO"), You have the right to request access to and correction of Personal Data held by Us about You and We will grant You access to and correct Your Personal Data as requested by You unless there is an applicable exemption under the PDPO under which We may refuse to do so. You may also request Us to inform You of the type of Personal Data held by Us about You.

Requests for access or correction of Personal Data should be addressed in writing to:

Chubb Data Privacy Officer
39/F, One Taikoo Place
979 King's Road
Quarry Bay, Hong Kong
O +852 3191 6222
F +852 2519 3233
E Privacy.HK@chubb.com

Your request to obtain access or correction will be considered within forty (40) days of Our receipt of Your request. We will not charge You for lodging a request for access to Your Personal Data and if We levy any charges for providing information, such charges will not be excessive. No fee is charged for data correction requests.

About Chubb in Hong Kong SAR

Chubb is the world's largest publicly traded property and casualty insurer. With both general and life insurance operations, Chubb has been present in Hong Kong SAR for more than 90 years via acquisitions by its predecessor companies. Its general insurance operation in Hong Kong SAR (Chubb Insurance Hong Kong Limited) is a niche and specialist general insurer. The company's product offerings include property, casualty, marine, financial lines and consumer lines designed for large corporates, mid-sized commercial & small business enterprises as well as retail customers. Over the years, it has established strong client relationships by offering responsive service, developing innovative products and providing market leadership built on financial strength.

More information can be found at www.chubb.com/hk.

Signature of Proposer

Date

Contact Us

Chubb Insurance Hong Kong Limited
39/F, One Taikoo Place,
979 King's Road,
Quarry Bay, Hong Kong

O +852 3191 6800
www.chubb.com/hk

Chubb. Insured.™