COMMERCIAL CRIME PROTECTION PROPOSAL FORM

GUIDELINES TO HELP YOU COMPLETE THIS PROPOSAL FORM

1. Failure to disclose all material information that is likely to influence the acceptance of the risk or the terms applied could invalidate the insurance. If you are in any doubt as to whether any information is material, it should be disclosed.
2. Where the space provided is insufficient for your replies, please use the pages at the back of this booklet or provide separately and attach to this Proposal Form.
3. Reference to "North America" in this Proposal Form shall mean the USA and Canada and their respective territories and possessions.
4. Reference to "Proposer" in this Proposal Form shall include all subsidiary and associated companies to be insured.

A. GENERAL SECTION

1. Name of the Proposer and any previous names under which the business has been conducted

Belfast City Council and
Belfast Waterfront & Ulster Hall Ltd

2. Address of your head office and locations of all other offices

City Hall, Donegal Square North, Belfast BT1 5GS
BWUH - Lanyon Place, Belfast

3. Website information

a. If you have a website provide address(es) and complete the questions below

Please see attached supplementary sheet

b. Does your site include the following:

i. liability disclaimers with clear indications as to the jurisdiction applicable? Yes ✓ No

ii. virus protection and firewalls? Yes ✓ No

c. What is the purpose of your site?

i. advertising or marketing only Yes ✓ No

ii. publishing Yes ✓ No

iii. electronic commerce Yes ✓ No

iv. the provision of advice Yes ✓ No

If undertaking ii, iii or iv above, provide details

ii. - published council minutes, corporate plans, annual reports and video of council meetings.
iii. - payment for council services, e.g., dog licences, we are PCI-DSS compliant and transact online payments on the bank infrastructure rather than our own (we do not store, process or transmit card information on our infrastructure).
iv. - general information on council services.

Please note, if your web related activities are extensive we may request additional information.

4. Business Information

a. Describe the nature of your business activities/services

Local authority - District Council
Full details of all councils services are listed on the councils website.

b. Year business commenced: 1973

c. Date of financial year end: 31st March

d. ~~Annual Turnover~~: Gross expenditure

	Last financial year (£)	Estimate for current 21/22 financial year (£)	Estimate for forthcoming 22/23 financial year (£)
In the UK		£211.50M	TBC
In the rest of Europe			
In North America			
Elsewhere			
Total turnover			

5. North America

a. Is the Proposer represented in any way in North America? Yes ☐ No ✓

If '**Yes**', state how (e.g. by subsidiary company, local office, local representation or by any other person or concern holding a Power of Attorney on behalf of the Proposer)

b. Total gross assets of the Proposer in North America

c. Total number of employees in North America

6. Corporate Structure

a. Outline briefly any major changes, such as acquisitions, disposals or capital restructuring which have occurred during the last three years

None

b. Are there any proposals at the present time which have been publicised relating to the acquisition of the Proposer by, or its merger with, any other entity? Yes ☐ No ✓

If '**Yes**', provide details

B. CRIME INSURANCE

Please enclose the latest audited annual report and accounts:

1. Employee and Location details (Figures exclude BWUH Ltd)

	Number of Employees	Number of Locations	Wageroll for last financial year (£) 20/21	Estimated wageroll for forthcoming financial year (£) 22/23
UK	2100+	100+	£72.96M	~~£75M~~ £76M
Rest of Europe				
North America				
Elsewhere				
Total				

List specific locations outside the UK and North America

Country	Number of Employees	Number of Locations

2. Values at Risk

	Maximum any one premise (£)	Maximum any one transit (£)	Maximum in locked safe overnight (£)
Money & other bearer instruments and cheques	£100K	£40K	£40K
Registered securities	£75K	£5K	£75K
Precious metals or jewellery	nil	nil	nil
Stock, raw materials & work in progress	£300K		

Are all premises containing stock, money, securities or precious metals connected to an intruder alarm? Yes ✓ No

If '**Yes**', are they connected to a central monitoring station or police station? Yes ✓ No

3. External and Internal Audit

a. Do external auditors audit all operations including overseas subsidiaries at least annually? Yes ✓ No

b. Have all recommendations by external auditors regarding internal controls been complied with following your last audit? Please refer to supplementary information sheet N/A Yes No

If '**No**', provide details

c. Is there an audit committee which monitors the effectiveness of internal controls and reports directly to the Board? Yes ✓ No

d. Do you have an internal audit department? Yes ✓ No

If '**Yes**' do they:

i. have an established written program for all operations? Yes No

ii. audit all premises at least annually? Yes No

iii. audit all Electronic Data Processing and cash management functions? Yes No

iv. carry out random checks on stocks of raw material, work in progress and finished goods? Yes No

e. What are the procedures for the implementation of internal audit recommendations?

Questions 3d and 3e please refer to supplementary information sheet.

4. Internal Controls

a. Stock Control

i. Please state below how frequently independent physical checks are carried out on all stock and materials held against verified stock records?

Monthly and at year end

b. Bank Account

i. are duties segregated so that no one individual can open a new bank account without referral to others? Yes ✓ No

ii. are bank statements independently reconciled with customer accounts by persons not authorised to deposit or withdraw funds from the account? Yes ✓ No

iii. do employees receiving cash and cheques in the course of their duties remit all monies received and/or bank in full on the day of receipt or next banking day? Yes ✓ No

iv. do all manually prepared cheques and other bank instruments drawn for £25,000 or more require two manually applied signatures added after the amount has been inserted with one signatory examining the supporting documentation? Yes ✓ No

- has your bank been advised? Yes ✓ No

v. where computer or machine prepared cheques or other bank instruments are used is the supporting documentation examined and authorised before requisition for the cheque or instrument is made? Yes ✓ No

c. Suppliers

i. Is there a centralised supplier list? Yes ✓ No

ii. Is there a standardised procedure for vetting and appointing new suppliers? Yes ✓ No

Describe the vetting procedure;

Please refer to supplementary information sheet.

iii. Who has authority to appoint new suppliers?

- can any one individual award a contract after tender without referral to others? Yes No ✓

iv. Are the duties of ordering from suppliers, authorising supplier payments and reconciling supplier accounts, segregated such that no one individual can perform more than one of these functions? Yes ✓ No

If not please provide details;

v. Are all requests to alter supplier details including bank account details independently verified for authenticity? Yes ✓ No

Describe the vetting procedure;

vi. Are all employees (including employees of companies to whom you outsource accounting or supplier management activities) trained to spot and prevent fraud including supplier fraud? Yes ✓ No

d. Statement of Account

i. are statements of account for all amounts due issued at least monthly and direct to customers independently of employees receiving or collecting monies? Yes ✓ No

If '**No**', please advise below the alternative controls in place

5. Recruitment and Employment Procedures

a. Do you have a written procedure that allows employees to report suspected fraud? Yes ✓ No

b. In respect of employees responsible for money, goods, accounts, other financial & treasury functions or computer programming operations:

i. Are written or verbal references obtained directly from former employers for the three years immediately preceding their engagement? Yes No ✓

ii. If verbal, are notes of the discussion kept on file? Yes No ✓

iii. Are they required to have two weeks uninterrupted leave annually? Yes No ✓

If '**No**' for any of the above, provide explanation

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Question 5b. please refer to supplementary information sheet.

c. Do you outsource any administrative activities to third party service providers? Yes No ✓

If '**Yes**', please provide details of the functions outsourced below and any indemnities taken

Note. Losses caused by employees of organisations to whom normal administrative functions have been outsourced will only be covered if you have vetted them for competency, financial stability and honesty, appointed them under written contract, and you retain the right to audit them

6. Computer Systems

a. Is access to the computer system restricted by passwords used to give various levels of entry depending on the users authorisation? Yes ✓ No

b. Does the system regularly require that passwords are changed? Yes ✓ No

c. Are passwords automatically withdrawn when employees leave? Yes ✓ No

d. Are programs protected to detect unauthorised changes? Yes No ✓

e. How often is your virus detection software updated?

Machines check every 4 hours for a new virus definition and apply it automatically. In the event of any issues we can centrally request machines to apply immediate updates.

f. Do computer terminals automatically lock after a period of inactivity? Yes ✓ No

If '**Yes**', to f) above, please advise below the period of inactivity before the terminal is locked? Yes No

10 minutes

7. Internet

a. Is access to your website password protected? Yes No ✓

b. If you use your own web server:

i. do you have software firewall protection? Yes ✓ No

ii. how often is it checked/updated?

on an ongoing basis

iii. is this done in-house or by outside consultants?

Partly in house and partly with advice from consultants.

iv. does it alert you to and log any intrusion attempts? Please refer to supplementary information sheet. Yes No ✓

c. If your website is hosted, who provides this service?

Our websites can have a collection of subdomains hosted either by us or different suppliers.
During the tendering process we gain information on the suppliers hosting and application security arrangements.

d. do you have an on-line trading capability? Yes ✓ No

If '**Yes**', what is your estimated turnover for the next twelve months from on-line trading? £ 150,000

8. Funds Transfer

a. How are funds transfer instructions initiated? (e.g. computer, written, telephone, fax, other)

BACS/EFT, CHAPS, Cheques, International drafts and international transfers

i. approximate number of transactions annually: 9000

ii. average/maximum value of transactions: £ £

b. Are payment authority forms pre-printed and kept in a secure location? Yes ✓ No

c. At what value are dual signatures required on the payment authority forms? £ all values

i. is a third signature required for high values? Yes No ✓

ii. if '**Yes**', please state threshold £

d. Are transfer beneficiaries predetermined by name and notified to your bank/financial institution? Yes No ✓

e. Do passwords provide different levels of access based upon user authority levels? Yes ✓ No

Type text here

f. Does the system revoke password access if an unauthorised transaction is attempted? Yes ✓ No

g. Are funds transfer details encrypted prior to transmission? Yes ✓ No

h. Is there a system of codes or passwords to enable the bank/financial institution to verify the authenticity of the message? Yes ✓ No

i. are call-backs used for high value transfers? Yes ✓ No

ii. if '**Yes**', at what level? £ at random

i. Is the employee responsible for payment initiation permitted to:

i. verify the payment? Yes No ✓

ii. receive a call-back from the bank/financial institution? Yes No ✓

j. Is the receipt of funds verified by the beneficiary within 24 hours? Yes ✓ No

9. Are the controls and procedures detailed in the Sections above operative at all locations? Yes ✓ No

If **'No'**, please provide details of any differences on a separate sheet

10. Loss History

a. During the last 5 years has the Proposer suffered a loss in relation to the risks to which this Proposal for insurance relates? Yes No ✓

If '**Yes**', provide details

b. What corrective measures were taken to prevent similar losses?

c. Have any of the directors or partners ever been convicted of, or charged with a criminal offence other than a motoring offence? Yes No ✓

If '**Yes**', provide details

d. If you have a website has any attempt been made successfully or otherwise to gain unauthorised access to your system? Yes ✓ No

If '**Yes**', provide details

Please refer to supplementary information sheet

11. Are you, after enquiry, aware of any circumstance which might give rise to a claim against the Proposer or any of its directors, officers, partners, trustees or employees in relation to any of the covers being applied for above? Yes No ✓

If '**Yes**', provide details

C. INSURANCE DETAILS

1. Limit of Liability required: £2,000,000

2. Do you currently have Employee Dishonesty or Commercial Crime Insurance? Yes ✓ No

If '**Yes**', state:

Date from which continuous cover has been purchased	please refer to your records	
Current Limit of Liability and Retention	Limit £2M	Retention £50K
Name of Current Insurer	RSA	
Renewal Date	1st April	

3. Has any insurer in respect of the risks to which this Proposal relates:

a. Ever declined a proposal, refused renewal or terminated insurance? Yes No ✓

b. Imposed special conditions or required an increased premium other than as a result of organic growth? Yes ✓ No

If '**Yes**', in either case, provide details

3b - increased insurance premium/excess following a fraud loss in 2013.

Please read and sign Section D, the Declaration.

D. DECLARATION

Important Notice Concerning Disclosure

It is your duty to disclose all material facts. A material fact is one that would influence our decision as to whether or not to accept your proposal for insurance, and, if we were to accept your proposal, the terms on which we would insure you and the premium we would charge you. If you are in any doubt as to whether a fact is material you should disclose it.

A copy of the proposal should be retained by you for your own records.

Financial or Trade Sanctions

Royal & Sun Alliance Insurance plc is unable to provide insurance in circumstances where to do so would be in breach of any financial or trade sanctions imposed by the United Nations or any government, governmental or judicial body or regulatory agency.

Data Protection

RSA will treat your personal information fairly and lawfully in accordance with the Data Protection Act 1998.

Declaration

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not misstated or suppressed any material facts. I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon. I/We undertake to provide details of any material alteration to these facts occurring before completion of the contract.

For the purposes of making this proposal for insurance, I/we agree that the Intermediary (which I/we have appointed to advise in relation to this policy) is acting on my/our behalf and not as an agent of the Insurer.

Signature

Date 16th Dec 2021

On behalf of *
(*insert name of Proposer)

Belfast City Council

Royal & Sun Alliance Insurance plc (No. 93792).
Registered in England and Wales at St Mark's Court,
Chart Way, Horsham, West Sussex RH12 1XL.
Authorised by the Prudential Regulation Authority and regulated by the
Financial Conduct Authority and the Prudential Regulation Authority.

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