

Privacy Collection Statement

At DUAL New Zealand, we are committed to protecting your privacy and complying with the Privacy Act 2020 (NZ) (Privacy Act).

We use your information to assess the risk of providing you with insurance, provide quotations, issue policies and assess claims, on behalf of the insurers we represent. We also use your information to administer any policies we have issued to you and may do so by mail or electronically, unless you tell us that you do not wish to receive electronic communications. If you do not provide us with full information, we may not be able to provide insurance or assess a claim. If you provide us with information about someone else, you must obtain their consent to do so.

We provide your personal information to the insurer we represent when we issue and administer your insurance. When providing a quotation or insurance terms, we will tell you if the insurer is overseas and if so, where they are. We may also provide your information to your broker and our contracted third-party service providers (e.g. claims management companies). We are part of Howden Group Holdings Limited and may provide your information to UK based Group entities who provide us with business support services. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will take reasonable steps to ensure that they protect your information in the same way we do or seek your consent before disclosing your information to them. We do not trade, rent or sell your information.

Our Privacy Policy contains more information about how to access and correct the information we hold about you and how to make a privacy related complaint, including how we will deal with it. By providing us with your personal information, you consent to its collection and use as outlined above and in our Privacy Policy. Ask us for a copy of our Privacy Policy via email at privacy@dualnewzealand.co.nz or access it via our website using the following [link](#).

Section 1 | Employee Theft

1. Upon enquiry, has the Company ever had any loss sustained through the fraud or dishonesty of any employee? Yes [] No []

If YES, please provide full details. If insufficient space, please provide details on a separate page and attach to the Proposal.

2. Do you ensure the following operations are always segregated so that no one person can control any function from start to finish without referral to another individual:
- a. Signing cheques, preparing cheque requisitions or authorising payments? Yes [] No []
 - b. Reconciling bank statements? Yes [] No []
 - c. Issuing funds transfer instructions? Yes [] No []
 - d. Amending funds transfer procedures? Yes [] No []
 - e. Opening new bank account or supplier accounts? Yes [] No []
 - f. Refund of monies or return of goods above \$1,000? Yes [] No []

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|--|---------|--------|
| 3. Do you always ensure wages/salaries are independently checked against personnel records for unusual or excessive payments? | Yes [] | No [] |
| 4. Is an independent physical count of stock, raw materials, work in progress and finished goods undertaken and is this count reconciled against stock levels? | Yes [] | No [] |
| a. How frequently? _____ | | |
| b. Were any discrepancies discovered during last stock check? | Yes [] | No [] |

If YES, please provide full details: _____

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|---|---------|--------|
| 5. Does the business undergo an annual/regular audit? | Yes [] | No [] |
| 6. Do you have multiple locations? | Yes [] | No [] |
| a. Are they audited separately on a regular basis? | Yes [] | No [] |
| 7. Do you have security cameras, alarms or security passes in place to monitor employees? | Yes [] | No [] |
| 8. Are unique passwords used to give various levels of entry/authorisation to systems? | Yes [] | No [] |
| 9. Are amendments to in-house programs approved independently of the person making them? | Yes [] | No [] |
| 10. Are passwords automatically withdrawn when staff members leave your employment? | Yes [] | No [] |
| 11. Do you maintain an approved suppliers list? | Yes [] | No [] |
| 12. Are suppliers, service providers and outsourcing companies: | | |
| a. Vetted for competency, financial stability and honesty before being approved? | Yes [] | No [] |
| b. Appointed under written contract? | Yes [] | No [] |

If NO, please provide full details: _____

Section 2 | Further Declaration to the Proposal

I, the undersigned, after enquiry, declare the following:

1. I am authorised to complete the above information on behalf of the Insured named in the Proposal.
2. I have read this Addendum and the accompanying documents and acknowledge the contents is the same and to be true and complete.

3. I agree that this Addendum, together with the Proposal and any other information supplied by us shall form the basis of any contract of insurance effected thereon, and I undertake to inform the insurer of any material alteration to these facts whether occurring before or after completion of such contract of insurance.
4. I agree that the Underwriters may use and disclose our personal information in accordance with the "Privacy Collection Statement" at the beginning of this Addendum.
5. Although the signing of this Addendum does not bind the applicants to effect insurance, I acknowledge that the particulars and statements contained in this Addendum and in the accompanying documents shall be the basis of the contract if a policy is issued.
6. I acknowledge that the Insured has read the policy wording and associated endorsements and are satisfied with the coverage provided, including the limitations and restrictions on coverage.

TO BE SIGNED BY PARTNER / DIRECTOR OR PRINCIPAL OR EQUIVALENT

Full Name: _____

Position: _____

Signature: _____ Date: / /