

KEYMAN & BUSINESS LOAN INSURANCE QUESTIONNAIRE

WARNING: STATEMENT PURSUANT TO SECTION 25(5) OF THE INSURANCE ACT (CHAPTER 142): YOU ARE TO DISCLOSE IN RESPECT OF THIS APPLICATION, FULLY AND FAITHFULLY ALL FACTS WHICH YOU KNOW OR OUGHT TO KNOW, OTHERWISE THE POLICY MAY BE VOID

Policy No: _____ Adviser's Name: _____

Name of Proposed Life Insured: _____

Income Details of Proposed Life Insured for the last 3 years :

	Current Year	Previous Years	
Annual earned income			
Annual value of "perks"			

Note: Earned Income includes salary, regular bonus, housing allowance, utilities, car allowance, employer's CPF contributions and profit share.

*(For sum insured exceeding S\$1.5million, please enclose income tax returns / income evidence for last 3 years).

(A) KEYMAN INSURANCE

Please enclose full set of Annual Reports & Accounts for the last 3 years if : (i) Sum Insured exceeds S\$ 1 million, or (ii) there are more than one keyperson and the total sum insured exceeds S\$ 1 million.

1) Briefly indicate why the proposed insured is considered to be the keyman.

2) Proposed Insured's responsibilities and duties:

3) Why was the particular type of policy chosen?

4) On what basis has the sum insured been calculated?

5) Is other keyman covered? ☐ Yes ☐ No

a) If yes, please state the amount covered or the proposed sum insured to each keyman.

	<u>Keyman</u>	<u>Amount Covered/Proposed Cover</u>	<u>Year of Cover</u>
i			
ii			
iii			
iv			

b) If other keyman are not covered, 1) Please provide reasons. 2) How many keyman are not covered?

(B) Business Loan Insurance

Please enclose copy of loan agreement(s) and latest loan statement(s)

1) Name of lender _____

2) Name of borrower _____

3) Purpose of loan _____

4) Amount of loan \$ Term of loan years Interest Rate %pa

5) Repayment method : ☐ Interest only
☐ Capital and interest

6) Source of loan repayments _____

7) Date loan was drawn down _____

8) If the purpose of the loan is to purchase an asset

(i) for how much is the asset valued ? (Market value) \$

(ii) Describe the nature of the asset _____

9) Is this insurance a condition of the loan? ☐ Yes ☐ No

If yes, please attach a copy of a letter from the lender documenting the amount of cover required.

(C) Details of business information:

- 1) Principal activity: _____
- 2) How long has the business been operating?

- 3) How many employees does the business have?
Full-time: _____ Part-time: _____
- 4) Are you a shareholder in the Company? ☐ Yes ☐ No
If yes, please state percentage owned by you: %
What percentage is owned by your spouse (if any)? %
- 5) Company's Financial results for the last 3 years :

	Year :	Year :	Year :
Turnover			
Gross Profit			
Net Profit before tax			
Fixed Assets			
Current Assets			
Current Liabilities			
Long Term Liabilities			
Owner's Equity			
Depreciation			

I/We have read the above statements and answers and they are complete and true to the best of my/our knowledge and belief. I/We understand they will form part of the application to Manulife (S) Pte Ltd for insurance on the Proposed Life Insured.

If a material fact is not disclosed in this Application, any policy issued may not be valid. If you are in doubt as to whether a fact is material, you are advised to disclose it. This includes any information that you may have provided to the Financial Adviser Representative but was not included in the Application. Please check to ensure you are fully satisfied with the information declared in this Application.

Signature of Life Insured/Owner
(If it is an incorporated company, please affix company's stamp)

Date

If you wish to understand the list of purposes for which your personal data may be used or disclosed, you may refer to the Statement of Personal Data Protection located at our website (www.manulife.com.sg)

Accountant's Statement

I confirm that the above statements are correct.

Name and Address of Accountant:

Qualifications: _____

Signature of Accountant
(If it is an incorporated company, please affix company's stamp)

Date

Note :

- a) **Keyman Insurance – please complete Section (A) and (C)**
- b) **Business Loan Insurance – please complete Section (A), (B) and (C)**