

AGENCY APPLICATION FORM FOR CORPORATE AGENT

Explanatory Notes On Completion Of This Application Form

- Please read all questions carefully. All questions must be answered in full. If any of the questions does not apply to you, please indicate "NA" in the space provided.
- Where indicated with () , please tick (✓) in the box provided where applicable.
- Where there is an asterik (*), please delete whichever is not applicable.
- Please attach the following documents with this application form :
 - Photocopy of your business/company registration certificate from ACRA
 - Photocopy of your and your nominees' NRIC/Passport
 - Photocopy of your and your nominees' relevant academic and professional certificates
 - A recent passport size photograph of yours & nominee agent(s) and
 - A registration fee of **S\$ 107.00** (inclusive of 7% GST & up to 3 nominees including main applicant) payable to **ERGO INSURANCE PTE. LTD.**

Section 1 - Type Of Agent Account

Type of Account : Cash Agent Credit Agent

Section 2 - Business Structure

Type of Business :

Sole Proprietor Partnership Limited Partnership Private Limited Company*

Others (please specify) : _____

* Please furnish the following if your company is a Private Limited Company :

(a) Authorised Capital : _____ (b) Paid-up Capital : _____

* An applicant who is a company registered with the Registry of Companies must have a minimum paid-up capital of \$25,000 at the time of its application and throughout the currency of its registration

Section 3 - Business Profile

(1) Business / Company Name :	(2) Biz / Company Registration No. :
(3) Year of Registration / Year of Incorporation :	(4) GST Registration No. :
(5) Registered Address :	(6) Business Address :
(7) Contact Details Office Tel No. : Mobile No. : Fax No. :	(8) Name of Person To Contact :
	(9) Email Address :

Section 4 - Personal Particulars Of Sole Proprietor / Partners / Directors

This section is to be completed by the Sole Proprietor, Partners or Directors of Company. Please use separate sheet for each partner or director.

(1) Name (as in NRIC / Passport) :	(2) NRIC / FIN / Passport No. :
(3) Marital Status : *Single / Married / Others : _____	(4) Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
(5) Date of Birth :	(6) Nationality :
(7) Residential Address :	(9) Contact Details Mobile No. : Home Tel No. : Office Tel No. : Fax No. :
(8) Email Address :	
(10) Are you applying as a nominee agent of this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate the following : Type of agent applied for : <input type="checkbox"/> General <input type="checkbox"/> General & Life (ie Composite Agent)* *For Composite Agent, please state name of Life Assurance Company represented: _____	
(11) Qualifications (a) Highest academic qualification attained : _____ <i>(Minimum academic qualification is 3 GCE 'O' Level OR Basic Competency Examination (BCE) Certificate)</i> (b) Professional qualification attained : <input type="checkbox"/> Basic Insurance Concepts and Principles (BCP) <input type="checkbox"/> Personal General Insurance (PGI) <input type="checkbox"/> Commercial General Insurance (ComGI) <input type="checkbox"/> Certificate in Health Insurance (CHI) <input type="checkbox"/> Others (please specify) : _____	

Section 5 - Details Of Current Principals Representation

(1) GIAS Registration Number :	
(2) Name of Insurance Companies / Principals you currently represent : (a) Primary Principal : _____ (b) 1 st Secondary Principal : _____ (c) 2 nd Secondary Principal : _____	(3) Time spent on General Insurance Agency <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time If Part-Time, please state your main line of business :
(4) If you are currently representing 3 Principals, which Principal do you intend to cease representing if your agency application is approved?	
(5) Have you ever been a General Insurance Agent of ERGO Insurance Pte. Ltd.? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please provide the period during which you represented ERGO Insurance Pte. Ltd. :	

(6) Has your agency agreement with any insurance company ever been terminated previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please provide the name(s) of insurance company and reason(s) of termination :
(7) Has your agent registration with the GIAS ever been suspended or terminated previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please provide the date(s) and reason(s) of suspension / termination :
(8) Has any complaint been lodged against you with the GIAS or FIDREC? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please provide the date(s) and nature of complaint(s) :
(9) Have you &/or your nominee(s) been declared a bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6 - Relations In ERGO INSURANCE PTE. LTD.

Are you or any of your nominees an immediate family member (ie spouse, parents or children) of the Director and/or Staff of ERGO Insurance Pte. Ltd.? Yes No

If "Yes", please provide details below :

Name of Applicant &/or Nominee	Name of Director &/or Staff	Relationship

Section 7 - Business Volume For All Principals Combined

Please state your current and projected overall annual production for all Principals combined

Type of Business	Current (S\$)	Projected (S\$)
Motor		
Non-Motor		
Marine		
Total		

Section 8 – Fit & Proper Criteria & Declaration

I/We declare as follows:

- I/We have entered into an agency agreement or agreements with an Ordinary Member or Members of GIA, none of which has been terminated over the last 12 months.
- I/We have not been convicted of :
 - an offence under the Insurance Act (Chapter 142) or any regulations made thereunder;
 - an offence under the Penal Code (Chapter 224);
 - an offence under the Monetary Authority of Singapore Act (Chapter 186) or any regulations made thereunder;
 - an offence under any Act or regulations administered by the Monetary Authority of Singapore,
 - a criminal offence involving fraud, misrepresentation or dishonesty; or
 - an offence under any statute which is a re-enactment Act, repealing Act or a consolidation Act in respect of any of the legislations referred to above.
- I/We are not :
 - the subject of criminal proceedings which are pending in Court;
 - the subject of any investigation or disciplinary proceedings carried out by the Agents' Registration Board;
 - the subject of any investigation or disciplinary proceedings carried out by the Monetary Authority of Singapore or by any governmental or regulatory body acting under any Act or subsidiary legislation (hereinafter referred to as "any Regulator");
 - the subject of a prohibition order or any order made by the Monetary Authority of Singapore or any Regulator;

- e) the subject of a written warning, reprimand or censure meted out by the Monetary Authority of Singapore or any Regulator; or
 - f) a shareholder, partner, manager, employee or director of any business registered with the Registry of Businesses or of any company registered with the Registry of Companies in respect of which :-
 - i) the business / company has been censured or disciplined; or
 - ii) its business or business licence has been suspended or revoked by the Monetary Authority of Singapore or any Regulator.
4. I/We are in compliance with and not in breach of any of the provisions of :
- a) the General Insurance Agents' Registration Regulations;
 - b) the Code of Practice for Agents; and
 - c) the Singapore General Insurance Code of Practice.
5. I/We are not an undischarged bankrupt or a person in respect of whom a bankruptcy proceeding is pending in Court;
6. We are not (in the case of a company registered with the Registry of Companies) the subject of :-
- a) a winding up order;
 - b) a judicial management order; or in respect of which :-
 - c) a receiver has been appointed (whether by the Court or otherwise); or
 - d) an application or petition for winding up or appointment of judicial manager or appointment of receiver has been filed in Court and is pending;
7. I/We have not :
- a) entered into a composition or a scheme of arrangement with creditors; or
 - b) one or more outstanding judgements against me/us which has/have been unsatisfied within 7 days from the date of the judgement;
8. We hereby further declare that :-
- a) our minimum paid-up capital is S\$25,000 (applicable to a company or partnership business registered with the registry of Companies); and
 - b) all our shareholders, partners, managers, employees or directors who act on our behalf or represent us in our business of general insurance agent are also registered with the Agents' Registration Board as Nominee Agents and that all the declarations stated herein are true and correct in respect of our Nominee Agents, mutatis mutandis.
9. I/We hereby agree and undertake that I/we shall immediately notify in writing the Agents' Registration Board of GIA and the Ordinary Members of GIA for whom I/we represent as my/our Principals in the event that any fact, event or matter arises or occurs after the making of this Declaration which renders any of the declarations herein contained untrue or incorrect.

Section 9 – Personal Data Protection Act 2012 (Consent to Disclose Personal Information)

I/We understand, acknowledge, agree and consent that :

- (a) ERGO Insurance Pte.Ltd. ("ERGO"), General Insurance Association of Singapore ("GIA") and the Agents' Registration Board ("ARB") may/are permitted to collect, use, disclose and/or process my/our personal data/personal information set out in this application form and any other personal information provided by me/us or possessed by ERGO (collectively the "Personal Information") and disclose and transfer such Personal Information to the Monetary Authority of Singapore and any other insurer or company operating insurance business in Singapore, for the purpose(s) of :
 - (i) processing my/our application to be an agent with ERGO;
 - (ii) managing, facilitating and/or administering my/our relationship with ERGO such as but not limited to managing or dealing with my/our commissions, fees, benefits, if any, terminating my/our relationship, disciplinary investigation and/or disciplinary action arising from my/our action(s) or omission(s);
 - (iii) managing and/or administering activities carried out by me/us pursuant to my/our obligations under my/our agreement with the ERGO or in my/our performance of my/our obligations in my/our agreement with the ERGO;
 - (iv) analyzing, administering and/or managing my/our transactions and performance targets;

- (v) marketing my/our services as an insurance agent, to the public or to any third party;
- (vi) showcasing or marketing my/our achievements in relation to my/our insurance transactions such as but not limited to publication of my/our image and personal data on public media platforms such as the newspaper, the Internet, the ERGO in-house notice boards, at marketing exhibitions, the radio etc;
- (vii) considering, proposing, facilitating or sending me/us for any training that ERGO or GIA, as the case may be, determines is suitable for me/us;
- (viii) disclosure of my/our personal data to the Inland Revenue Authority of Singapore to facilitate or administer tax related requirements, claims, deductions or matters;
- (ix) disclosure of my/our personal data to a credit monitoring bureau on a monthly basis (or whenever necessary) to check on issuance of any bankruptcy petition or order against me/us;
- (x) carrying out due diligence or other screening activities (such as background checks) in accordance with legal or regulatory requirements or risk management procedures required by the Monetary Authority of Singapore or that have been put in place by ERGO or GIA;
- (xi) dealing in any matters relating to, arising from or connected with my/our relationship with ERGO (including but not limited to the mailing of correspondence, statements, invoices, reports or notices to me/us, which could involve disclosure of certain personal data about me/us to bring about delivery of the same as well as on the external cover of envelopes/mail packages), contacting me/us on matters related to or connected to my/our relationship with ERGO; and
- (xii) complying with applicable law in administering and managing my/our relationship with ERGO.

(collectively the "Purposes")

- (b) Any other insurer or company operating insurance business in Singapore (collectively "Other Insurers") may/can collect, may use, disclose and/or process my/our Personal Information for one or more of the above Purposes; and
- (c) my/our Personal Information may/can be disclosed by ERGO, any of the Other Insurers, GIA, and/or ARB to their third party service providers or agents, which may be sited outside of Singapore, for one or more of the above Purposes.

I/We hereby further declare that the information and statements given in this application form and any accompanying attachments are true and correct and agree that they shall be the basis of the Agency Contract between ERGO Insurance Pte. Ltd. and me/us if this application is approved. I/We also hereby authorise the Registrar to release details of my/our agency and/or nominees representing my/our agency, including details of my/our application with other principals.

Signature of Sole Proprietor/Partners/Directors*
Name:
Designation:
Date:

Company Stamp

* Please delete as not applicable