

# Signature

MANAGEMENT LIABILITY POLICY

## PROPOSAL FORM FOR MANAGEMENT LIABILITY AND COMPANY REIMBURSEMENT INSURANCE

### **NOTICE TO THE APPLICANT:**

**YOU ARE TO DISCLOSE IN THIS PROPOSAL FORM FULLY AND FAITHFULLY ALL FACTS WHICH YOU KNOW OR OUGHT TO KNOW, OTHERWISE YOU MAY RECEIVE NOTHING FROM THE POLICY (AS DEFINED BELOW).**

### **Completing the Proposal Form**

- Please answer all questions in full leaving no blank spaces.
- If you have insufficient space to complete any of your answers, please attach a separate signed and dated sheet and identify the question number concerned.
- It is agreed that the whenever used in this proposal form, the term Applicant shall mean the Principal Organisation and all its Subsidiaries, as defined in the Al Madina Signature Management Liability Policy ("the policy").
- It is agreed that whenever used in this proposal form the definition of the terms 'Claims', 'Policy Period' 'Legal Representation Expenses', 'Defence Costs', 'Director' or 'Officer' are in accordance with the policy.
- The headings in this proposal are solely for convenience.

The Management Liability Policy is written on a Claims made. The policy covers only Claims first made during the Policy Period or any Extended Reporting Period. The limit of liability to pay damages or settlements will be reduced and may be completely exhausted by the payment of Defence Costs or Legal Representation Expenses.

**PLEASE READ THE ENTIRE POLICY AND THE PROPOSAL FORM CAREFULLY.**

### **1. GENERAL INFORMATION**

- (a) Name of Applicant: \_\_\_\_\_
- (b) Applicant's Address: \_\_\_\_\_
- (c) Applicant's web address: \_\_\_\_\_
- (d) Nature of Applicant's Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (e) How long has the Applicant continuously carried on business? \_\_\_\_\_
- (f) Names and dates under which the Applicant's business was formerly carried on: \_\_\_\_\_
- (g) When and where is the Applicant incorporated? \_\_\_\_\_

**2. OWNERSHIP**

(a) Is the Applicant a:

Private Company?  Yes  No

Public Company?  Yes  No

Other (Specify) \_\_\_\_\_

(b) Is the Applicant listed on a Stock Exchange?  Yes  No

(c) Is the Applicant listed on any foreign stock exchanges?  Yes  No

If yes to question 2.(b) or 2.(c), give details of the stock symbol for the Applicant and/or any of its subsidiaries so listed and identify the exchange on which their securities are listed: \_\_\_\_\_

(d) Provide the name and ownership percentage of any shareholder directly or beneficially owning 5% or more of the issued shares of any Applicant: \_\_\_\_\_

(e) Has any Applicant issued any securities convertible into shares?  Yes  No

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

**3. MATERIAL CHANGES**

(a) Whether or not such discussions or proposals have been made public, is the Applicant or any individual proposed for coverage currently involved in any discussions or aware of any proposals relating to any actual or potential:

(i) acquisitions of, tender offers for or mergers with any other organisation?  Yes  No

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

(ii) Public offering of securities?  Yes  No

If yes, please provide details including a copy of the offering document:

\_\_\_\_\_  
\_\_\_\_\_

(iii) Scheme of compromise or company arrangement or material change in any arrangement with creditors under any law anywhere in the world?  Yes  No

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

- (iv) restatement of the Applicant's audited financial statements  Yes  No  
If yes, please attach details.
- 
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- (b) Please provide details of any change to the list of serving directors and officers in the Applicant's most recent annual report and accounts:
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- (c) Has the chairman, managing director, chief executive officer or chief financial officer of the Applicant left such office within the last 3 years for any reason other than death or retirement?  Yes  No  
If yes, please provide details:
- 
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#### 4. PUBLIC COMPANY

If the Applicant is a public company please respond to the following questions:

- (a) Has the Applicant replaced its external auditor at any time during the last 3 years?  
If yes, please attach details:  Yes  No
- (b) Have the Applicant's revenue recognition or other accounting practices been approved by its external auditor?  Yes  No  
Please attach details of any qualifications made by and any changes recommended by such external auditor:
- (c) Has the Applicant changed or is it considering changes to its revenue recognition or other accounting practices?  Yes  No  
If yes, please attach details:

#### 5. U.S.A OPERATIONS

- (a) Does the Applicant conduct business in the U.S.A.?  Yes  No  
If yes, please provide:
- (i) Total Assets of the Applicant's U.S.A. subsidiaries or operations: \_\_\_\_\_
- (ii) Total Revenue derived from U.S.A. subsidiaries or operations: \_\_\_\_\_

- (b) Has the Applicant issued any securities, including but not limited to any stock, shares, commercial paper or any debt or equity instruments in the U.S.A?  Yes  No

If yes, please complete Schedule A – U.S.A SEC Exposure Supplementary Proposal.

## 6. OUTSIDE DIRECTORSHIP COVERAGE

Does the Applicant require cover for any Outside Directorships?  Yes  No

If yes, complete Schedule B for those positions for which the Applicant requires coverage. Note: Although Outside Directorships are automatically covered for some entities, we require information for all entities for which the Applicant seeks cover.

(An Outside Directorship is the position of Director, Officer, trustee, governor, councillor or the holder of an equivalent position in any jurisdiction held by the Applicant's Directors, Officers or employees on the board of an entity which is not a subsidiary of the Applicant or a non-profit entity, which position is assumed and maintained with the KNOWLEDGE and CONSENT or at the REQUEST of the Applicant).

## 7. EMPLOYMENT PRACTICES

- (a) Total Number of Employees:
- (b) If applicable, Total Number of Employees in the U.S.A:
- (c) Has the Applicant undertaken any staff retrenchments or reductions during the last 6 years or does it anticipate making any staff retrenchments or reductions in the next 12 months?  Yes  No  
If yes, please attach details.
- (d) Does the Applicant:
- (i) Maintain a written manual of its human resource procedures?  Yes  No
- (ii) Have a written policy against discrimination, including sexual harassment?  Yes  No
- (iii) Have a written progressive discipline programme?  Yes  No

## 8. PRIOR INSURANCE

- (a) Has the Applicant ever been refused directors' & officers' liability and company reimbursement Insurance or had a similar policy cancelled?  Yes  No

If yes, please provide details: \_\_\_\_\_

- (b) Does the Applicant currently have directors' & officers' liability and company reimbursement Insurance?  Yes  No

(i) If yes, please provide the following details:

Insurer	Limit of Liability \$	Deductible \$	Policy Period
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## 9. PRIOR KNOWLEDGE/WARRANTY

**Note:** This section applies if the Applicant does not currently have directors' & officers' liability and company reimbursement insurance. In addition, this section need not be completed if this proposal is with respect to a renewal of a current Federal Insurance Company directors' & officers' liability and company reimbursement insurance policy.

- (a) Has the Applicant or any person proposed for coverage given notice under the provisions of any prior or current directors' & officers' liability and company reimbursement insurance policy or similar insurance of facts or circumstances which might give rise to a claim being made against any such person?  Yes  No
- (b) Have any loss payments been made on behalf of any Applicant or any person proposed for coverage under any directors' & officers' liability and company reimbursement insurance policy or similar insurance?  Yes  No
- (c) Has any Director or Officer of the Applicant ever been subject to any prosecution, disciplinary action, been fined or penalised, or been the subject of any inquiry or investigation in their capacity as a Director or Officer of the Applicant?  Yes  No
- (d) Has the Applicant or any person proposed for coverage been involved in any civil, criminal or administrative proceeding or investigation concerning compliance with or breach of any securities law or regulation anywhere in the world?  Yes  No
- (e) Has there been or is there now pending against:
- (i) any director or officer of the Applicant
- (ii) an outside director requesting cover on an outside entity
- a claim against them in their capacity as such?  Yes  No

It is agreed that any such claim is excluded from the proposed coverage.

- (f) Is the Applicant or any person proposed for coverage cognisant of any facts or circumstances which:
- (i) It, he or she has reason to suppose might afford valid grounds for any future claim(s) such as would fall within the scope of the proposed coverage?  Yes  No
- (ii) indicate the probability of any such claim(s)?  Yes  No

It is agreed that if such facts or circumstances exist, any claim, action or proceeding arising therefrom is excluded from the proposed coverage.

***If the answer to any one of the questions in 9. is yes, please attach details.***

**10. FALSE INFORMATION**

Any person who, knowingly and with intent to defraud any insurance company or other person, files a proposal for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

**11. REQUESTED LIMIT: \_\_\_\_\_**

**12. ADDITIONAL INFORMATION**

Please enclose with this proposal form:

- (a) The last two Audited Annual Reports.
- (b) The last two Interim Statements (if applicable).

**13. DECLARATION AND SIGNATURE**

I/ we hereby declare that I am/we are familiar with the regulations of Takaful business written by Al Madina Insurance Co. S.A.O.G., and I/we agree to deal with the company accordingly. Also I/we authorize the company to manage and invest the contribution(s) in the manner deemed necessary under these regulations.

I/ We do understand and agree that the information disclosed in this proposal will form the basis of Takaful contract.

I/We also declare that the information and details mentioned in this proposal are correct to the best of my/our knowledge and if proven otherwise in any respect, the Takaful contract will become null and void without any notice.

I/We agree to the terms, conditions including all exclusions of Takaful Contract which I/we have read carefully

Signed: \_\_\_\_\_  
Chairman of the Board

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Managing Director or Chief Executive Officer

Date: \_\_\_\_\_

**Schedule A  
U.S.A SEC Exposure Supplementary Proposal**

1. Does the Applicant have any type of American Depository Receipt (ADR) program or facility?  Yes  No

If yes:

(a) Identify the type of program or facility, eg Level 1, 2 or 3: \_\_\_\_\_

(b) is such program or facility:

(i) Unsponsored?  Yes  No

(ii) sponsored?  Yes  No

(c) When and where did the last offering take place?

(d) Which advisers were used for the offering?

Underwriters:

Depository:

Custodian:

Legal Counsel:

Other:

- (e) On which exchange are the American Depository Shares (ADS) traded?
- (f) Provide details of the trading activity of the ADS for the previous 6 month period:
- (g) What is the ratio of ADR to the Applicant's local shares?
- (h) How many ADR are on issue?
- (i) What is the program's total capitalisation?
- (j) List any shareholder that owns more than 5% of ADR:
- (k) What forms does the Applicant file with the U.S.A Securities and Exchange Commission (SEC)?
- (l) When were the requisite SEC forms last filed with the U.S.A SEC? Please attach copies of all such forms.
- (m) What are the most recent daily, weekly and monthly prices for the ADS?
- (n) What are the 52-week high and low prices for the ADS?

2. (a) Other than ADR, has the Applicant issued any securities in the U.S.A.? Please note securities mean debt and equity securities including but not limited to common stock, commercial paper programs and any other debt or equity offering.  Yes  No
- (b) If the answer to question 2(a) is Yes, are any such securities traded on any exchange or over the counter market in the U.S.A.?  Yes  No

If yes, for each such facility or program please provide the following information:

- (i) Exchange or over the counter market on which traded;
  - (ii) Date trading commenced;
  - (iii) Advisers used for the offering;
  - (iv) Shareholders/investors owning more than 5% of such securities;
  - (v) Whether the offering was made through a 144A private placement;
  - (vi) List all forms the Applicant files with the U.S.A SEC. Please attach copies of the most recent filings made with the U.S.A SEC;
  - (vii) Most recent daily, weekly and monthly prices for such securities; and
  - (viii) 52-week high and low prices for such securities.
3. Where applicable, please attach a copy of the following for every Applicant seeking coverage:
- i. The most recent Annual Report (including financial statements);
  - ii. The most recent report filed with the U.S.A SEC on Form 10-K and 10-Q;
  - iii. All reports filed with the U.S.A SEC Form 8-K or Schedule 13D (with respect to any equity securities of such Applicant) during the preceding twelve (12) months;
  - iv. The most recent proxy statement and (if different) the most recent definitive proxy statement filed with the U.S.A SEC; and
  - v. The most recent letter on internal controls provided by the Applicant's external auditor together with management's response



**SCHEDULE B  
OUTSIDE DIRECTOR LIABILITY COVERAGE**

Name of individual requiring cover & position held in the Outside Entity	Name of Outside Entity	% shares owned by Applicant	Name of each entity or individual holding more than 5% of shares of Outside Entity	If Outside Entity is publicly traded provide stock symbol and identify exchange on which its securities are traded.	Nature of Business Activities	Country of Incorporation	Is Outside Entity public, private or other?	Does the Outside Entity indemnify its directors and officers?	Indicate D&O Insurer and Insurance limit and deductible carried by the Outside Entity	Has the Outside Entity or its directors and officers been involved in any D&O litigation related to the Outside Entity? If yes, attach details.

**PLEASE ATTACH LATEST ANNUAL REPORT INCLUDING FINANCIAL STATEMENTS FOR EACH OUTSIDE ENTITY WHICH IS:**

1. Located, incorporated, domiciled or operated in the USA.
2. Registered or approved for direct or indirect trading on a national securities exchange in the USA.

3. A bank, finance company, leasing company, friendly society, life insurance company, general insurance company, reinsurance company, investment company, mutual fund, collective investment scheme, fund manager, investment adviser, responsible entity of a managed investment scheme, trustee company, money market corporation, investment bank or any broker or dealer in securities or commodities, mortgage broker, real estate agent, stock exchange, commodities exchange, futures exchange, custodian, clearing house, registrar, medical benefits association or hospital benefits association or organisations of a similar nature.

## SUPPLEMENTARY PROPOSAL FORM POLLUTION EXPOSURES

1. Does the Applicant have a formal, documented environmental policy that is approved by its Board of Directors?  Yes  No  
If so, please attach a copy of the policy.
2. Does the Applicant have a board committee responsible for overseeing its environmental Policy?  Yes  No
3. Does the Applicant perform formal audits to confirm compliance with its environmental policy?  Yes  No
4. Has the Applicant or any of its personnel been prosecuted or fined for any environmental violation the past 5 years?  Yes  No

If yes, please provide details: \_\_\_\_\_

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It is agreed that any claim for such environmental violation is excluded from the proposed coverage.

5. Is the Applicant aware of any circumstance or does it expect any notices by which it is or will be obligated to pay damages or compensation for environmental damage?  Yes  No

If yes, please provide details: \_\_\_\_\_

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It is agreed that if such circumstances or notices exit, any claim, action or proceeding arising therefore is excluded from the proposed coverage.

### **DECLARATION**

I/ we hereby declare that I am/we are familiar with the regulations of Takaful business written by Al Madina Insurance Co. S.A.O.G., and I/we agree to deal with the company accordingly. Also I/we authorize the company to manage and invest the contribution(s) in the manner deemed necessary under these regulations.

I/ We do understand and agree that the information disclosed in this proposal will form the basis of Takaful contract.

I/We also declare that the information and details mentioned in this proposal are correct to the best of my/our knowledge and if proven otherwise in any respect, the Takaful contract will become null and void without any notice.

I/We agree to the terms, conditions including all exclusions of Takaful Contract which I/we have read carefully

Signed: \_\_\_\_\_  
Chairman of the Board

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Managing Director or Chief Executive Officer

Date: \_\_\_\_\_

Company Seal:

The Takaful contract will not be in force until the proposal has been accepted by the company. This Takaful Contract is governed by the insurance regulations of Sultanate of Oman as an insurance contract and operates under the Takaful regulations of this Company