

The purpose of this application form is for us to find out more about you. You must provide us with all information which may be material to the cover you wish to purchase and which may influence our decision whether to insure you, what cover we offer you or the premium we charge you.

How to complete this form

The individual who completes this application form should be a senior member of staff at the company and should ensure that they have checked with other senior managers and colleagues responsible for arranging the insurance that the questions are answered accurately and as completely as possible. Once completed, please return this form to your insurance broker.

Section 1: Company Details

1.1 Please state the name and address of the principal company for whom this insurance is required. Cover is also provided for the subsidiaries of the principal company, but only if you include the data from all of these subsidiaries in your answers to all of the questions in this form.

Company name:

Primary Address (Address, Postcode, Country):

Website Address:

1.2 Date the business was established (DD/MM/YYYY):

1.3 Number of employees:

1.4 Do you have any US subsidiaries? Yes No

1.5 Date of company financial year end (DD/MM/YYYY):

1.6 Please state your gross revenue in respect of the following years:

	Last complete FY	Estimate for current FY	Estimate for next FY
Domestic revenue:	\$	\$	\$
USA revenue:	\$	\$	\$
Other territory revenue:	\$	\$	\$
Total gross revenue:	\$	\$	\$
Profit (Loss):	\$	\$	\$

1.7 Please provide details for the primary contact for this insurance policy:

Contact name:

Position:

Email address:

Telephone number:

Section 2: Activities

2.1 Please describe below the products and services supplied by your business:

2.2 Please provide an approximate breakdown of how your revenue is generated from your products and services (e.g software customization, hardware design, hosting, IT security consulting, SAAS etc):

.....	%
.....	%
.....	%
.....	%
.....	%
.....	%
.....	%
.....	%
.....	%
.....	%
.....	%

2.3 Please provide a percentage breakdown of your products and services supplied to the following sectors:

Consumer (%):	Manufacturing (%):
Entertainment (%):	Retail (%):
Financial services (%):	Telecommunications (%):
Government (%):	Transportation (%):
Healthcare (%):	Other (%):

If "other", please describe below:

Section 3: Contract & Risk Management Information

3.1 Please complete the following in respect of your three largest projects in the past three years:

Name of client	Nature of work	Annual contract income	Duration

3.2 Approximately how many customers do you have?

3.3 Do you always carry out work under a written contract signed by every client? Yes No

3.4 Please describe how, if at all, you limit your liability for consequential loss or financial damages under a written contract:

3.5 Please describe your legal review process, if any, before entering into new contracts or agreements:

3.6 Please describe the impact on your clients if your products or services failed or you were unable to deliver your products or services:

3.7 Do you employ subcontractors? Yes No

If "yes", please state:

a) the approximate percentage of your revenue, in your current financial year, that will be paid to subcontractors (%):

b) whether you sign reciprocal hold harmless agreements: Yes No

c) whether you ensure that contractors have their own errors and omissions and general liability insurance: Yes No

If you answered "yes" to c) above, what is the limit of liability that subcontractor must purchase? \$

Section 4: Cyber Security Risk Management

4.1 Please describe the type of sensitive information you hold and provide an approximate number of unique records that you store or process:

4.2 Please describe the most valuable data assets you store:

4.3 Please state:

a) who is responsible for IT security within your business (by job title):

b) how many years have they been in this position:

c) whether you comply with any internationally recognised standards for information governance: Yes No

If you answered "yes" to c) above, please state the internationally recognised standards with which you comply:

4.4 Please tick all the boxes below that relate to companies or services where you store sensitive data or who you rely upon to provide critical business services:

Adobe	Amazon Web Services	Dropbox	Google Cloud
IBM	Microsoft 365	Microsoft Azure	Oracle Cloud
Salesforce	SAP	Workday	

4.5 Please tick all the boxes below that relate to controls that you currently have implemented within your IT infrastructure (including where provided by a third party). If you're unsure of what any of these tools are, please refer to the explanation on the final page of this document.

Advanced Endpoint Protection	Application Whitelisting	Asset Inventory	Custom Threat Intelligence
Database Encryption	Data Loss Prevention	DDoS Mitigation	DMARC
DNS Filtering	Employee Awareness Training	Incident Response Plan	Intrusion Detection System
Mobile Device Encryption	Penetration Tests	Perimeter Firewalls	Security Info & Event Management
Two-factor Authentication	Vulnerability Scans	Web Application Firewall	Web Content Filtering

4.6 Please provide the name of the software or service provider that you use for each of the controls highlighted in 4.5:

Section 5: Intellectual Property Rights Risk Management

5.1 Please describe below your procedures for:

- a) preventing infringing on third party intellectual property rights; and
- b) obtaining licenses to use and the monitoring of third party intellectual property rights:

5.2 Please state whether you have ever sent or received the following relating to intellectual property rights:

a) a cease and desist letter: Yes No

b) notification of an actual or potential claim letter: Yes No

If you have answered "yes" to a) or b) above, please provide full details:

5.3 Please describe your procedures for managing intellectual property rights issues, including responding to an allegation of infringement and how the individual responsible for intellectual property rights issues is qualified for the role:

Section 6: Property Cover

If you require property cover, please complete the questions in Appendix 1.

Section 7: Claims Experience

7.1 Please state whether you are aware of any incident:

a) which may result in a claim under any of the insurance for which you are applying to purchase in this application form: Yes No

b) which resulted in legal action being made against any of the companies to be insured within the last 5 years: Yes No

If you have answered "yes" to a) or b) above then please describe the incident, including the monetary amount of the potential claim or the monetary amount of any claim paid or reserved for payment by you or by an insurer. Please include all relevant dates, including a description of the status of any current claim which has been made but has not been settled or otherwise resolved.

COMPUTER GAME INDUSTRY IP RIGHTS QUESTIONNAIRE

1. If any of your games are developed under a third party licence agreement (i.e. where the primary intellectual property rights used in the game are owned by a third party), do your agreements contain an indemnity from the licence owner against any claims that use of their IPR, as agreed, infringes any third party intellectual property rights? *Only answer N/A if you do not develop games under a third party license agreement.*
 Yes No N/A
2. If any of your games are based upon a brand that you have created internally (i.e. an original concept game), have you registered all relevant domain names, trademarks, and design rights? *Only answer N/A none of your games are based upon a brand you have created internally.*
 Yes No N/A
3. If you use third party companies to design and/or develop games, or any parts of their content (including music, scripts, and artwork), do you have written agreements which contain an indemnity from them against any claims arising out any third party intellectual property infringement from any work carried out by them? *Only answer N/A if you do not use third party companies to design and/or develop games or any parts of their content.*
 Yes No N/A
4. If you use any third-party secondary intellectual property within any of your games (e.g. advertising, product placement, music soundtracks, sports star names and images, sports stadiums or track designs, elements of movie scripts, digitised photos, video clips, voice clips, trademarks, etc.), do you have a written agreement with all third-party owners detailing the basis upon which this content can be used within your game? *Only answer N/A if you do use third party secondary intellectual property within your games.*
 Yes No N/A
5. Do you require all third party developers to carry their own Errors & Omissions (E&O) insurance?
 Yes No
6. Does your QA process include a step for ensuring that all third-party intellectual property rights are being used in accordance with the written agreements that you have negotiated?
 Yes No
7. Do you ensure that all third-party rights owners sign-off game content prior to official release?
 Yes No
8. Do you have a formal process in place for training and informing all staff of relevant IP infringement issues, rules, and laws?
 Yes No
9. Do you examine or respond to unsolicited game ideas without the use of appropriate legal disclaimers?
 Yes No
10. Do you employ a specific person to manage and sign-off all IP issues?
 Yes No
11. Do you use an appropriately qualified and experienced third party law firm to advise on and manage potential IP issues associated with your games and their content?
 Yes No
12. Does your publisher, distributor, or mobile operator assume responsibility for quality assurance and IP checking prior to game release?
 Yes No

If you have answered "no" to any of the above questions, please provide more information on a separate sheet.

Full name:

Company name:

Date:

Signature:

Section 8: Additional Information

Please provide the following information when you send the application form to us.

- Directors or principals resumes if the company has been trading for less than 3 years;
- The organisation chart or group structure if any subsidiaries are to be insured including names, dates of acquisition, countries of domicile, percentages of ownership; and
- The standard form of contract, end user license agreement or terms of use issued by the company.

Name:	Date of Acquisition:	Country of Domicile:	Percentage of ownership:
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.....
.....

Please use this space below to provide us with any other relevant information:

Important notice

By signing this form you agree that the information provided is both accurate and complete and that you have made all reasonable attempts to ensure this is the case by asking the appropriate people within your business. **GG Insurance Services Ltd.** will use this information solely for the purposes of providing insurance services and may share your data with third parties in order to do this. We may also use anonymised elements of your data for the analysis of industry trends and to provide benchmarking data. For full details on our privacy policy please visit www.gginsurance.net

Contact Name:	Position:
Signature:	Date (DD/MM/YYYY):