

Financial Institutions – Family Office



Find out more about
the story of Beazley
and how it all started
with a hat stand

Financial Institutions - Family Office proposal

Please provide with this proposal form the most recent copies of the following documents:

- Proposer's audited annual report and accounts
- Organisational structure chart
- For all Funds: prospectus, financial statements and performance reports
- Biographies of the principal directors
- Due diligence questionnaire
- Any supplementary information which is material to the response of the questions

Section 1 – Proposer information

1. Name of the proposer:
2. Principal address:
3. Website address:
4. Date of establishment: dd/mm/yyyy / /
5.
 - a. Are there any shareholders who own more than 10% of the issued shares in the Proposer? Yes No
 - b. If 'Yes', please provide details of the shareholders and the percentage of shares held:
6. Please state the total number of employees:
7. Is there an established policy for checking the background of job candidates prior to them being offered employment? Yes No

Section 2 – Family office activities

8. a. Please state the total AUM for which services are provided:
 b. How many families is the Proposer providing services to? If more than one, please complete the table below:

Family	How long have they been a client?	AUM	% of Family's total asset managed by the Proposer

9. a. Please state the total revenue from the Proposer's last audited financial statements:
 b. Please state revenue percentage split by services rendered within the categories below:

Scope of Services Provided			
Investment Management	In-house (%)	Outsourced (%)	Percentage of total revenue
Financial Planning			%
Private Equity			
Fund management			
Real Estate management			
Mergers & Acquisitions			
Personal Services	In-house (%)	Outsourced (%)	
Tax planning			%
Insurance Planning			
Record Keeping			
Education			
Bill Paying			
Family Group Services	In-house (%)	Outsourced (%)	
Philanthropic Management			%
Succession Planning			
Wealth Transfer/Estate Planning			
Concierge Services			
Private Foundations			
Administration of Trusts			
Trusteeships			
Management of High-Value assets			

Legal & Advisory services	In-house (%)	Outsourced (%)	
General Consulting			%
Tax Advisory			
Litigation Advisory			
Other Services (Please specify)	In-house (%)	Outsourced (%)	
			%
			100%

10. If there are any services outsourced, please provide the name of the provider:

11. Please complete the table below for each fund for which cover is requested:

Name of Fund	Date of Establishment	Domicile	AUM	Leverage	Strategy (Brief)	Side Investments Allowed?

12. Please provide the types of investments the proposer provides management/advisory for:

Type	% of AUM
Investment Grade Bonds	
Non-investment grade bonds	
Equities	
Real Estate	
Commodity	
Precious Metals/Gems	
Debt-back securities	
Unlisted Securities	
Derivatives	
Oil/Gas Investments	
Digital Assets (Including Cryptocurrencies)	
Others (Please specify):	

13. Do you have any exposure to Russia/Belarus/Ukraine?

Yes No

If 'Yes', please complete the exposure table in Appendix A, if 'No' please proceed to the next section.

Section 3 – Risk management

- | | | | | |
|-----|----|--|-----|----|
| 14. | a. | Is there a documented family charter for each family served? | Yes | No |
| | b. | Does it cover the following areas: | | |
| | | • Purpose and objective of the family | Yes | No |
| | | • Summary of family tree | Yes | No |
| | | • Structure chart of assets and liabilities | Yes | No |
| | | • Codes of conduct including: | Yes | No |
| | | o Family meeting protocols | Yes | No |
| | | o Decision-making protocols | Yes | No |
| | | o Employment policies | Yes | No |
| | | o Profit distribution policies | Yes | No |
| | | o Dispute resolution procedures | Yes | No |
| | | o Conflict of interest procedures | Yes | No |
| | | • Contingency plans | Yes | No |
| 15. | a. | Is there an agreed internal audit plan? | Yes | No |
| | b. | Have all material recommendations arising from the internal audit plan been implemented? | Yes | No |
| | | If 'No', to either of the above, please provide details: | | |
| 16. | a. | Please state the name of the external audit company used: | | |
| | b. | Have all recommendations made by the external audit company been implemented? | Yes | No |
| | | If 'No', please provide details: | | |
| 17. | a. | Please state the Proposer's primary regulator: | | |
| | b. | When was the Proposer's most recent regulatory review? | | |
| | c. | Have all recommendations arising from the most recent regulatory review been implemented? | Yes | No |
| | | If 'No', please provide details: | | |
| 18. | | Does the Proposer have compliance procedures to ensure all staff comply with the regulatory rules, principles, codes and guidelines? | Yes | No |

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|-----|---|-----|----|
| 19. | Does the Proposer have a business continuity plan that is regularly reviewed, updated and tested? | Yes | No |
| 20. | Is there an IT cyber security plan in place that is regularly reviewed, updated and tested? | Yes | No |
| 21. | Are the duties of each employee arranged so that no one employee is permitted to control any transaction from commencement to completion? | Yes | No |
| 22. | Is there a social engineering fraud risk management strategy in place? | Yes | No |
| 23. | Does the Proposer's computer system automatically prevent breaches of investment mandates or engagement letters? | Yes | No |
- If 'No', to any of the above, please explain:

Section 4 – Account controls

- | | | | |
|-----|---|-----|----|
| 24. | Are duties of employees segregated so that no one individual can control any of the following functions from beginning to end without referral to another individual: | | |
| a. | Signing of cheques above USD 5,000? or engagement letters? | Yes | No |
| b. | Issuing fund transfer instructions? | Yes | No |
| c. | Issuing amendments to fund transfer procedures? | Yes | No |
| d. | Investment in and custody of securities or other valuables (including blank cheques, travellers cheques, bills exchange etc)? | Yes | No |
| e. | Authorising capital expenditure? | Yes | No |
| f. | Appointing new suppliers or awarding contracts? | Yes | No |
| g. | Opening new bank accounts or amending approved signatory details? | Yes | No |
| h. | Disbursement of loans (including loans to employees) or approving borrowings? | Yes | No |
- If 'No', to any of the above, please explain:

Section 5 – Fund transfer

- | | | | |
|-----|---|-----|----|
| 25. | Are fund transfer instructions accepted from clients by telephone, email, text message or an alternative method of communication? | Yes | No |
| | If 'Yes', are payment instructions always verified? | Yes | No |
| 26. | Is there a social engineering fraud risk management strategy in place? | Yes | No |
| 27. | Are all requests to change bank and payment details verified and validated by using pre-agreed contact details? | Yes | No |
| 28. | For first time payments, is both the request for the payment and the bank details provided, verified and validated? | Yes | No |

29. a. Are the funds held with independent custodian banks? Yes No
 b. Are the funds always held in the name of a family member? Yes No

If 'No', to any of the above, please explain:

30. Does the proposer require cyber coverage? Yes No

If 'Yes', please answer questions in Appendix B, if 'No' please proceed to the next section.

Section 6 – Claims information

31. Please read the following statements and confirm as indicated below:
- No claim, proceeding or demand has been made or brought against the Proposer or any of its directors, officers or employees in the last five years (whether insured or not);
 - The Proposer or any of its directors, officers or employees have not been the subject of any regulatory, administrative or governmental investigation in the last five years (whether insured or not);
 - No crime losses have been sustained by the Proposer in the last five years (whether insured or not);
 - Received any claims or complaints with respect to privacy, breach of information or network security, unauthorised disclosure of information, or defamation or content infringement;
 - The Proposer, after enquiry, is not aware of any act, error, omission, event, circumstance or incident which may give rise to a claim, proceeding or demand or any regulatory, administrative or governmental investigation or crime loss.

All the statements above are true and accurate: Yes No

If 'No', please provide details below or on a separate sheet:

Important notice

Before commencement of any insurance policy, the Proposer is required to comply with their duty of disclosure.

The Proposer must disclose all material circumstances which the Proposer knows or ought to know or, failing that, has given us, Beazley the Insurer, sufficient information to put a prudent insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances. If there is a fraudulent or intentional breach of the duty of disclosure, the Proposer may receive nothing from the policy.

A material circumstance is one which would influence a prudent insurer's judgement of the risk.

If the Proposer has any questions regarding their duty of disclosure then please contact your broker for further information.

Section 25(5) of the Insurance Act 2002 - Statutory Warning – If you do not fully and faithfully give the facts as you know them or ought to know them, you may receive no benefits from the policy.

Declaration

It is declared that the Proposer has made a fair presentation of the risk. This declaration is signed by the director or officer who is responsible for arranging insurance on behalf of the Proposer.

Signature:

Name:

Company position:

Date: / /

Data protection notice

Beazley collects and uses information (including any personal data) provided by the Proposer in order to consider providing an insurance quote for the Proposer and any other entities or individuals intended to be insured.

If Beazley needs to process or obtain any special category data not provided by the Proposer within this proposal form then Beazley will seek consent from the Proposer before doing so. If the Proposer is providing any personal information on behalf of an individual, then the Proposer must inform that individual of this notice.

Beazley may share the information collected with a number of third parties such as agents, brokers, reinsurers, regulators and law enforcement agencies. Beazley will only disclose any personal information to the extent required or permitted by law.

Beazley's privacy notice is available [here](#)

If the Proposer or any individual wishes to contact Beazley regarding their data and rights then please contact DPO@Beazley.com

Appendix A: Russia/Belarus/Ukraine factsheet

Confirm/ Yes	Deny/ No
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The Proposer confirms it doesn't have Russian, Ukrainian or Belarusian clients resident or domiciled in Russia, Ukraine or Belarus?

The Proposer confirms it doesn't have any physical offices or locations in Russia, Ukraine or Belarus?

The Proposer confirms it doesn't have any loans, investments, assets in Russia and/or Ukraine and/or Belarus?

The Proposer confirms it doesn't hold outside board positions on a Russian, Ukrainian or Belarusian domiciled entity?

Following the recent sanctions against Russia and Belarus, the Proposer confirms it has reviewed all connections to these jurisdictions and performed detailed searches of their client database/associated parties and that these are monitored on an ongoing basis?

The Proposer confirms it doesn't have any exposure to designated persons and/or politically exposed persons with a nexus to Russia, Ukraine and/or Belarus?

The Proposer confirms it has a process in place to identify and monitor existing and potential clients that may be the target of future or further sanctions either through potential political exposure or through having commercial relationships with presently sanctioned individuals or entities?

If any of the above questions are answered "DENY/NO" could the Proposer please provide details of exposure by way of number of clients, value of financial exposure, description of any entities located in Russia/Ukraine/Belarus and percentage of overall revenue derived from these jurisdictions if relevant.

Appendix B: Ransomware questionnaire

Please answer the following questions with 'Yes/No' responses and substantiate any 'No' responses with a brief explanation or justification.

Critical questions/requirements

<p>BACKUPS</p> <p>The Proposer confirms it has a regularly tested, disconnected back-up for all critical data</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>MULTI-FACTOR</p> <p>The Proposer confirms it uses MFA (multi-factor authentication) for email account access and for all remote access to its network</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>PERIMETER SECURITY</p> <p>The Proposer confirms it does not allow remote access into its environment without a VPN (virtual private network)</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>STAFF TRAINING</p> <p>The Proposer confirms it mandates staff cyber training for all staff which includes anti-phishing training and testing</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>PATCHING</p> <p>The Proposer confirms it implements critical patches and update systems as soon as practicable, and does not use any unsupported/EOL (end of life) software</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>EMAIL SECURITY</p> <p>The Proposer confirms it scans all incoming emails for malicious attachments and/or links</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>
<p>ENDPOINT SECURITY</p> <p>The Proposer confirms it protects all devices with anti-virus, anti-malware, and/or endpoint protection software</p> <p>Remarks:</p>	<p>Yes</p>	<p>No</p>