

Please answer ALL questions completely.
Should any question or part thereof not be applicable, please state "N/A".
Should insufficient space be provided, please continue on your company letterhead.

1. Name of Insured _____
2. Physical address _____ Post code _____
3. Primary contact Phone number _____ Email address _____
4. Registration number _____ VAT number _____
5. Closest match to your primary nature of business _____
If Other, please specify _____
6. Products and services offered

7. Subsidiary names (if applicable)

8. If applicable, please provide additional information on the level of integration and shared infrastructure with subsidiaries

9. Have you been involved in any mergers/acquisitions within the past 3 years _____
10. Do you have any planned mergers/acquisitions within the next 12 months Yes No
11. Revenue

Annual revenue	Last year	R	Current year	R
Gross e-business revenue	Last year	R	Current year	R
Information Technology budget	Last year	R	Current year	R
Information/Cyber security budget	Last year	R	Current year	R

12. Geographical split of gross revenue by region

Region	Last year	%	Current year	%
South Africa	Last year	%	Current year	%
Africa (excl. SA)	Last year	%	Current year	%
Europe	Last year	%	Current year	%
USA	Last year	%	Current year	%
Other	Last year	%	Current year	%

For countries outside South Africa, please specify the countries

13. Number of employees

Permanent	Contractors	Temporary
_____	_____	_____

14. Public facing URL addresses (websites and services such as file transfer facilities)



15. Your approximate number of external IP addresses _____
16. Your approximate number of servers (including virtual machines) _____
17. Approximate number of laptops utilised _____
18. Approximate number of employees receiving company emails to privately owned devices _____

SECURITY POLICIES AND STANDARDS

1. How is your information/cyber security structured

2. Do you have a dedicated individual responsible for Information Security

3. Do the individual(s) responsible for information security regularly report to executive management Yes No
4. Have you implemented information security policies/procedures and communicated these to employees Yes No
5. Are your security policies reviewed on at least an annual basis Yes No
6. Do you comply with privacy and data protection legislation applicable to all jurisdictions and industry standards in which you operate Yes No
7. Do you have a data classification policy including security requirements for sensitive data Yes No
8. On correspondence relating to invoicing and receiving of monies, do you have warnings around business email compromise (BEC) fraud and changing of bank account details N/A Yes No
9. Please specify any security certifications you hold (for example PCI DSS)

10. Do you enforce a "strong password policy" across all accounts, including:
- Minimum password length restriction _____
 - Use of passwords which cannot within reason be deemed easily guessable Yes No
 - Do you perform any testing for known trivial passwords such as p@ssword1 Yes No
 - Account lockout as a result of failed authentication attempts _____
 - How long are accounts locked out for due to failed authentication attempts _____
 - Setting different, random passwords for local administrator accounts across all domain attached computers (Local Administrator Password Solution) Yes No
 - Multi factor authentication for:
 - Administrator and privileged level access N/A Yes No
 - Critical applications and sensitive data access N/A Yes No
 - Software as a service (SaaS) email solutions e.g. Microsoft Office365 N/A Yes No
 - Sensitive cloud based applications and systems N/A Yes No
 - Employee remote access N/A Yes No
 - Third party remote access N/A Yes No
 - How have you implemented the additional factor for multi factor authentication: _____
- If Other, please provide additional information on how you have implemented the additional factor:

If No to any of the above, please provide additional information on controls to manage authentication security



11. For what period of time do you retain audit logs for hardware devices (including firewalls as implemented in your environment) and software (including Active Directory as implemented in your environment) _____
12. How regularly do you analyse audit logs/reports/alerts to identify anomalies or unusual activities _____

PATCH AND VULNERABILITY MANAGEMENT

1. Have you implemented a patch and vulnerability management policy *(If yes, please attach a copy)* Yes No
2. How frequently are your IT environments subjected to penetration testing _____
 - Were any serious concerns raised at your last test and have these been addressed _____
3. How frequently are your IT environments subjected to third party security assessments, including vulnerability scanning _____
 - Were any serious concerns raised at your last test and have these been addressed _____
 - If all serious concerns have not been addressed, please provide details of outstanding items with remediation actions to be taken and associated timelines _____

4. Did the scope of the testing performed include both your internal and external IT environment Yes No
5. Do you perform penetration testing and/or secure code reviews on all new systems/software prior to deployment Yes No
6. How long after release do you implement security related patches and updates on computers, servers and network appliances (routers, firewalls, etc.):
 - Critical patches and updates (Common Vulnerability Scoring System (CVSS) severity 9.0-10.0) _____
 - Over the past 3 months, how successful have you been in implementing critical patches within this target time frame? _____
 - High patches and updates (CVSS severity 7.0-8.9) _____
 - Medium patches and updates (CVSS severity 5.0-6.9) _____
7. How long after release do you apply patches for components of self developed applications e.g. software development kits _____

SENSITIVE AND PRIVATE INFORMATION

1. To determine your potential data exposure, please provide the **APPROXIMATE NUMBER** of **EMPLOYEE** and **CLIENT** unique data records that you have collected/stored/processed for each of the following data types:
 - Bank records or financial account details _____
 - Medical records or health information _____
 - Payment card details _____
 - Do you store the card number Yes No
 - Do you store the card expiry date Yes No
 - Do you store the card validation codes (CVV number) Yes No
 - Personal identity information (names, ID numbers, contact details, addresses) _____
 - Biometric data (e.g. fingerprints for access control) _____
 - Third party corporate confidential data _____
2. Do you make use of or provide any web application functionality _____
3. Are all Internet-accessible systems (e.g. web servers) segregated from your trusted network (e.g. within a demilitarized zone (DMZ) or hosted at a 3rd party provider) N/A Yes No
4. Have you implemented data retention and secure destruction policies for physical and electronic data and assets Yes No



5. Have you disabled employee write access to USB devices Yes No
6. Have you implemented encryption for the following:
- Data stored on portable devices (laptops, external storage devices, tablets, phones, etc.) Yes No
 - Sensitive data transmitted outside your environment Yes No
 - Sensitive data/backups stored outside your environment Yes No
 - Sensitive data stored in your environment (data at rest) Yes No
- If Yes, please provide additional information
-
7. Have you implemented a policy on the use, protection and lifetime of cryptographic keys N/A Yes No

PAYMENT CARD DATA

Please complete this section only if you store or process payment card data

1. What level PCI merchant have you been certified as _____
2. What is your estimated number of payment card transactions processed per year _____
3. Are you fully compliant with the EMV card processing standards Yes No
4. Does a third party process payment card data on your behalf Yes No
- If Yes, please provide the name of the payment processor _____
5. Is payment card data encrypted or tokenised at all times I don't know Yes No
6. Are your point of sale (POS) terminals designed to be tamper proof Yes No
7. Do you segregate your payment network from your normal network N/A Yes No
8. Are POS terminals standalone or integrated with your systems _____
9. How frequently are your POS devices scanned for malware or skimming devices _____
10. How frequently is your payment network subjected to third party testing _____
- Were any serious concerns raised at your last test and have these been addressed
-

SECURITY IMPLEMENTATION

1. Do you operate a local network or operate solely on cloud services _____
- If you are operating purely on cloud services, please proceed to question 11**
2. Please indicate which of the following you have implemented (please select all that apply):
- Next generation firewalls at all breakout points to external networks Yes
- If Yes, please specify the firewall technology you have implemented _____
- Segmentation to protect sensitive data and resources within the network Yes
 - Identity and Access Management (IAM) or Identity as a Service (IDaaS) Yes
 - Privileged Identity and Access Management (PIM/PAM) Yes
 - Security Incident and Event Management (SIEM) Yes
 - Security Orchestration, Automation and Response (SOAR) Yes
 - Proactive monitoring of events on sensitive/critical servers and applications e.g. Security Operations Center (SOC) Yes
- What % of sensitive / critical servers are monitored on a proactive basis: _____



If Yes, please provide additional information on the monitoring performed including technologies being used

-
- Cyber threat intelligence (CTI) function Yes
 - Data loss prevention (DLP) tools Yes
 - Route all outbound web requests through a web proxy Yes
 - Web/Internet content filtering Yes
3. Do you have a comprehensive Configuration Management Database (CMDB): Yes No
- If Yes, What % of your environment is covered by your CMDB _____
4. Do you have a process to discover and identify hardware assets on your network Yes No
- If Yes, how frequently do you run this _____
5. Do you apply a strict configuration management approach and develop secure images that are used to build all newly deployed computers, servers and applications Yes No
6. Do you block FTP, SSH, RDP, Telnet, SNMP, SMB and SMTP on externally exposed systems Yes No
7. Have you implemented controls to restrict unauthorised access to sensitive data via your wireless network N/A Yes No
8. Do you provide remote access to your network (please select all that apply):
- No remote access is allowed Yes
 - Zero trust network access (ZTNA) is utilised Yes
 - All remote connections are via Virtual Private Network (VPN) Yes
 - All remote connections require MFA Yes
 - Accounts including installation and administration are protected from brute force password attacks Yes
 - A pre-login security assessment of the device is performed before granting access Yes
 - Remote desktop protocol (RDP) is blocked for connections from external to the network Yes
9. Have you implemented physical controls such as reception or access control mechanisms to restrict access to your offices, server room and other sensitive processing facilities Yes No
10. Are you making use of any unsupported software or operating systems Yes No
- If Yes, please provide additional information including: which software or operating system, whether these are visible to external networks; the nature of data and/or systems running on these; any controls implemented to mitigate the risk and plans to remediate

-
11. Please indicate which of the following you have implemented (please select all that apply):
- Cloud access security broker (CASB) Yes
 - Endpoint protection (e.g. Anti-virus) which is updated per vendor recommendations Yes
- If Yes, please specify the endpoint protection you have implemented _____
- Please indicate the % of your environment that is covered by your endpoint protection solution:
 - Laptops and workstations _____
 - Mobile devices, excluding laptops _____
 - Servers _____
- Anti-tamper features enabled Yes No
 - Web application firewalls (WAF) Yes No
 - Mobile Device Management (MDM) including access control and remote device wipe Yes No
 - Application white-listing to only allow for execution of authorised applications Yes No



- Secure client invoicing system Yes No

If Yes, please provide additional information on the secure invoicing performed including technologies being used

- Email filtering solutions
 - Sender policy framework (SPF) Yes No

- Domain Keys Identified Mail (DKIM) Yes No

- DMARC (Domain-based Message Authentication, Reporting and Conformance) Yes No

- Email security including URL rewriting, malware protection and protection against impersonation attacks Yes No

If Yes, please specify the email security technology implemented

ACCESS MANAGEMENT

- Do you manage access permissions, including application of the principles of least privilege and separation of duties _____
- As part of system configuration do you ensure that all default installation and vendor accounts are secured via changing the account password and where possible disabling, deleting or renaming the account N/A Yes No
- Do general employees have local administrator rights on their laptops/desktops Yes No
- Do you restrict user access based on job function and review access on at least an annual basis Yes No
- How long after termination of employment do you typically revoke user access privileges? _____

6. Number of employees with system administration privileges				
Permanent		Contractors		Temporary

- Are administrator accounts managed via just-in-time access, time bound, and/or require approvals to provide privileged access Yes No
- How frequently are administrator account passwords changed? _____
- Do you require that network administrators have separate accounts for 'regular' and 'privileged' access Yes No
- Do you block privileged access accounts from accessing online services (e.g. web browsing, email) Yes No
- Do you keep privileged account credentials in a password safe, requiring users to check out the credential which is then rotated afterwards Yes No
- Do you keep a log of all privileged account use for at least 30 days Yes No
- Do you actively monitor privileged account access Yes No
- Have you disabled or denied interactive logons for system accounts Yes No
- Do you review authorisations for non-privileged access rights at least annually? Yes No

CHANGE MANAGEMENT

- Have you implemented a formal change control process including risk assessments, testing, approval and roll back N/A Yes No
- Do you segregate your development and testing environments from the production environment N/A Yes No
- Do you conduct automated security tests or code analysis during system development N/A Yes No
- For self developed and / or custom applications do you have secure backup of the code base which is protected from your production environment so that the likelihood of one incident impacting live and backup code bases is mitigated N/A Yes No



THIRD PARTY SERVICE PROVIDERS

Function	Outsourced		Third party provider's name
Cloud data processing/storage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Data centre/hosting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Data processing (marketing/payroll)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Managed security services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Network implementation/maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Off-site archiving, backup and/or storage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Payment processing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Software implementation/maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Systems development, customisation and maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other (please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

- What level of access do you grant to third party service providers _____
- Do agreements with third party service providers require levels of security commensurate with your information security policies N/A Yes No
- Do you review that third party service providers are adhering to contractual and/or regulatory requirements regarding data protection N/A Yes No
- Do you require indemnification from third party service providers for any liability attributable to them (including data breach and system downtime) N/A Yes No

INCIDENT RESPONSE, BUSINESS CONTINUITY AND DISASTER RECOVERY PLANNING

- Please indicate the time after which a disruption or failure of your IT environment, including network and applications, would have a significant impact on your revenue and operations _____
- Do you have an incident response plan including a team with defined roles and responsibilities Yes No
 - If Yes, how frequently do you review, test and/or update the incident response plan _____
- Do you keep an incident log of all data security breaches and network failures Yes No

If Yes, are incidents investigated and escalated based on severity Yes No
- Do you have documented and approved disaster recovery and business continuity plans Yes No
 - If Yes, how long would it take you to be operational following an incident _____
 - If Yes, what is your anticipated potential data loss _____
 - If Yes, how frequently do you review, test and update such plans _____
- Are copies of your incident response, business continuity and/or disaster recovery plans kept in hard copy or in a separate and secure environment so that they are accessible in the event of a full network outage Yes No
- Do you have any third party service providers who you are dependent upon to have incident response, business continuity and/or disaster recovery plans Yes No
 - If Yes, do you review the adequacy of such plans Yes No
- How frequently do you generate backups _____
 - Do you ensure that at any time you have a backup or replicated copy which is protected from your production environment so that the likelihood of one incident impacting live and backup data is mitigated Backup or replicated copies can be protected via being isolated, offline, immutable or via other ransomware protected backup solutions Yes No



- Please provide additional information on how you protect backup copies from being impacted by for example a widespread ransomware incident

8. Do you monitor for the successful generation of backups Yes No

9. How frequently do you perform restoration testing of backups _____

10. Please provide information on the impact a disruption or failure of your IT environment would have on your operations (please include estimates on impact to revenue and third parties)

11. Please provide information on measures implemented to prevent and/or mitigate the impact of a disruption or failure of your IT environment including network and applications

PERSONNEL SECURITY

1. Do you conduct background checks on potential employees as part of the recruitment process Yes No

2. Have you conducted any security/data/privacy training/awareness courses for employees within the past 12 months Yes No

- If Yes, please specify the names of any employee awareness training solutions being used

3. Does employee awareness training include targeted phishing campaigns and/or assessments to test understanding Yes No

DIGITAL MEDIA MANAGEMENT

1. Do you have a formal review process for both online and offline content prior to publishing Yes No

If Yes, are such reviews performed by a qualified legal resource Yes No

2. Do you make use of any copyrighted material provided by others Yes No

- If Yes, do you obtain written permission to use such material and confirm that use thereof does not infringe upon any intellectual property rights Yes No

3. Do you provide any platforms or forums which users can post or upload their own content to Yes No

- If Yes, is such content reviewed before publishing Yes No

- If Yes, do you have a process for quickly removing any offending content Yes No



OPERATIONAL TECHNOLOGY (OT)

The term Industrial control system (ICS) embraces several types of control systems and associated instrumentation used for industrial process control. Operational Technology (OT) is defined as the collection of personnel, hardware and software that can affect or influence the safe, secure and reliable operation of an industrial process. Industrial Security in this context is used to secure Operational Technology.

Please complete this section only if you have ICS and OT.

SECURITY POLICIES AND STANDARDS

1. Do your information security policies/procedures cover your OT environments Yes No
2. Have you documented the data flows and communication paths for your OT environments Yes No

PATCH AND VULNERABILITY MANAGEMENT

1. How frequently are your OT environments subjected to penetration testing _____
 - Were any serious concerns raised at your last test and have these been addressed _____
2. How frequently are your OT environments subjected to vulnerability scanning _____
 - Were any serious concerns raised at your last test and have these been addressed _____

SECURITY IMPLEMENTATION

1. Have you implemented endpoint protection (e.g. Anti-virus) which is updated per vendor recommendations on industrial systems Yes No
2. Do you apply a strict configuration management approach and develop secure images that are used to build all newly deployed industrial systems Yes No
3. Have you segregated your OT environment from the general company network Yes No
If yes, please provide additional information including the technology used to segregate the environments.

4. Do you manage access permissions, including the application of the principles of least privilege and separation of duties for your OT environments _____
5. Do you or any supplier (e.g. for remote maintenance access) have local internet breakouts from your OT environment Yes No
6. Do you allow for remote access to your OT environments (please select all that apply):
 - No remote access is allowed Yes
 - Zero trust network access (ZTNA) is utilised Yes
 - All remote connections are via Virtual Private Network (VPN) Yes
 - All remote connections require multi factor authentication (MFA) Yes
 - Access is restricted to selected individuals Yes
 - Accounts including installation and administration are protected from brute force password attacks? Yes
 - A pre-login security assessment of the device is performed before granting access? Yes
 - Remote desktop protocol (RDP) is blocked for connections from external to the network? Yes
7. Have you implemented application whitelisting on OT systems Yes
8. Have you implemented technology to monitor OT environment so that it can update the hardware inventory and remove unauthorised devices Yes
9. Do you use industrial wireless technologies (e.g. Wireless HART, Bluetooth) with enabled access control and encryption features in dedicated networks Yes No
10. How long after release do you implement security related patches and updates on OT systems and applications:



- Critical patches and updates (Common Vulnerability Scoring System (CVSS) severity 9.0-10.0) _____
 - Over the past 3 months, how successful have you been in implementing critical patches within this target time frame? _____
 - High patches and updates (CVSS severity 7.0-8.9) _____
 - Medium patches and updates (Common Vulnerability Scoring System (CVSS) severity 5.0-6.9) _____
11. How long after release do you apply patches for components of self developed applications e.g. software development kits _____
12. Are you making use of any unsupported software or operating systems in your OT environment Yes No
- If Yes, please provide additional information including: whether these are visible to external networks; the nature of systems running on these; reasons for not updating; any controls implemented to mitigate the risk and plans to remediate
- _____
- _____

INCIDENT RESPONSE, BUSINESS CONTINUITY AND DISASTER RECOVERY PLANNING

1. Do your critical industrial systems have redundant designs or failover capabilities to prevent physical damage or business interruption Yes No
2. How frequently do you generate backups of OT systems' including firmware, operating systems, applications, licenses and configuration data sets
- Do you ensure that at any time you have a backup copy which is not connected to or accessible via your OT or production environment so that the likelihood of one incident impacting live and backup data is mitigated Yes No
- Please provide additional information on how you protect backup copies from being impacted by for example, a widespread ransomware incident
- _____
- _____
3. How frequently do you perform testing of backups of OT to validate the accuracy and integrity of the backup _____

ADDITIONAL COMMENTS

1. Would you like to share further information or details regarding your ICS and OT security
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



CLAIMS AND INSURANCE HISTORY

1. Have you ever had an insurance policy cancelled or been declined insurance cover Yes No
2. Have you suffered from any of the following within the past 5 years: Yes No
- Systems intrusion, tampering, malicious code attack, loss of data, extortion attempt, data theft or similar Yes No
 - Unauthorised transmission or disclosure of sensitive information for which you are responsible Yes No
 - Allegations of invasion of privacy, that sensitive information has been compromised or content infringement Yes No
 - An unscheduled network outage or interruption Yes No
3. Are you or any of the partners, directors or officers, aware of or are there any circumstances within the past 5 years that would have given, may give, or have given, rise to a claim against the organisation or against this insurance policy Yes No

If Yes, to any of the above, please provide additional information including nature of the incident, damages incurred and remediation action taken

PRIVACY

In accordance with the applicable laws, we may be required to share your personal information with other insurers, industry bodies, credit agencies and service providers. This includes information about your insurance, claims and premium payments. We do this to provide insurance services, prevent fraud, assess claims and conduct surveys. We will treat your personal information with caution and have put reasonable security measures in place to protect it. By signing this application for insurance, you agree to the processing and sharing of your personal information.

DECLARATION

I/We, the undersigned, declare that the statements set forth in this proposal form together with any other information supplied are true and correct and that I/we have not misstated or suppressed any material facts.

I/We agree that this proposal form together with any other information supplied by me/us shall form the basis upon which the contract of insurance is concluded and shall be incorporated therein.

I/We further undertake that in the event that the information provided changes between the date of this application and inception of cover, I/We will notify iTOO of such changes as soon as reasonably possible.

Name (duly authorised)

Designation

Signature _____

Date _____



ANNEXURE A

Theft of Funds (R250 000 or 10% of limit of indemnity subject to maximum limit of R5 000 000)

Please complete this section only if you require theft of funds cover

1. Total annual value of funds transferred electronically R _____
2. Maximum value per individual electronic transaction R _____
3. Average value of client funds held for which you are responsible (includes funds held in trust) R _____
4. Do you load payments via your own applications or via online banking applications _____
 - If via your own applications, please state the name of the applications and whether these are in-house developed

5. Have you implemented two factor authentication to gain access to payment applications Yes No
6. Have you implemented dual authorisation to load a new beneficiary? Yes No
7. Have you implemented segregation of duties between loading, releasing and authorising payments Yes No
8. Have you implemented dual authorisation to release payments above a specified threshold _____
9. Number of employees with access to load, release or authorise payments _____

CLAIMS AND INSURANCE HISTORY

1. Have you suffered any theft of funds losses as a result of a cyber incident within the past 5 years Yes No
 2. Are you or any of the partners, directors or officers, aware of or are there any circumstances within the past 5 years that would have given, may give, or have given, rise to a claim against this insurance policy Yes No
- If Yes to any of the above, please provide additional information including remediation action taken
- _____

