

**Agency Agreement**

AN AGENCY AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_  
200\_\_\_\_ Between:-

- (1) \_\_\_\_\_ a company registered  
in \_\_\_\_\_ and having an office at  
\_\_\_\_\_ (hereinafter  
called "**the Principal**"); And
- (2) \_\_\_\_\_ an Agent registered  
with the Agents' Registration Board and having an address at  
\_\_\_\_\_ (hereinafter called  
"**the Agent**").

IT IS HEREBY AGREED as follows:

**1 INTERPRETATION**

- 1.1 In this Agreement unless the context otherwise requires, the following words and expressions shall have the following meaning:-

GIA	The General Insurance Association of Singapore
The Regulations	The General Insurance Agents Registration Regulations (including the Annexures) approved by the Management Committee of GIA, as may be amended from time to time
The Board	The Agents' Registration Board referred to in the Regulations
Fit and Proper Criteria	The Fit and Proper Criteria set out in <u>Appendix A</u> of the Regulations
The Code of Practice	The Code of Practice for Agents set out in <u>Appendix B</u> of the Regulations

Insurance Business                      General insurance business of all classes set out in the First Schedule hereto, as may be amended by the Principal from time to time in writing

- 1.2      References to persons shall include references to unincorporated associations, to the singular shall include references to the plural, and to the masculine shall include references to the feminine and vice versa.
- 1.3      Words and expressions used in this Agreement shall have the same meaning as that defined in the Constitution of GIA or as defined in the Regulations, as the case may be.
- 1.4      The headings in this Agreement are included for convenience only and shall not affect the interpretation or construction of this Agreement.

## **2            APPOINTMENT**

- 2.1      The Principal hereby appoints the Agent and the Agent hereby accepts the appointment, as the Principal's non-exclusive agent in Singapore to solicit and obtain Insurance Business for the Principal, subject to the terms and conditions of this Agreement.
- 2.2      The parties hereto agree that the Principal shall be registered with the Board as the Agent's \*Primary/\*Secondary Principal.  
[\* Delete as may be necessary]
- 2.3      This Agreement supercedes and terminates all previous agreements entered into between the Principal and the Agent.

## **3            AUTHORISATION AND PROHIBITIONS**

- 3.1      The Agent is hereby authorized to:-

- (a) solicit and receive proposals and applications for the Principal in respect of the Principal's Insurance Business;
- (b) receive and collect premiums and to deal with the premiums collected in the manner referred to in the section on \*Cash Agent/\*Credit Agent below.

[\* Delete as may be necessary]

3.2 The Agent shall not (unless the Principal otherwise agrees in writing):-

- (a) accept or make any proposal or offer, or renew, extend, vary or reinstate any contract on behalf of the Principal;
- (b) cancel or avoid any proposal or offer accepted by the Principal or any contract made by the Principal;
- (c) deal with, negotiate, admit or settle any claims on behalf of the Principal;
- (d) complete or sign any claim form or document on behalf of any customer;
- (e) incur any liability or debt on behalf of the Principal;
- (f) delegate any of the Agent's functions and duties to any person except the Agent's Nominee Agents;
- (g) assign or otherwise transfer any of the Agent's rights or obligations under this Agreement;
- (h) do anything that may diminish or damage the Principal's business reputation or brand name;
- (i) appoint any sub-agent or engage the services of any sub-agent to arrange Insurance Business for the Principal; and
- (j) institute or defend or take part in any dispute resolution, mediation, arbitration or legal proceedings in connection with any matter relating to the business of the Principal.

## 4 FRONT-END OPERATIVES

4.1 The Agent hereby warrants and represents to the Principal that the front-end operatives ("FEOs") listed in the Second Schedule hereto are persons:-

- (a) who are employed and authorized by the Agent to act as the Agent's nominees in obtaining and soliciting general insurance business; and
  - (b) who are registered with the Board as the Agent's Nominee Agents.
- 4.2 The Agent shall not allow any person who is not duly registered with the Board as the Agent's Nominee Agent to act as the Agent's nominee for the purpose of obtaining and soliciting Insurance Business for the Principal.
- 4.3 The Agent shall inform the Principal immediately if there is any deletion or addition to the list of FEOs set out in the Second Schedule or if any of the listed FEOs ceases to be in the employ of the Agent or ceases to be registered with the Board as a Nominee Agent.

## **5 AGENCIES WITH OTHER PRINCIPALS**

- 5.1 The Agent hereby warrants and represents to the Principal that the principals listed in the Third Schedule are the other principals for whom the Agent is also acting as at the date of this Agreement.
- 5.2 The Agent shall inform the Principal immediately if:-
  - (a) any of the agency agreements entered into by the Agent with any principal is terminated; or
  - (b) the Agent enters into any agency agreement with any principal other than the principal(s) listed in the Third Schedule.
- 5.3 If the Agent wishes to cease the Agent's representation of the Principal and to represent another principal or principals ("new principal(s)"), the Agent shall obtain a letter of release from the Principal for submission to the Board before the Agent may represent the new principal(s), such letter of release not to be unreasonably withheld by the Principal.

- 5.4 If the Agent wishes to cease the Agent's representation of the Principal when the Principal is registered with the Board as the Agent's Primary Principal, the Agent shall obtain a letter of consent from another principal consenting to be registered as the Agent's Primary Principal, for submission to the Board.
- 5.5 The Agent shall not enter into any agency agreement subsequent to this Agreement that will conflict with the Principal's interest under this Agreement.

## **6 COMPLIANCE RESPONSIBILITIES**

- 6.1 The Agent shall comply with and observe and shall procure all the Agent's Nominee Agents to comply with and observe the followings:-
- (a) the Regulations;
  - (b) the Fit and Proper Criteria (Appendix A of the Regulations);
  - (c) the Code of Practice (Appendix B of the Regulations);
  - (d) the Continuous Professional Development requirements as may be determined by the Board from time to time;
  - (e) the Operating Guidelines or Code of Conduct as may be established and amended by the Agent's Principal from time to time;
  - (f) the Singapore General Insurance Code of Practice; and
  - (g) such industry best practices and guidelines on agency management as may be approved by the Board from time to time insofar as they are applicable to Agents and Nominee Agents.
- 6.2 The Agent shall provide all reasonable assistance and co-operation to the Principal to assist and enable the Principal to comply with and observe the Singapore General Insurance Code of Practice.

## **7 INSURANCE PROPOSALS OR APPLICATIONS**

### **7.1 The Agent shall:-**

- (a) use the Principal's current proposal/application forms or documents when arranging Insurance Business for the Principal;
- (b) ensure that every proposal/application form or document is fully explained to, read, completed, and understood by the customer before it is signed by the customer or the customer's authorized representative; and
- (c) not sign any proposal/application form or document on behalf of any customer.

## **8 \* CASH AGENT**

### **8.1 The Agent's appointment under this Agreement will be classified and treated as a "Cash Agent".**

### **8.2 As such, the Agent shall comply with and observe the following requirements set out in regulation 4 of the Regulations:-**

- (a) All cash premium received by the Agent must be handed by the Agent directly to the Principal.
- (b) The acknowledgment receipt will be issued by the Principal in the name of the insured.
- (c) Any return or refund of premium payable by the Principal to an insured will be paid directly by the Principal to the insured.
- (d) All premiums received by the Agent must be paid by the Agent to the Principal without any deduction, claims or set-off whatsoever.
- (e) All premium cheques must be crossed and made payable only to the Principal and be handed by the Agent to the Principal promptly.
- (f) All premium payments must be collected by the Agent within the premium payment warranty period or as otherwise stated in the policy.

- (g) The Agent must notify the Principal within the period prescribed by the Premium Payment Framework as approved by the Management Committee of GIA, if any premium is not collected within the premium payment warranty period or as otherwise stated in the policy.
- (h) Notwithstanding the above arrangements or any arrangement made between an Agent and the Principal, the Agent shall be responsible to the Principal for the collection and payment of premium.

OR

## **9 \* CREDIT AGENT**

- 9.1 The Agent's appointment under this Agreement will be classified and treated as a "Credit Agent".
- 9.2 As a Credit Agent, the Agent shall be given the following credit period:-  
[State particulars of credit period]
- 9.3 All premium payments must be collected by the Agent within the premium payment warranty period or as otherwise stated in the policy.
- 9.4 The Agent must notify the Principal within the period prescribed by the Premium Payment Framework as approved by the Management Committee of GIA, if any premium is not collected within the premium payment warranty period or as otherwise stated in the policy.
- 9.5 Notwithstanding the above arrangements or any arrangement made between an Agent and the Principal, the Agent shall be responsible to the Principal for the collection and payment of premium.
- 9.6 The Agent shall open and maintain a separate Principal's account for the Principal with a bank in Singapore or provide the Principal with a

bank guarantee or cash collateral of at least fifty percent (50%) of the credit limit as approved by the Principal.

- 9.7 The Agent may only draw monies from the Principal's account for the following and no other purposes:-
- (a) payment to the Principal; and
  - (b) payment of commission due to the Agent from the Principal.
- 9.8 The Agent hereby confirms and declares that the Principal's account shall be opened, maintained and held in trust by the Agent as trustee for the Principal and that all moneys credited into the Principal's account, including all premiums received from policyholders and customers of the Principal, shall belong to the Principal beneficially and absolutely.
- 9.9 The Agent shall give written notice to the bank (with a copy extended to the Principal) notifying the bank that the Principal's account is held in trust by the Agent as trustee for the Principal.
- 9.10 The Agent shall operate and maintain the Principal's account in accordance with such written instructions as may be given by the Principal and such guidelines as may be approved by the Board from time to time.
- 9.11 Within \_\_\_\_ days of the termination of this Agreement, the Agent shall close the Principal's account and remit all moneys in the Principal's account to the Principal without any deduction, claims or set-off whatsoever.

[\* Delete paragraph 8 or paragraph 9]



## **10 COMMISSION**

- 10.1 The Principal shall pay to the Agent the full remuneration for the Agent's services, including commission on the paid gross premiums of the agency at the following rates and on the following terms and conditions:-

[State the rates and the terms and conditions]

## **11 BOOKS OF ACCOUNTS**

- 11.1 The Agent shall keep proper books of accounts and records, files, documents and correspondence relating to all dealings and transactions made, entered into or arranged by the Agent for the purpose of or in connection with the Principal's Insurance Business.

- 11.2 The Agent shall make available for the Principal's inspection and provide copies to the Principal upon reasonable request by the Principal, all the books of accounts and records, files, documents and correspondence referred to above, at the Agent's expense.

## **12 FAITHFUL PERFORMANCE**

- 12.1 The Agent shall at all times use the best efforts to promote the Principal's Insurance Business and reputation and shall comply with the Principal's instructions on all matters connected with the agency relating to the Principal's Insurance Business.

## **13 INDEMNITY**

- 13.1 The Agent shall indemnify the Principal against any loss, damages or expenses incurred or suffered by the Principal as a result of any act or omission on the part of the Agent or its employees in relation to this Agreement or any breach thereof by the Agent or its employees.

## **14 TERMINATION**

14.1 This Agreement may be terminated at any time by either party giving one month's prior written notice to the other party.

14.2 This Agreement shall be terminated without notice if any of the following events occurs:-

- (a) if either party commits a breach or fails to observe or perform any of the terms, conditions or provisions of this Agreement;
- (b) if the Agent fails to comply with any of the Regulations, rules, requirements, guidelines or matters referred to in paragraph 6 hereof or any order or requirement made by GIA or the Board;
- (c) if the Agent's registration with the Board is cancelled or suspended or not renewed by the Board upon its expiry;
- (d) if a bankruptcy petition has been filed in court against the Agent and not withdrawn or dismissed or if a bankruptcy order is made against the Agent;
- (e) if the Agent is a company, a winding-up order, judicial management order or order for the appointment of a receiver is made by the court;
- (f) if the Agent enters into a compromise or a scheme of arrangement with creditors;
- (g) if the Agent is the subject of an outstanding judgment debt which has not been satisfied within 7 days from the date of the judgment.

14.3 Termination of this Agreement shall not affect the rights, obligations and liabilities of either party in respect of any act or omission which occurred before the termination.

## **15 CANCELLATION OF RISKS**

15.1 Upon request or instructions made by the Principal, the Agent shall cancel and surrender any outstanding policies or contracts of any

description and refund to the Principal any unearned commissions relating thereto.

## **16 VARIATION**

- 16.1 The provisions of this Agreement shall not be varied, modified or amended except by written consent of the parties in writing.

## **17 CONFIDENTIALITY**

- 17.1 Each of the parties undertakes to the other that it will not disclose to any third party other than to its professional legal advisers or as required by law or as agreed between the parties in writing, any information relating to the business affairs of the other nor any of the terms and provisions of this Agreement.

- 17.2 Notwithstanding the above provisions, the Principal shall be entitled to provide GIA and the Board with all information relating to:

- (a) this Agreement;
- (b) the business affairs of the Agent; and
- (c) the misconduct or default of the Agent and/or the Agent's Nominee Agents including any investigative, disciplinary, termination or other action taken against the Agent and/or the Agent's Nominee Agents.

- 17.3 The Principal shall be further entitled to input all information relating to paragraph 17.2(c) above for the purpose of the information technology infrastructure platform that may be or is maintained by GIA or the Board.

## **18 COMMENCEMENT DATE**

- 18.1 This Agreement shall become effective as from \_\_\_\_\_.

## **19 RIGHTS OF THIRD PARTIES**

- 19.1 A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act to enforce any of the terms or provisions of this Agreement.

## **20 NOTICE**

- 20.1 Any notice given pursuant to or in connection with this Agreement shall be in writing.
- 20.2 Any notice given by one party to the other party shall be sufficiently served if sent by:-
- (a) personal delivery;
  - (b) registered post; or
  - (c) facsimile
- to the registered address or last known place of business of the other party or its facsimile number, as the case may be.

## **21 ARBITRATION AND GOVERNING LAW**

- 21.1 All disputes and differences arising out of or in connection with this Agreement shall be settled by mediation between the parties failing which, shall be settled by arbitration in Singapore in accordance with the provisions of the Arbitration Act.
- 21.2 If the parties are unable or fail to agree on the choice of arbitrator, the arbitrator shall be appointed by the parties on the nomination to be made by the President for the time being of GIA.
- 21.3 This Agreement shall be governed by and construed in accordance with the laws of Singapore.

FIRST SCHEDULE

[Insurance Business]

SECOND SCHEDULE

[Front-end Operatives]

Names

NRIC/Passport No.

THIRD SCHEDULE

[Other principals represented by the Agent]

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on the day and year first above written.

Execution by the Principal

Name of Principal:

Name and designation of authorized person:

Signature of authorized person:

Name and designation of witness:

Signature of witness:

Execution by the Agent

Name of Agent:

Name and designation of authorized person:

Signature of Agent/authorized person:

Name and designation of witness:

Signature of witness: