

Miscellaneous Professional Indemnity Insurance Proposal form

Instructions

Please provide a full answer to every question. Please ensure that all answers are typewritten or printed in block letters with the spaces provided. A principal of the practice must sign the form and any separate sheets.

SECTION ONE – GENERAL INFORMATION

Question One

Name of Proposer(s) to be covered

Name	Date Established

Question Two

Main address of the proposer and any overseas addresses (specifying the name and position of the individual responsible at each location including web and e mail addresses):

Postcode:

Main office telephone number

Main office fax number

Contact e-mail address

Website address

Question Three

Please advise the following (including details of sole practitioner).

Name of all Partners/Directors/Members	Age	Qualifications	Date Qualified	How long as Partner/Director/Member of the Firm(s)

Attach CV where the proposer has been established less than 5 years and/or where any individual has no relevant qualifications.

Question Four

Number of employees split between the following:

Qualified

Administrative

Other (specify)

Question Five

Is the proposer connected or associated (financially or otherwise) with any other entity?

Yes

No

If yes is cover required for any work undertaken for any associated entity?

Yes

No

If yes please provide full details including nature of the work undertaken and income derived.

Question Six

During the past 6 years has the proposers name been changed, has any other business been purchased and/or has any merger or consolidation taken place?

Yes

No

If yes, please provide details

SECTION TWO - CLAIMS INFORMATION

Question One

After full enquiry has the proposer sustained any loss through the fraud or dishonesty of any person?

Yes

No

If yes, please provide details.

Date Of Claim	Brief Details	Amount of Claims Paid £	Reserves Outstanding £

Question Two

After full enquiry is the proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee?

Yes

No

If yes, please provide details.

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Question Three

After full enquiry has any claim been made against the proposers business or any principal partner, director or employee whilst in this or any other business?

Yes

No

If yes please provide details.

Date Of Claim	Brief Details	Cost of Claim/ Loss paid	Estimated cost of Claim/loss outstanding

Question Four

After full enquiry is the proposer aware of any circumstance or incident which has or could result in any claim being made against the proposers business, or any principal, partner, director or employee of this or any other business?

Yes

No

If yes please provide details.

Date Of Claim	Brief Details	Cost of Claim/ Loss paid	Estimated cost of Claim/loss outstanding

SECTION THREE - THE BUSINESS: WORK UNDERTAKEN

Question One

Please provide the proposers fees/income in each of the financial periods derived from clients based in:

	Last Financial Year Ended --/--	Current Financial Year Ending --/--	Coming Financial Year Ending --/--
UK			
Elsewhere			
Total			

If fees/income are/is declared as derived from clients based in "Elsewhere" please provide details including territories involved and income derived.

Question Two

Please provide a full description of the activities undertaken by the proposer.

Question Three

Is the proposer aware of any change in activity/structure that will occur in the coming financial year?

Yes

No

If yes please provide details.

Question Four

What is the proposers largest fee earned from one client and the average fee per client in the last year?

Largest

Average

Question Five

What percentage of fees over the last three years have been paid to outside consultants?

5.1 If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants?

Yes

No

5.2 If yes please provide full details including nature of the work, projects undertaken and names of consultants?

Question Six

Please list the proposers three largest contract assignments undertaken in the last three years.

Type of Service and Country	Fee	Contract Value	Date Commenced	Date Completed

Question Seven

Is the proposer a member of a consortium or has the proposer entered into a joint venture agreement? Yes No

If yes please provide details.

SECTION FOUR – THE BUSINESS RISK MANAGEMENT

Question One

Is the proposer admitted to any Association or accredited to any quality systems such as the ISO9000? Yes No

If yes please provide details.

Question Two

What are the proposers procedures in operating a diary system?

Question Three

If the proposer is a sole practitioner, please provide details of arrangements to maintain service and standards in the event of sickness or holiday?

Question Four

Does the proposer have written procedures or checklists for the service performed?

Yes

No

If yes please provide details

Question Five

What records are kept by the proposer of telephone conversations and attendance at meetings?

Question Six

Does the proposer subscribe to any form of Continuing Professional Development?

Yes

No

Question Seven

What are the proposers procedures, such as letters of engagement, to ensure that a clients requirements are clearly identified and can be met?

Question Eight

How often does the proposer undertake a review of working procedures?

Question Nine

What are the proposers procedures in reviewing the work undertaken by staff and partners?

Question Ten

Does the proposer always obtain satisfactory written references when engaging employees?

Yes

No

If no, please provide details

Question Eleven

Does the proposer ensure that any outside consultants engaged carry their own Professional Indemnity Insurance?

Yes

No

SECTION FOUR – INSURANCE COVERAGE

Question One

Please give details of the firm's current Professional Indemnity Insurance

Limit of Indemnity	Excess	Premium	Name of Insurer	Renewal Date
£	£	£		

Please advise your requirements

	Option 1	Option 2	Option 3
Limit of Indemnity	£	£	£
Excess	£	£	£

Question Two

Has any Proposal for similar insurance made on behalf of the proposers business, any predecessor of the business, or any principal, partner or director ever been declined or has such insurance ever been cancelled, renewal refused or any special terms imposed (other than general market increases)?

Yes

No

If yes please provide details

Question Three

Have you ever been late in paying or failed to pay either a professional indemnity premium or excess?

Yes

No

Declaration

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not mis-stated or suppressed any material facts.

I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance effected thereon.

I/We undertake to inform Insurers of any material alteration to these facts occurring before completion of the contract of insurance. However, the duty to disclose material facts continues after the completion of the proposal form and throughout any period of insurance (and any extension thereto), upon which this proposal form was used as the basis of the contract of insurance.

Signing this proposal does not bind the proposer to complete this insurance.

This form must be signed by a principal of the firm

Signature: _____

Date: _____

Print Name: _____

Position: _____