

SENNOCKE
International Insurance Services

Professional Indemnity Insurance Proposal Form.

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Guidelines to help you complete this Proposal Form

1. Failure to disclose all material information that is likely to influence the acceptance of the risk or the terms applied could invalidate the insurance. If you are in any doubt as to whether any information is material, it should be disclosed.
2. Where space provided is insufficient for your replies, please use the pages at the back of this booklet or provide separately and attach to this Proposal Form.
3. Reference to 'North America' in this Proposal Form shall mean the USA and Canada and their respective territories and possessions.
4. Reference to 'Proposer' in this Proposal Form shall include all subsidiary companies.

A General Section (To be completed in all cases)

1. Name of the Proposer and any previous names under which the business has been conducted.

2. Address of your head office and locations of all other offices

3. Website Information

- a. If you have a website provide address(es) here and complete the questions below.

b. Does your site include the following:

- | | Yes | No |
|--|--------------------------|--------------------------|
| i. liability disclaimers with clear indications as to the jurisdiction applicable? | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Virus protection and firewalls? | <input type="checkbox"/> | <input type="checkbox"/> |

c. What is the purpose of your site?

- | | | |
|----------------------------------|--------------------------|--------------------------|
| i. advertising or marketing only | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. publishing | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. electronic commerce | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. the provision of advice | <input type="checkbox"/> | <input type="checkbox"/> |

If undertaking ii, iii, or iv above, provide details.

Please note, if your web related activities are extensive we may request additional information.

4. Business Information

- a. Describe the nature of your business

- b. Year business commenced -
- c. Date of financial year end -

d. Annual turnover:

	Last Financial Year	Estimate for current financial year (£)	Estimate for forthcoming financial year (£)
In the rest of the UK			
In the rest of Europe			
In North America			
Elsewhere			
Total turnover			

5. North America

Yes No

a. is the proposer in any way in North America?

b. Total gross assets of the Proposer in North America

c. Total number of employees in North America

6. Corporate structure

a. Outline briefly any major changes, such as acquisitions, disposals or capital restructuring which have occurred during the last three years.

b. Are there any proposals at the present time which have been publicised relating to the acquisition of the Proposer by, or its merger with, any other entity? Yes No

If 'yes', provide details

Now complete section E of the Proposal Form which relates to Professional Indemnity. Additionally, please complete Section G and read and sign Section H, the Declaration at the back of the form.

B. Professional Indemnity Insurance

1. Describe fully the activities for which professional indemnity cover is required. Any policy issued will not provide cover for any activities not declared.

Activity	Percentage

2. Details of all partners or directors, including details if sole principal.

Name of partner or director	Qualifications & date obtained	Position held	How long a partner director of the firm	If less than 3 years provide details of previous experience

Please attach CV's for all partners or directors

3. Number of staff

	Full-Time	Part-Time	All others, including temporary or contract staff
Qualified Staff			
Other staff			

4. Gross fees (including those paid to sub-contractors)

	Last financial year	Estimate for current financial year	Estimate for forthcoming financial year
a. In the UK			
b. In North America			
c. In the UK and elsewhere (excluding North America) for clients domiciled in NA including work for NA companies, subsidiaries of NA companies or NA companies based elsewhere.			
d. Elsewhere* (exc. North America)			
e. In the UK for clients domiciled elsewhere* (exc. North America)			

*Provide details of countries and amounts involved, indicating whether d or e or above.

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5. Gross fees paid to sub-contractors

Last financial year	Estimate for current financial year	Estimate for forthcoming financial year
£	£	£

6. Largest Contracts

Details of the five largest contracts undertaken in the past three years, plus details of the three largest contracts expected to be undertaken in the forthcoming year

Details of client and nature of contract	Fees (£)

7. Do you use any brochures, written agreements or conditions of contracts? If 'yes' attach copies

Yes No

8. Do you use conditions of contract in every case?

9. Do you work to a professional code of practise?

Yes No

If 'yes', provide details

10. Are you accredited to or in the process of becoming accredited to BS EN ISO 9000 Quality Systems or subject to any form of external assessment?

Yes No

If 'yes', provide details

If 'no', provide details of how project development and customer relations are monitored

11. Records

What records are kept of:

- a. The original contract?
- b. Subsequent amendments to that contract?
- c. Verbal agreements?
- d. Telephone conversations?

Provide details

12. What steps do you take to review work underwritten by staff?

13. Do recruitment procedures include taking up references? Yes No

14. If the activities carried out on your website include ii, iii or iv under General Section question 3c (namely publishing, electronic commerce or the provision of advice), answer the following:

a, Is the service/advice provided to:

i. known clients only	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
ii. registered users	<input type="checkbox"/>	<input type="checkbox"/>
iii. anyone viewing the site	<input type="checkbox"/>	<input type="checkbox"/>

b. Fees received from these activities

c. Is a bulletin board or chat room accessible from your site? Yes No

If 'yes', please provide details

d. Is the website reviewed/ monitored by an appropriately qualified person? Yes No
If 'yes', provide details

	Yes	No
e. Do you have any specific procedures in place to deal with complaints arising from material appearing on, or the operation of your website?	<input type="checkbox"/>	<input type="checkbox"/>
f. Do you provide internet/ website services for or on behalf of any third party?	<input type="checkbox"/>	<input type="checkbox"/>

15. Loss History

During the last 10 years has any claim been made against the Proposer or any predecessors or any partner, director, consultant or employee for neglect, error or omission in relation o professional duties? Yes No

If 'yes', provide details.

Date of claim	Brief details of claim or loss	Cost (if any) of claim paid or loss incurred (£)	Estimated outstanding cost (£)

C. Insurance Details

1. Limit of Liability/ Limit required

Type of Insurance	Limit of Liability
Professional Indemnity	

2. Other Insurances

Have you any of the following insurances in force at present? Yes No
 If 'yes', please state.

Type of Insurance	Current Limit of Liability	Renewal Date	Name of Insurer
A. Directors and Officers Liability			
B. Employment Practises Liability			
C. Libel			
D. Crime			

3. Has any insurer in respect of risks to which this proposal relates:

a. Ever declined a Proposal, refused renewal or terminated insurance? Yes No
 b. Imposed special conditions or required an increased premium other than as a result of organic growth? Yes No

If 'yes', in either case. Provide details.

D. Declaration

I/We declare the above statements made by me/us or on my/our behalf are true and complete and will form part of the contract between me/us and the insurer. We agree to accept a Policy in the insurer's usual form for this class of business.

Signature

Date

On behalf of, (Insert Proposer name)

Email Address

(Signing this form does not bind the Proposer to complete this insurance)

We recommend that you keep a record, including copies of letters and this Proposal form of all information supplied to us for the purpose of entering into this contract.

Law Applicable to the Contract

The law applicable to this contract is subject to agreement between the parties.

Unless a special endorsement to the contrary has been requested by you and agreed by us the law applying to this insurance contract will be the law of England and Wales.

Customer Service.

At Sennocke International Insurance Services we have a real commitment to customer care. You can help us maintain our standards by letting us know if you consider our service to be unsatisfactory.

Please contact:

Peter Richardson
Director
London House
77 High Street
Sevenoaks, Kent
TN13 1LD

Te: 01732 749 562
Fax: 01732 740 994
Email: peter.richardson@sennocke.co.uk

Alternatively contact the Financial Ombudsman Service
South Quay Plaza, 183 Marsh Wall, London, E14 9SR.

Your right as a customer to take legal action remains unaffected by the existence or use of any complaints procedure referred to above.

Additional Notes.