

Professional Indemnity Insurance Proposal



SOLICITORS 2018

Please ensure that you complete all sections of this proposal form providing a full answer to every question. A Principal of the Practice must sign and date this form along with any separate sheets. Please include with this form a sheet of your current headed notepaper, which can also be used to supplement areas where you may have insufficient space to answer a question

If you are in any doubt as to whether particular information should be disclosed you should provide that information to insurers.

Please note that a renewal is based on the information which has already been provided to insurers. Therefore if there is a change in such information which has not yet been advised, this must now be disclosed to insurers.

If you have any questions or queries when completing this form, then please do not hesitate to contact us.

We will seek quotations based on the following Demands & Needs unless you confirm by amendment below

Overall Cover Requirement	As laid down in the Solicitors' Indemnity Insurance Rules, you require indemnity against civil liability to the extent that it arises from Private Legal Practice in connection with the Insured Firm's Practice
Cost	Our negotiations will target a premium at or below expiring rates/premium
Policy Terms & Conditions	The policy coverage must meet the minimum terms and conditions as laid down by the Solicitors Regulation Authority

(1) Full Name of Practice:
please include all names under which you are seeking cover including Trustee and/or nominee companies and/or incorporated Principals

Principal Address:

Postcode:

SRA Registration Number:

Is the Practice an LLP or Company registered at Companies House?

Main Office Telephone Number:

Date Established:

Website Address:

Contact Name and E-mail:

(2) Please provide address of all other offices (including overseas offices) for which you are seeking cover (Use a separate sheet if necessary)

Location	Address	Principal/Partner/Director in Charge

(3) Where a Director/Partner/Director in Charge is not present, please explain how the office is supervised

(4) List (using a separate sheet if necessary) all prior Practices to which this Practice has become a Successor Practice in the last fifteen years

Practice Name	Date Established	Date of Succession

(5) Since 1/10/2013 have you merged with or acquired any firm that purchased run-off cover prior to the merger or acquisition with the result that you are not a Successor Practice?

Yes / No

If Yes, provide details including the name of the firm, their last completed proposal form and proof of run-off cover on a separate sheet

(6) Is the Practice planning any merger or consolidation with another Practice within the next twelve months

Yes / No

If Yes, provide details:

(7) Please provide the information requested for every Principal, Assistant and Consultant who will be employed by your Practice as at the inception date of this policy. If anyone is listed is a Registered Foreign Lawyer or Registered European Lawyer, please note RFL or REL alongside their status.

Title	Full Name	Date of Birth	Status <small>Principal/Partner/ Director</small>	Full/Part Time	Roll Number	Year of Admission	Equity (%)

Please list any additional solicitors on a separate sheet. If you are a newly established practice, please enclose a CV for every Principal, a Business Plan and a Cash Flow Statement.

(8) Please provide information on any non-solicitor Principal, Partner, Member and Consultant who will be employed by your Practice as at the inception date of this policy. Continue on a separate sheet if necessary

Full Name	Date of Birth	Main Role (HR/IT/Finance/Barrister etc)	Full/Part time	Fee Earner (Y/N)	Regulatory Body

(9) Do the individuals above devote all their time to the business of the practice?

Yes / No

If No, provide details:

(10) Number of Equity Partners, Principals or Members

Full Time :

Part Time

(11) Number of Non-Equity Partners, Principals or Members

Full Time :

Part Time

(12) Number of non-solicitor fee earning staff including Trainee Solicitors

Full Time :

Part Time

(13) Number of all other staff including secretarial

Full Time :

Part Time

(14) Total number of Assistants, Associates and Consultants

Full Time :

Part Time

(15) Does the practice outsource any legal, secretarial, or other work?

Yes / No

If Yes, provide details:

(16) Is the Practice planning any decrease in the total number of staff other than through retirement within the next twelve months?

Yes / No

If Yes, provide details:

(17) What is the approximate average annual percentage of staff turnover over the past 5 years

%

(18) Are any Principals or other fee earners also Principals, fee earners or employees of other law practices or any other businesses?

Yes / No

If Yes, provide details:

(19) Is the Practice considering becoming an Alternative Business Structure within the next 12 months?

Yes / No

If Yes, provide details of all proposals as currently known & a copy of any application form and documentation submitted to the SRA

Fee Income

(20) Total Fee Income

Please provide gross fee income for the last four accounting periods, plus an estimate for the current accounting period

Accounting Period (month) to (month) (Please insert financial year)

Gross fees payable by clients in respect of work done	Current Year Estimate	Last Completed Accounting Period 20	Previous Year 20	Previous Year 20	Previous Year 20
(a) In the United Kingdom excluding (c) below					
(b) In the USA and its territories and possessions or Canada					
(c) In the UK or elsewhere excluding (b) above for persons, companies, firms or organisations having an address in the USA and its territories and possessions or Canada					
(d) in Australia and its territories and possessions					
(e) Elsewhere (please state countries and amounts involved on Practice letterhead)					
Total (a to e above)					

(21) Has the practice ever been represented in any way in, or has it ever given advice on the law of, any overseas territories? If Yes, please provide details separately

Yes / No

(22) Do the most recent set of accounts show an operating profit for the Practice?

Yes / No

(23) Is the Practice forecasting a profit for the next financial year?

Yes / No

(24) Does any one client or group of clients or referral source generate 20% or more of your annual income?

Yes / No

If Yes, provide details:

(25) Is the practice represented in any way in the USA or its territories and possessions or Canada?

(a) By a USA or Canadian Local office?

Yes / No

(b) By a local representative

Yes / No

(c) By reciprocal client referral Agreement? (if yes, please attach a copy on Practice letterhead of any reciprocal client referral agreement that the Practice has with a firm in the USA or Canada)

Yes / No

(d) Is any US/Canadian law advice given?

Yes / No

(26) Please provide the percentage of gross fees allocated to each area of practice in the last three complete accounting periods

Area of Practice	Last Completed Period	Previous Period	Previous Period
1 Administering others, taking affidavits and notary public	%	%	%
2 Agency advocacy	%	%	%
3 Acting as an arbitrator, adjudicator and mediator	%	%	%
4 Children, mental health tribunal and welfare	%	%	%
5 Commercial litigation	%	%	%
6 Commercial/corporate work (excluding work related to public companies) - please also refer to question 56)	%	%	%
7 Commercial/corporate work for public companies - please also refer to question 56)	%	%	%
8 Conveyancing - Commercial [Please also complete the conveyancing section]	%	%	%
9 Conveyancing - Residential [Please also complete the conveyancing section]	%	%	%
10 Criminal law	%	%	%
11 Debt Collection - Low Risk <£10,000	%	%	%
12 Debt Collection - other than above	%	%	%
13 Defendant litigious work for insurers, including defendant personal injury work	%	%	%
14 e-Commerce and/or Information Technology work	%	%	%
15 EC Competition Law and Human Rights Law	%	%	%
16 Employment - contentious	%	%	%
17 Employment - Non-contentious	%	%	%
18 Environmental	%	%	%
19 Financial advice and services regulated by the Solicitors Regulation Authority	%	%	%
20 Immigration	%	%	%
21 Landlord and Tenant	%	%	%
22 Lecturing and related activities and expert witness work	%	%	%
23 Litigious work other than given in any other category (please provide a breakdown on a separate sheet	%	%	%
24 Marine Law - Litigious	%	%	%
25 Matrimonial/Family	%	%	%
26 Mergers & Acquisitions including Management Buy-outs and Buy-ins	%	%	%
27 Non-Litigious work other than given in any other category (please provide a breakdown on separate sheet)	%	%	%
28 Offices and appointments	%	%	%
29 Parliamentary agency	%	%	%
30 Personal Injury (Claimant) [Please complete Personal Injury section]	%	%	%
31 Probate and estate administration	%	%	%
32 Property management, valuations and real estate agency	%	%	%
33 Town and country planning	%	%	%
34 Wills, trusts and tax planning	%	%	%
35 Financial advice and services where your practice has opted into regulation by the FCA (please complete a separate Financial Services Questionnaire)	%	%	%
36 Intellectual property trademark and copyright - excluding patent (please provide full detail on a separate sheet)	%	%	%
37 Patent	%	%	%
Total	100%	100%	100%

(27) Is the work split provided in (26) different to the make up over the previous three years or are any substantial changes in the percentage amounts shown above anticipated during the next 12 months?

Yes / No

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(28) For the last financial year, please split the Practices business between the following market sectors (totalling 100%):

Private Client	%
Financial Institution/Banking	%
Government	%
Construction	%
Entertainment & Sport	%
Sub Prime Lenders	%
Insurance Brokers, Insurance Companies, Underwriting Agencies (other than handling of claims)	%
Property Developers or Property Investment Companies (including their commercial conveyancing)	%
Privately Held Companies (other than those above)	%
Publicly Held Companies (other than those above)	%
All Other Clients	%
Total	100 %

(29) Has the practice, or any prior practice ever provided management services or investment advice to any entertainment clients or sporting professionals? If yes, please provide details

Yes / No

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Conveyancing

(30) Please state the number of fee earners in your practice who undertake or have undertaken conveyancing work

	Last Completed Period	Previous Period	Previous Period	Previous Period	Previous Period
Principals/Solicitors					
Other Qualified Fee Earners					
Non-qualified Fee Earners					

(31) Please provide the percentage of fees derived from Residential and Commercial Conveyancing over the past five years

	Last Completed Period	Previous Period	Previous Period	Previous Period	Previous Period
Residential Conveyancing	%	%	%	%	%
Commercial Conveyancing	%	%	%	%	%

(32) Please provide the percentage of residential conveyancing transactions undertaken that relate to:

	Last Completed Period	Previous Period	Previous Period	Previous Period	Previous Period
First Mortgages	%	%	%	%	%
Re-Mortgages	%	%	%	%	%
Buy to Let	%	%	%	%	%

(33) Please provide the following information in relation to **Residential** conveyancing

	Last Completed Period	Previous Period	Previous Period	Previous Period	Previous Period
Gross Fees					
Approximate Number of Transactions					
Highest Capital Value					
Average Capital Value					
Highest Loan Value					

(34) Please provide the following information in relation to **Commercial** conveyancing

	Last Completed Period	Previous Period	Previous Period	Previous Period	Previous Period
Gross Fees					
Approximate Number of Transactions					
Highest Capital Value					
Average Capital Value					
Highest Loan Value					

(35) Please attach, on a separate sheet, a list of lending institutions for which the Proposer holds (or has held over the past three years) a panel appointment:

(36) Has there been any termination of a lender panel appointment in the last five years?

Yes / No

If Yes, provide details:

(37) In any year in the last six, have more than 10% of your conveyancing instructions originated from any one development or from any one client or referrer, e.g. mortgage broker, developer, housebuilder, financial adviser, estate agent?

Yes / No

If Yes, provide details:

(38) Over the last six years has your practice acted for multiple (more than three) purchasers in the same development or building?

Yes / No

If Yes, provide details:

(39) Does the practice intend to undertake any Right to Buy/Right to Acquire transactions in the next 12 months?

Yes / No

When accepting instructions to act for a borrower in a residential conveyancing transaction in the past six years:

(40) What percentage of cases do you estimate your firm accepts instructions to act without a face to face meeting with the client?

%

If you do not meet a client prior to a transaction, how do you establish identity?

(41) Is relevant original identity documentation inspected and copies retained on the transaction file in each case?

What training is or has been provided on identifying mortgage fraud to Partners/Directors/Members and staff who undertake conveyancing work?

Yes / No

Provide details:

(42) Are you aware, after enquiry, of any instance of identity theft, or forgery or falsification of identity documentation in any transaction in which your firm has acted in the past three years?

Yes / No

If Yes, provide details:

(43) What safeguards does the Practice have in place to ensure that any information indicative of mortgage fraud is identified and reported to lender clients?

(44) Over the last five years what processes has the practice had or put in place to ensure that changes to lender requirements (including those under CML Handbook Part 2) are properly tracked? If there has been any material change in your procedures and/or you have deployed software such as Conveycentric LenderMonitor (or similar) please provide dates as appropriate

(45) Does anyone other than a Principal sign reports and/or certificates of title addressed to lenders

Yes / No

If Yes, provide details:

(46) On approximately how many occasions per year over the past 6 years have you received requests for conveyancing files from lenders? (including specifically how many in the last 12 months)

Last 6 years

Last 12 months

(47) How often are file audits undertaken on conveyancing files (including partner to partner)?

Yes / No

(48) Is the firm a member of the Law Society's Conveyancing Quality Scheme (CQS)?

Yes / No

(49) In the last 12 months, where acting for the purchaser in residential conveyancing transactions, how many of your clients have purchased:

A First Title Home Owners' Protection Policy?

Any Other known or unknown risk legal indemnity policy?

(50) Has the Firm or any Prior Practice ever:

- | | |
|--|---------------------------------------|
| (a) Undertaken pure legal work only for Equity release mortgages or Home Income Plans? | <input type="text" value="Yes / No"/> |
| (b) Provided financial advice in respect of Equity Release mortgages or Home Income Plans? | <input type="text" value="Yes / No"/> |
| (c) Conducted property valuations for the purpose of lending or probate? | <input type="text" value="Yes / No"/> |
| (d) Accepted instructions from property clubs or investment schemes? | <input type="text" value="Yes / No"/> |

If Yes, or if the firm intends to carry out this activity in the future, please provide details:

Commercial Work

(51) In respect of commercial work, please provide gross fee income for the last accounting period from:

Area	Gross fees: Non-public companies	Gross fees: Public companies
Mergers and Acquisitions / Disposals		
Debt issuance/repurchase/securitisation		
Issue of new Shares / Rights Issues / Repurchase of Shares		
Project financing		
Pension schemes		
Tax		
Insolvency		
Regulation/Compliance		
Other (please specify)		

(52) Please list the five largest commercial matters over the last three years and fees earned in each case

Area of Work	Public or Non-Public Company?	Contract Value	Fees Earned	Year Completed

(53) Is all merger and acquisition work undertaken for UK or UK based companies? If no, please provide details on a separate sheet

Please specify the approximate number of transactions in the past year	
Please specify the highest transaction value in the last five years	£
Please specify the average transaction value in the last five years	£

(54) Has the firm or any prior practice ever provided advice on or services related to marine or aviation law, or any projects involving oil, gas, or other natural resources?

Yes / No

If Yes, provide details:

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Personal Injury and Claimant Litigious Work

(55) Please provide the following details in respect of the firm's claimant litigious (including Personal Injury) work over the past three annual accounting periods

	Last Completed Accounting Period	Previous Period	Previous Period
Number of cases			
Largest settlement			
Average settlement			

(56) Please advise your current Personal Injury work by percentage

Clinical Negligence	%
Occupational Disease	%
All Other Claims eg (RTA, Employers/Public Liability etc)	%
How many open claimant personal injury cases does your practice currently have?	
What was your average personal injury settlement over the last 3 years	£
What was your highest personal injury settlement over the last 3 years	£

(57) Please estimate the percentage of personal injury work (claimant) you currently have in each of the following categories

Small Claims	%	Fast Track	%	Multi Track	%
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(58) Please estimate the number of Personal Injury cases you currently have where the expected settlement exceeds £250,000

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(59) If yes, how many cases in the Past 3 years, and what advice did you give your clients concerning the taxation of compensation awarded/damages payable and HMRC's position of the same?

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(60) Please state the number of fee earners in your practice who undertake or who have undertaken personal injury work

	Last Completed Accounting Period	Previous Period	Previous Period
Principals/Solicitors			
Other qualified fee earners			
Non-qualified fee earners			

(61) How many fee earners are members of APIL

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(62) Does or has the practice operate and/or offer Conditional Fee Arrangements

Yes / No

(63) What percentage of Gross Fees billed is attributable to:

	Last Completed Accounting Period	Previous Period	Previous Period
Conditional Fee Arrangements	%	%	%
After the Event Insurance backed claims	%	%	%

(64) Does one or more Partner(s) agree to each CFA or ATE product before it is offered to the client?

Yes / No

(65) Has the Firm or any Prior Practice ever conducted cases backed by ATE Insurance where each case was not individually reviewed by the ATE Insurer prior to acceptance?

Yes / No

(66) Do you use a standard written assessment procedure before accepting such arrangements?

Yes / No

(67) Have any such arrangements been found to be unenforceable?

Yes / No

If yes, please provide details

(68) Please name any ATE insurance provider that you place more than 20% of your business with, and specify the percentage in each case

(69) Have your files been audited or has an audit been proposed by any underwriters or funders

Yes / No

If yes, please provide details, on a separate sheet

(70) Do you receive, or have you received, any time in the last three years, any commission or other financial incentive from any insurer?

Yes / No

If yes, please provide details together with a copy of any standard letter that you have advising clients about the choice of ATE insurer and any commissions, financial incentives or similar that you receive

(71) Do you use any particular provider for expert reports in more than 20% of your cases?

Yes / No

If yes, please provide full details, including identity of provider, percentage of cases and background to the level of instructions

(72) In the past 6 years, has the Practice undertaken any personal injury work related to any class action or other group litigation orders, occupational disease claims or medical malpractice claims?

Yes / No

If yes, please provide details of the largest & average claimant settlement in the past 6 years

(73) Has the Practice, in the past or intend to in the future, undertaken any work or accept any referrals from Claims Management Companies, Promotional Groups, or Referral Networks

Yes / No

If yes, please provide details

(74) Does the Practice have any concerns in respect of any personal injury settlements negotiated in the 12 month period prior to the change of the discounts rates (20th March 2017)

Yes / No

If yes, please provide details

(75) What steps has the Practice taken/taking to recalculate the quantum claimed in any ongoing Personal Injury claims since the change to the discount rate?

Please provide details

(76) What steps is the Practice taking to educate staff on the changes to the discount rate?

Please provide details

Wills and Probate Work

(77) Is the practice a member of the Certainty Will Register and does the Practice utilise their will search service?

Yes / No

If no, how does the Practice ensure the will they are provided with is definitely the final will?

Risk Management

(78) Is the Practice accredited with LEXCEL?

Yes / No

If yes, please provide date of accreditation

(79) What Legal Services Commission Quality Mark or other quality standards is your firm currently accredited with? eg ISO9001

(80) Has a Legal Services Commission Quality Mark ever been withdrawn?

Yes / No

If yes, please provide details

(81) Does the practice hold any membership of any specialty Law Society group?

Yes / No

If yes, please provide details

(82) In the last six years, has the SRA qualified the Practice's accounts or has the practice been the subject of an inquiry or investigation as a result of a breach of the Solicitors Accounts Rules?

Yes / No

If yes, please provide details

(83) Has any organisation or person who was not at the time a Partner in the practice ever exercised a controlling or financial interest in the practice?

Yes / No

If yes, please provide details

(84) Please provide the Name and Status of the person nominated as the following in your firm:

	Name	Status (e.g. Partner)
Risk Management Officer		
Compliance Officer for Legal Practice		
Compliance Officer for Finance and Administration		

(85) Do you currently provide, or intend to provide, “unbundled” or a la carte, legal services?

Yes / No

If yes, please provide details including area of practice, client management process and the scope of the retainer

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(86) General Risk Management Questions

	Yes	No	N/A
Does the practice employ a full time non-legal administrator			
Does the practice have written Risk Management procedures			
If yes, are those procedures regularly reviewed, circulated, and/or discussed within the Practice, and have all Solicitors been made aware of them			
Does the Practice have Case Management Systems covering all areas of legal practice?			
Does the Practice have a formal Money Laundering policy and has training been provided to all Partners and Staff			
Does the Practice require two signatures to authorise payments from client accounts above £25k?			
Does the practice use or have client and new business vetting which prohibits any individual Solicitor from accepting a new client or matter without the approval of the Practice’s management structure?			
Does the practice use or have a written policy for identifying the conflicts of interest (including a cross check system and back up)?			
Does the practice use or have a policy requiring prior approval in writing for a Solicitor to serve as an Officer and/or a Director of a client or a third party?			
Does the practice use or have a policy to obtain written references preceding the employment of fee earning staff and principals?			
Does the practice use or have engagement letters which contain a Scope of Services?			
If the Scope of Services is amended, are these changes confirmed in writing in the form of an amendment to the original Engagement letter?			
Does the practice use or have Non engagement letters?			
Does the practice use or have Disengagement letters?			
Does the practice include limitations of liability in all engagement letters?			
Are there designated individuals who are authorised to give undertakings on behalf of the practice?			
Does the practice use a centralised diary system with appropriate manual or electronic back up? Does the system also cater for absenteeism?			
Does the practice have a time recording system?			
Does a designated Supervisor or Partner check all incoming post?			
Does the practice ensure the limitation periods are conveyed to a new fee earner when files are handed over?			
Are periodic checks made to ensure that the diary system is being strictly followed?			
Does the diary system provide for Solicitors being absent or on holiday to ensure that time deadlines are not missed?			

Does the practice use a file review system which requires randomly selected files to be audited by a Solicitor other than the Solicitor handling the file?			
Does the file review system include Partner to Partner auditing?			
Has the Practice had a Risk Management Audit conducted within the last three years by an external risk management specialist?			
If so, have all the recommendations been implemented?			
Does the Practice offer and promote Solicitors' continuing training?			
Does the Practice use a formal review system to evaluate, at least annually, the performance of all Solicitors and Legal Staff within the Practice?			

Fraud Prevention and Cyber Risks

(88) In order to combat fraud, has the Practice implemented written procedures and provided training to ensure that:

	Yes	No
Personnel must never disclose to anyone their security details (passwords, codes, usernames, etc) by any means regardless of the apparent authority of the person requesting the details		
Exchange of bank details for payments to or from the firm are made at the outset of a transaction, preferably when meeting with the client, where the risk of fraud and restrictions of future changes to bank details can be fully explained		
Changes to bank details are not accepted by remote means (eg by e-mail or telephone) apart from in exceptional circumstances and only when it has been validated that those changes have been made by your client		
Payments from client account/s must be set up by one person and independently verified/authorised by another against original bank account name, number and sort-code before funds are transferred		

(89) Do you have procedures and provide training to all staff on the risks of identity fraud, financial crime and scams (eg cyber risks/bank scams/phishing/vishing etc)?

Yes / No

(90) Do you use a FastPay type service?

Yes / No

If Yes, in respect of client account transfers what is the maximum individual or batch amount that can be made on a FastPay-type service without independent verification before transfer?

(91) Do you subscribe to anti-virus software which also detects, removes and protects against other forms of malware, including spyware and adware

Yes / No

If Yes, provide details:

(92) Do you have the Governments Cyber Essentials or Cyber Essential Plus certificates or are you working towards this.

Yes / No

(93) Do you encrypt electronic communications?

Yes / No

(94) Do you outsource any information technology services including data storage/cloud computing?

Yes / No

If Yes, do you have a written contract in place with such providers?

GDPR

(95) What policies and procedures doe the firm have in place to comply with GDPR?

Insurance Details

(96) For what limit(s) of indemnity do you require terms?

£	£	£
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(97) Excess Options

£	£	£
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(98) Do you require an aggregate excess?

If yes, at what level

(99) Has your Practice or any prior Practice, ever been in the Assigned Risks Pool?

If Yes, provide details:

(100) Has any qualifying insurer refused to offer your Practice, or any prior Practice, terms for PI Insurance

If Yes, provide details:

(101) Has your Practice, or any Prior Practice, reported any circumstances, incidents or claims to Qualifying Insurers, or the Assigned Risks Pool

Insurance Year	Yes	No
2012 - 2013		
2013 - 2014		
2014 - 2015		
2015 - 2016		
2016 - 2017		
2017-2018		

If yes, to any of the insurance years, please provide with this form claims information from other Qualifying Insurers or the Assigned Risks Pool for all circumstances or claims reported since 1/10/2009 by your practice or any practice to which you are a successor practice. You should also provide full details of any other matters notified by your practice or any prior practice to Qualifying Insurers, or the Assigned Risks Pool but which have not been accepted as an effective notification.

(102) Have any circumstances, incidents or claims reported by your Practice or any Prior Practice in the

last five years arisen as a result of dishonesty of any Principal or employee of the practice?

If Yes, provide details:

(103) After making full enquiry of all Principals, Senior Management and employees in your practice, are you aware of any circumstances or claims that you have not reported to your current or any prior insurers?

Yes / No

If Yes, provide details:

Please note that you have an obligation under your current professional indemnity insurance policy to notify these matters to your insurer and confirmation will be sought that you have done so prior to any cover being put in place.

Regulation

(104) In the last ten years, has any Principal or Fee-Earner in the practice:-

	Yes	No
Ever been refused a practising certificate?		
Ever been granted a conditional practising certificate?		
Been the subject of a costs or penalty order?		
Been reprimanded, fined or otherwise sanctioned by the Disciplinary Tribunal?		
Practised in a firm subject to an investigation or an intervention by the Law Society or Solicitors Regulation Authority?		
Had a civil or criminal judgement against him or her? (or been charged with, but not yet tried)		
Been (or is currently) the subject of an Independent Voluntary Arrangement (IVA) or other arrangement?		
Been investigated by any other regulatory body other than The Law Society or SRA (e.g. FSA/FCA, Council of Licensed Conveyancers, ILEX)?		
Had an award of inadequate professional service made against him or her by the Legal Complaints Service (LCS) or the former CCS or OSS or entered into any regulatory settlement agreement with the SRA?		

If you have answered yes to any of the above questions, please provide full details on a separate sheet.

(105) In the past three years, has the Practice:

	Yes	No
Been the subject of a monitoring visit from the Solicitors Regulation Authority?		
Been the subject of any visit or enquiry from the Forensic Investigation Unit or has any notice of any proposed visit or enquiry been given?		

If you have answered yes to any of the above questions, please provide full details on a separate sheet.

(106) Has any individual currently employed by the Practice, or employed by the Practice at any time in the last ten years been a Principal in a solicitors practice or a partner or director in any business venture which was subject to a civil or criminal judgement or a petition for bankruptcy, or entered into any voluntary insolvency arrangement?

Yes / No

(107) Please confirm the total fees outstanding at the time of this application

£

- (108) What percentage of this amount was billed more than 90 days ago?
- (109) What is the total unbilled work in progress at the time of this application?
- (110) What is the average number of files per Fee Earner?
- (111) How often is the client account taken to trial balance?
- (112) Does the firm currently have an overdraft facility? If yes, what is the balancing owing as at the date of this application?
- (113) Does the firm have any loans or other borrowing from a third party?

If Yes, provide details:

- (114) Has the firm given any undertaking or guarantees in respect of professional practice loans to principals acquiring an interest in the firm?

(115) Please identify the highest 3 fee earners in the Firm for the last 2 years, the fees billed by each, and the area of practice

Current Year	Name	Fees	Area of Practice	Prior Yr	Name	Fees	Area of Practice
1				1			
2				2			
3				3			

Please provide copies of your two most recent audited Report and Accounts

Additional Information

DATA PROTECTION

Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. If you provide information about another person, in doing so you confirm that they have given you permission to provide it to insurers and for insurers to be able to process their personal data (including any sensitive personal data) and also that you have told them. In assessing your application now or at renewal, an insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Similar checks may be made in assessing any claims made. Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators). In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

CREDIT SEARCHES AND ACCOUNTING

In assessing your application, to prevent fraud, check your identity and to maintain its policy records, an insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. The information will be used by other credit lenders for making credit decisions about you and the people with whom you are financially associated for fraud prevention, money laundering prevention and for tracing debtors.

The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

SENSITIVE DATA

In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the General Data Protection Regulations define as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

DUTY OF FAIR PRESENTATION

Under English Law, you owe a duty of disclosure to the insurer which includes your duty to make a fair presentation of the risk. A "fair presentation" is one

which clearly discloses all material circumstances which the insured's Senior Management, including persons responsible for the insured's insurance, know or ought to know following a reasonable search or which is sufficient to make the insurer ask questions of the risk. A circumstance is material if it would influence an insurers judgement in determining whether to take the risk and, if so, on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed.

- which discloses information in a manner which is clear and accessible to a prudent insurer (ie no "data dumping")
- in which every material representation as to a matter of fact is substantially correct and every material representation as to a matter of expectation or belief is made in good faith.

Failure to disclose a material circumstance may entitle an insurer to:

- in some circumstances, avoid the policy from inception and in this event any claims under the policy would not be paid;
- impose different terms on your cover; and/or
- proportionately reduce the amount of any claim payable

This duty applies:

- before your cover is placed;
- when it is renewed; and
- at any time that it is varied

Your policy wording may also provide that this duty continues for the duration of the policy.

YOU SHOULD CONTACT US IMMEDIATELY FOR ASSISTANCE IF YOU ARE UNSURE WHETHER INFORMATION MAY BE MATERIAL, OR IF IT COMES TO YOUR ATTENTION THAT YOU MAY NOT HAVE DISCLOSED FULL AND ACCURATE INFORMATION.

SENIOR MANAGEMENT

"Senior Management" means in accordance with the Insurance Act 2015: those individuals who play significant roles in the making of decisions about how the insured's activities are to be managed or organised. Under Section 4 of the Insurance Act 2015 an Insured must disclose all material circumstances know to its "senior management" and those persons responsible for the Insured's insurance

DECLARATION

I/We declare that I/We have made a fair presentation of the risk, by disclosing all material circumstances which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent Insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

Signed:

Date:

Printed:

Position:

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

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

DOCUMENT CHECKLIST

Before posting, please ensure that you have included the following documents:

Document	Tick	Document	Tick
This form fully completed, signed and dated		A sheet of your Practice's HEADED paper & 2 years audited accounts	

And if applicable:

Full details of claims and circumstances reported to Qualifying Insurers or the Assigned Risks Pool		A copy of all reports issued by the SRA, LCS (previously CCS/OSS), Forensic Investigations Unit, Disciplinary Tribunal and/or regulatory body	
Additional information on separate sheets		Financial Services Questionnaire	
Endowment Questionnaire		Premium Credit Application - for instalment quotation	

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

Cox Mahon Limited
40 St James's Place
London
SW1A 1NS
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Cox Mahon Limited
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Tel: 01905 729338

Cox Mahon Limited
Manor Farm
Huish Champflower
Taunton
TA4 2EY
Tel No 01984 623009

I/We wish to take advantage of the special terms available under the Premium Loan Plan and would like to spread the cost of my/our* Professional Indemnity premium over 6/10* months. *delete as appropriate*

CLIENT DETAILS

Contact Name

Name of Practice

Address

Registered NoPost Code

Tel:.....Fax:

Type of Business:Date Established:

TOTAL FEE INCOME/TURNOVER

Current Year.....Forthcoming Year.....

Number of PartnersNumber of Branches

Names
.....
.....

BANK DETAILS

Name of Bank

Address

Account NumberSort Code

When completed please return this form to Cox Mahon Limited

Office Use Only Renewal Ref

Risk Reference

Renewal Date

Premium Inc IPT

Insurer Date.....

Non-cancellable policy/restricted premium return details:
(If no such restrictions, please state 'None')