

Professional Indemnity Insurance Proposal

ACCOUNTANTS

This Proposal Form should be completed, signed and dated by a Principal of the current Proposer. If you require additional space to complete your answers to each question then please use your own letterhead and date and sign each additional page. Completion of the Proposal Form does not bind you or the Insurer to enter into any contract of insurance. If you have a brochure about your firm's operation(s), please forward it with this application. You should be aware that the completed Proposal Form along with all additional information provided will form part of the Contract of Insurance with the Insurer. All facts material to the proposed insurance must be disclosed fully and truthfully and to the best of your knowledge and belief. Any facts given which are knowingly false or misleading may make the policy null and void. In addition to the information contained in your proposal form including all supporting documentation, if you are aware of any other information which you consider may alter, influence or prejudice the Insurer's appraisal of the risk being proposed, you must disclose this information in conjunction with this Proposal Form. If such "material" information is not disclosed at the same time as the completion of the Proposal Form, such non-disclosure may prejudice the Proposer's rights to indemnity under the policy. A material fact is one which may influence the Insurer's assessment or acceptance of the risk being proposed. If uncertain as to what may constitute a material fact, please consult us.

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

Overall Cover Requirement	You require Professional Indemnity to cover loss resulting from any claim for any civil liability which arises from performance or failure to perform your professional services
Cost	Our negotiations will target a premium at or below expiring rates/premium
Policy Terms & Conditions	Negotiation based on no amendment to current policy terms or conditions unless otherwise specified

(1) Name(s) of firm(s) to be insured:
include any predecessor firms for whom cover is required

Principal Address:

Postcode:

Location of any overseas offices:

Location of other offices generating more than 20% of total annual fee income :

Date Established:

Website Address:

Contact Name and E-mail:

(2) During the last six years, has the Proposer

(a) Changed its name? Yes / No

If yes, please provide detail

(b) Been part of any amalgamation, acquisition or merger? Yes / No

If yes, please provide detail

(c) In any way had any material change to its business activities? Yes / No

If yes, please provide detail

(d) Had any of its Principals change?

Yes / No

If yes, please provide detail

(3) Are any material changes to the business planned in the next 12 months?

Yes / No

If yes, please provide detail

(4) Provide the following details (continue on a separate sheet if required) :

Partner/Director Name	Period of time as Partner/Director	Qualifications and Date Qualified	Position

(5) Please state the total numbers for the Proposer of:

(a) Partners & Directors

(b) Professionally Qualified

(c) Technical

(d) All Other

(6) Do you require cover for any partner for any previous business or activities?

If Yes, please provide additional information:

Yes / No

(7) Please provide details of any consultants requiring cover under the policy (i.e. where rights of subrogation are waived by the Proposer, or where the consultant does not carry their own Professional Indemnity Insurance):

Consultant	Qualifications and Date Qualified	Total Fees paid for the last fully completed financial year	Nature of work undertaken	Is work undertaken exclusively for proposer?
				Yes / No
				Yes / No
				Yes / No

(8) To which of the undernoted professional associations is the firm a member (tick):

ICAEW

ICAS

ICAI

ACCA

SWAT

UK200

Other

(9) Provide details of the Proposers gross income (turnover and/or commission and invoiced fees net of VAT) received in the last three financial years and the estimated fees for the forthcoming year: (Please state currency if not in GBP)

For clients based in:	Forthcoming Year	Last Complete Year	2 nd Year Back	3 rd Year Back
United Kingdom				
Channel Islands or Isle of Man				
USA or Canada				
Elsewhere				
Total Fees				

Financial Year End Date

(10) Do you work under any jurisdiction other than the United Kingdom (including the Channel Islands and the Isle of Man)?

If Yes, please provide additional information:

Yes / No

(11) In the last three years have you undertaken any work for the UK subsidiary of an overseas parent company?

If Yes, please provide additional information – were you engaged by the parent company?:

Yes / No

(12) State the largest and average fee any one contract for the last fully completed financial year:

Largest:

£

Average :

£

(13) Please advise the division of gross fees for the last fully completed financial year:

Fee Range	Number of Clients	Total Fees
< £15k		
£15k - £40k		
> £40k		

(14) Does any one client represent more than 15% of the Proposer's Income in any of the last three financial years or in the current financial year (or is expected to for the forthcoming financial year)?

If Yes, please provide additional information:

Yes / No

(15) Work Split, based on your last complete financial year:

Audit, accountancy and compliance tax (quoted companies)	£	%
Audit, accountancy and compliance tax (unquoted companies)	£	%
Audit, accountancy and compliance tax (Other)	£	%
Directorships / Company Secretarial / Registrar	£	%
Executorships and Trusteeships	£	%
Fund Management	£	%
General Insurance commissions/brokerage	£	%
Insolvencies/Liquidations	£	%
Interim Management	£	%
Investment Commissions/Brokerage	£	%
IT Consultancy	£	%
Management/Business Consultancy	£	%

Mergers or acquisitions	£	%
Other tax work (including tax planning)	£	%
Receiverships	£	%
Sale of standard accountancy software	£	%
All Other Work – Please provide details separately	£	%
Total	£	100%

(16) What proportion of your declared fees are derived from the following categories of client:

Quoted companies	%
Banks, finance houses, hire purchase/credit sales organisations or other financial organisation	%
Property developers or property investment companies	%
Insurance companies, underwriting agents, or similar organisations	%
Entertainment or professional sport	%
All other clients	%
Total	100 %

(17) In the last financial year, what percentage of your work was sub-contracted:

Out:

%

In:

%

(18) In any one of the last three financial years

(a) Have you earned a fee of more than £50,000 or more than 50% of your gross fees from any one client?

Yes / No

(b) Have you acted as an executor where you have had discretionary powers?

Yes / No

(c) Have you acted as a trustee of any trust(s) where you have discretionary power or where the fund value is in excess of £500,000

Yes / No

(d) Have you held any appointment(s) as a director or company secretary of any other firm(s)?

Yes / No

(e) Have you carried out any merger or acquisition work?

Yes / No

If you have answered Yes to any of the above, please provide details:

Financial Services Work

Financial Services Work is defined in the Financial Services and Markets Act 2000 (other than General Insurance Intermediation)

(19) Have you ever carried out any Financial Services Work, other than as an introducer?

Yes / No

(20) Has your fee income from Financial Services Work exceeded a minimum of £10,000 or maximum 10% of your total annual income in any of the last five years?

Yes / No

(21) Have you purchased or acquired any other firm or book of business where you have assumed liability for any Financial Services Work carried out prior to the acquisition date?

Yes / No

If you have answered Yes to any of the above, please provide details:

(22) By whom are you regulated in respect of Financial Services Work?

(23) Provide details of your gross income (commission/brokerage/fees) received from Financial Services Work in the last three financial years and estimates for the current and forthcoming year

Financial Services Work	Forthcoming Year	Last Complete Year	2 nd Year Back	3 rd Year Back
Gross Fee Income				

(24) Have you ever provided advice as a Financial Advisor / Introductory Agent / Tied Agent or Appointed Representative?

Yes / No

(25) If yes, please advise a split in the activities below:

Financial Advisor

%

Execution only

%

Introductory Agent only

%

Tied Agent or Appointed Representative

%

(26) Do you hold client money or other client assets?

Yes / No

(27) Have you ever acted or advised on or sold any:

High risk investments including but not limited to hedge funds, emerging markets, venture capital etc?

Yes / No

Mortgages?

Yes / No

Pensions, income drawdowns or equity release products?

Yes / No

If yes to any of the above, please provide detail, value and period sold

(28) Are satisfactory written references obtained from former employers for at least three years prior to the engagement of any employee responsible for the money, accounts or goods?

Yes / No

(29) Has the proposer suffered any loss in the last six years through fraud or dishonesty? (if yes, please provide detail)

Yes / No

(30) Do all cheques drawn for more than £25,000 require at least two signatories?

Yes / No

(31) Is cash in hand and petty cash checked independently of the employees responsible at least monthly and additionally without warning at least every six months?

Yes / No

(32) Are bank statements, receipts, counterfoils and supporting documents checked at least monthly against the cash book entries independently of the employees making cash book entries or paying into the bank?

Yes / No

(33) Are employees receiving cash and cheques in the course of their duties required to pay in daily?

Yes / No

(34) Details of your current Professional Indemnity insurance [**DO NOT COMPLETE IF YOU CURRENTLY HOLD COVER THROUGH COX MAHON**]

Name of Insurer :

Indemnity Limit :

£

Premium :

£

Excess :

£

Expiry Date :

£

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

£ <input style="width: 90%; height: 20px;" type="text"/>	£ <input style="width: 90%; height: 20px;" type="text"/>	£ <input style="width: 90%; height: 20px;" type="text"/>
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For what excess(es) do you require terms?

£ <input style="width: 90%; height: 20px;" type="text"/>	£ <input style="width: 90%; height: 20px;" type="text"/>	£ <input style="width: 90%; height: 20px;" type="text"/>
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(35) Have any claims (successful or otherwise) been made against you, for the following insurance years?

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

Please attach a copy of the confirmed claims experience. If you currently insure through COX MAHON, there is no requirement to provide this

- (36) Are you, having made full enquiries, aware of any circumstances which may give rise to a claim against you?
- (37) Has the Proposer at any time been refused similar insurance, or had any policy cancelled or voided at any time?
- (38) Has the Proposer ever been in the Assigned Risks Pool?
- (39) During the last five years have you been the subject of a disciplinary proceeding by any professional organisation?

If Yes, provide details :

Additional Information

Important Notice - Material Facts

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one that is likely to influence an insurer in the acceptance and assessment of this application. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in any material fact arise during the period of insurance cover please provide Cox Mahon Limited with details.

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 Data Protection Act defines 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 insurer's 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 the above answers, statements, particulars and additional information are true to the very best of the knowledge and belief of the Proposer. After full enquiry, I/We also confirm that I/We have disclosed all information and material facts that may alter the insurers view of the risk, or affect their assessment of the exposures that they are covering under the policy. I/We understand that all answers, statements, particulars and additional information supplied with this proposal form will become part of and form the basis of the policy

Signed:	<input type="text"/>	Date:	<input type="text"/>
Printed:	<input type="text"/>	Position:	<input type="text"/>

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