

Before this contract of insurance is entered into, it is your duty to make a fair presentation of the risk to underwriters/reinsurers of every material circumstance which you know or ought to know relating to the risk to be insured. All material information concerning the risk including any loss or claim statistics should be accurate and kept up to date at all times. A circumstance is material if it would influence the judgment of a prudent insurer in determining whether to provide insurance for the risk and, if so on what terms. If you are in any doubt as to whether a circumstance is material, we recommend that it be disclosed. Failure to do so could mean that the policy is void or that insurers are not liable to pay all or part of certain of your claim(s)..

**PROFESSIONAL INDEMNITY PROPOSAL FORM FOR
UNDERWRITING AGENTS, POOL MANAGERS AND
HOLDERS OF BINDING AUTHORITIES**

QUESTIONS	ANSWERS			
1. Name of Firm or Company				
2. Address (including addresses of Branches)				
3. Date of Commencement of Underwriting Activities				
4. State :	Year End - Current Year	Year End - Previous Year	Year End - 2 years ago	Year End Next Year (Estimate)
a) Total premium Income				
b) Total Commission				
c) Consulting Fees or other charges				
d) Profit Commission				
TOTAL :				
5. State percentage of income derived from :-				
a) UK				
b) USA/Canada				
c) Europe				
d) Elsewhere				

QUESTIONS		ANSWERS	
6. Names of all Directors/Partners/Principals	Qualifications	Year Obtained	How Long a Director/Partner/Principal of this Firm or Company
<p>Please give total number of:</p> <p>a) Partners/Directors/Principals</p> <p>b) Qualified Staff</p> <p>c) Other Staff</p> <p>d) Total Number of Staff</p>			

QUESTIONS	ANSWERS		
7. State Classes of Business written together with premium income from each class	Financial Year Current Yr End	Last Financial Year	Financial Year Prior to Last
<p>If legal expenses insurance is written, then please provide details in a triangulation format of the number of open and closed contracts and the paid claims on each year of account at 12 monthly intervals.</p>			
8. Does each underwriting contract have a maximum premium income limit?			
9. How do you monitor written premium and quotes to ensure that the gross premium income limit is not exceeded?			

QUESTIONS		ANSWERS	
<p>10. Please provide details of any contracts where:</p> <p>a) the net incurred loss ratio to underwriters has exceeded 80% in any of the past 6 years</p> <p>b) the ultimate net loss ratio to underwriters is greater than 80% in any of the past 6 years</p>			
<p>11. Please provide details of any changes in the past three years to the market supporting any contract and whether any contracts have not been renewed and the reasons given for non-renewal or declinature, including the identity of the non-renewing markets.</p>			
<p>12. Is an independent audit undertaken on each contract at least every twelve months and have the recommendations of these audits been implemented?</p>			
<p>13. Please give full particulars of current Professional Indemnity Insurance Policy.</p>			
Limit of Indemnity	Deductible	Premium	Insurers

QUESTIONS	ANSWERS
14. Has any application for Professional Indemnity Insurance made on behalf of the proposer, or on behalf of their Predecessors in business, ever been declined or has any such Insurance ever been cancelled or renewal refused?	
15. Have any claims been made during the past ten years against the proposer, their predecessors in business or any of the present Partners or Directors, or to the knowledge of the proposer, against any past Partners or Directors?	
16. Is any Director or Partner aware, after enquiry, of any circumstance which may result in any claim being made against the proposer, his predecessors in business or any of the present or past Partners or Directors?	
17. Is any Director or Partner, or, (so far as the Proposer is aware) any Shareholder also a Director, Partner or Shareholder in :-	
a) Any Insurance Broker or Agent	a)
b) Any other Underwriting Agency, Pool Manager or Holder of Binding Authority	b)
c) Any of the Insurers subscribing to the Agency, Pool or Authority.	c)

QUESTIONS	ANSWERS
18. Does any Director/Partner or Employee of the Proposer also act as an Insurance Broker or Agent to the Proposer?	
19. Is the Proposer responsible for the a) Investment of Underwriting Funds? b) Reinsurance programme protecting the Underwriting Account?	a) b)
20. Does the Proposer undertake any other duties (e.g. loss adjusting) for which cover is required?	
21. Does the Proposer participate in "fronting" arrangements?	
22. Please complete the Supplementary Questionnaire (separately for each contract) and enclose copies of the Underwriting Accounts for the last financial year and the agreement(s) providing Underwriting Authority, Binding Authority, or Pool Authority.	

I/WE HEREBY DECLARE that the above statements and particulars are true and that I/WE have not suppressed or mis-stated any material facts.

Dated:

For and on behalf of
(Insert Name of Proposer)

Signature of Partner/Director or Principal

This Proposal must be typed or completed in ink by a Partner, Principal or Director of the Firm or Company. All questions must be answered to enable a quotation to be given. The completion and signature of this Proposal does not bind the Proposers or Underwriters to complete a Contract of Insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this Form.

SUPPLEMENTARY QUESTIONNAIRE

BINDING AUTHORITIES, UNDERWRITING AND POOL ACTIVITIES

CLASS AND ORIGIN OF BUSINESS	
TYPE e.g. B.A. POOL, UNDERWRITING AGENCY	
NAME OF INSURERS SUBSCRIBING	
MAXIMUM LIMIT	
NAME OF DIRECTOR(S) RESPONSIBLE	
METHOD OF OPERATION	
MAXIMUM PREMIUM INCOME LIMIT	
ESTIMATED ULTIMATE WRITTEN PREMIUM INCOME	
ESTIMATED COMMISSION AND FEES EXCLUDING PROFIT COMMISSIONS	
ESTIMATED PROFIT COMMISSION IF APPLICABLE	

<p>SUPPLEMENTARY QUESTIONNAIRE</p> <p>BINDING AUTHORITIES, UNDERWRITING AND POOL ACTIVITIES</p>

<p>PLEASE PROVIDE DETAILS OF ANY CLAIMS HANDLING AUTHORITY</p>	
<p>ARE EXTERNAL LOSS ADJUSTERS OR SOLICITORS APPOINTED TO HANDLE CLAIMS, OR IS THIS UNDERTAKEN BY THE SUBSCRIBING INSURER(S)?</p>	

Dated:

For and on behalf of
 (Insert Name of Proposer)

Signature of Partner/Director or Principal