



Professional indemnity insurance Supplementary tax planning and tax consultancy questionnaire

Instructions

Please provide a full answer to every question. Please ensure that all answers are typewritten or printed in block letters within the spaces provided. If insufficient space is available please continue on a separate sheet. A principal of the firm must sign and date this form and any separate sheets.

For the purposes of this questionnaire, tax planning or tax consultancy (excluding any compliance work) includes specialist taxation work or advice (whether or not a specific fee is charged) on tax efficient schemes. Tax efficient schemes or packages include loans investments and trusts which are pre-planned artificial transactions designed to produce a specific tax outcome including but not limited to tax loss, tax deductible allowance or tax exempt profit. Examples include offshore trusts, film partnership scheme, film production partnership scheme, film finance schemes, stamp duty land tax (SDLT), employee benefit trust (EBT) and employer finance retired benefit schemes (EFRBS) or schemes listed or similar to those on HMRC Spotlights.

Your details

Name of practice(s)

1. What type of tax planning or tax consultancy services are offered by your firm? Please give examples below:

2. What specialist qualifications and experience do those involved in this tax work have?

3. Have you had any involvement with, or introduced clients to tax efficient schemes including but not limited to those listed above? Yes No

If 'Yes' to question 3 please answer the remainder of this questionnaire.

4. a) Do you ensure your own Terms & Conditions exclude advice provided by any third party specialist advisors? If 'No' please provide more details over the page. Yes No

Please provide a copy of your terms and conditions.

- b) Do you ensure the clients enter into separate contracts with such promoters/providers? If 'No' please provide more details over the page. Yes No

5. Are multiple clients entered into the same schemes?
If 'Yes' please provide more details below.. Yes No
6. Have any of your clients entered a tax mitigation scheme which is being investigated or challenged by HMRC?
If 'Yes' please provide more details below. Yes No
7. Have any of your clients entered a tax mitigation scheme which is the same or similar to a scheme listed under HMRC 'Spotlights' tax avoidance schemes? If 'Yes' please provide more details below. Yes No
8. Have any schemes been or are any currently being reviewed under the General Anti Abuse Rule (GAAR)?
If 'Yes' please provide more details below.. Yes No
9. Have any of your clients received an Accelerated Payment Notice (APN)?
If 'Yes' please provide more details below.. Yes No
10. Are you still actively introducing or do you intend to introduce to tax mitigation schemes?
If 'Yes' please provide more details below. Yes No

If any previous question required more information, please provide details below. Please continue on a separate sheet in necessary

11. Please confirm how often tax efficient schemes are checked to ensure they remain compliant and who is responsible?
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12. Are clients made aware of the risks associated with entering into tax mitigation schemes including the risk that the transactions may not succeed in their objective? Yes No
- If Yes, how is this communicated and over what period of time has this been the procedure?
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13. Please provide the fee income / commission received for tax schemes for the last 6 years

20__	20__	20__	20__	20__	20__
£	£	£	£	£	£

14. Please list the tax efficient schemes or investment schemes which your clients have entered or been introduced to in the last 10 years including a note of their investment value(s), the scheme name/provider name and type of scheme (e.g. EBT)

Date entered	Scheme	Type of scheme	Value	HMRC DOTAS Registered	Scheme Reference Number	HMRC Challenged	HMRC Spotlight number if similar	GAAR panel review	Scheme issued with an Accelerated Payment Notice?
/ /			£						
/ /			£						
/ /			£						
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Confirmation

Your duty to make a fair presentation of the risk

You must make a fair presentation of the risk to us when you take out, renew or amend your policy. A fair presentation requires you to tell us about all facts and circumstances which may be material to the insurance or sufficient information to put a prudent insurer on notice that further enquiries are needed, in a clear and accessible manner. Material facts are those which are likely to influence an insurer in the acceptance or assessment of the terms or pricing of your policy. If you are in any doubt as to whether a fact is material, you should tell us about it.

If you fail to make a fair presentation of the risk, where that failure is deliberate or reckless, the insurer may treat your policy as if it had not existed and refuse to pay any claims and keep the premium paid. Where the failure is not deliberate or reckless but the insurer would not have accepted the policy had you told them about a material fact or circumstance, the insurer may treat your policy as if it had not existed and refuse to pay any claims but must return the premium. In other cases, the insurer may only pay part of the value of your claim or impose additional terms.

For these reasons, it is important that you check all of the facts, statements and information set out in the documentation provided by us are complete and accurate, and that you answer any questions completely and accurately. If there is more than one person involved in your business or employed by you, you should check with them, where appropriate, that the facts and statements that you make are complete and accurate.

If any of the facts, statements and information in this document, or any additional information provided are incomplete or inaccurate, you must contact us immediately. Failure to do so could invalidate your policy or lead to a claim not being paid.

I declare that the above statements and particulars are true, full enquiry having been made, and I have not omitted, suppressed or misstated any material facts and undertake to inform the Insurer of any change to any material fact. I understand that the information provided will be used by the insurers and/or their agents to arrange and administer the insurance and in handling claims which may necessitate sharing information with third parties and that information may be shared with business partners to deliver any additional services provided with this insurance.

This questionnaire forms part of the main proposal form. A copy should be retained by you for your own records

This form must be signed by a principal of the firm

Signature: _____

Date: ____ / ____ / ____

Print name: _____

Position: _____

Please return this application form along with any other supplementary information sheets to the address detailed below:-

Bluefin Professions | Castlemead | Lower Castle Street | Bristol | BS1 3AG
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