

Professional indemnity insurance ICAEW members proposal form (1-4 partners)



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. A principal of the practice must sign and date this form and any separate sheets.

1 Name and address details

Practice name (include all names under which you practice)

Main office address

Postcode:

Telephone number

Contact e-mail address

Employer's Reference Number (ERN)
(found on PAYE documents)

Practice website

Date established

 / /

List number of branch offices

Please list on a separate sheet all branch offices including addresses for which you are seeking cover.

2 The firm

Please advise the following (including details of sole practitioner).

Name of all Partners / Directors / Members	Qualifications	Date Qualified	How long as Partner / Director / Member of the Firm(s)
		/ /	
		/ /	
		/ /	
		/ /	

Is cover required for any Partner, Director, Member in respect of his/her liability arising from any previous business? Yes No
If 'Yes', please provide details on a separate sheet.

3 Staff

Please advise total number of staff excluding Partners, Directors, Members:

Professionally qualified Unqualified assistants All others (e.g. Secretarial)

4 Practice fees / finances

Please provide details of your Gross Fee Income for the following:
(If this proposal is for a new firm, provide an estimate for the first year)

Last Financial Year £ Financial year end /
Largest Fee from any one client £ Fees paid to sub consultants £

5 Area of practice

Please provide a breakdown of the Gross Fee Income declared in Question 4.

1	Audit, Accountancy & Compliance Tax		%
	(i) Quoted Companies		%
	(ii) Unquoted Companies		%
	(iii) Others (including Farmers, Small traders etc.)		%
2	Other Tax		%
3	Corporate Finance		%
4	Company Secretarial		%
5	Executorships, Directorships & Trusteeships		%
6	Financial Services		%
7	Insolvencies, Liquidations & Receiverships		%
8	Management Consultancy		%
9	Mergers, Acquisitions & Disposals		%
10	Payroll		%
11	Bookkeeping Services		%
12	Share Registration		%
13	Probate and Estate Administration		%
14	All Other Work (please give details)		%
Total of 1-14			100%

Details of 'All Other Work':

Do you undertake any work for Banks and other Financial Institutions, Insurance Companies, Lloyds Syndicates, Funds or Managing Agents (including Captive Insurance Companies), Offshore Companies, or PLCs? If 'Yes', please provide details on a separate sheet. Yes No

Have you undertaken any work for any entertainment or professional sports client(s) where you have obtained an individual fee greater than £5,000 in any one Financial Year? If 'Yes', please provide details on a separate sheet. Yes No

Have you ever had any involvement with, or introduced clients to tax efficient schemes? If yes, a Tax planning and tax consultancy questionnaire will be required, please call 0117 9293344 to request from your broker. Yes No

6 Overseas work

During the past six years, have you undertaken any work for any clients based outside the UK or for clients based in the Channel Islands or Isle of Man where the work that you performed was not used solely for submission to the UK tax authorities? Yes No

If 'Yes', please provide details for each client on a separate sheet including the nature and turnover of their business, their location, the fee(s) earned for each of the last three years and the services provided.

7 Trustee work

Does any partner, director, member or employee of the Company/Firm act as a sole Trustee or have sole discretionary powers for any Trust(s)? If 'Yes', please provide details on a separate sheet. Yes No

8 DPB licence

Does the firm have a DPB licence from the ICAEW or any other professional body? Yes No

9 Regulated activities

Have you or any firm you have acquired, ever carried out any regulated activities as defined in the Financial Services and Markets Act 2000 (other than in connection with general insurance products) as:

(a) Financial adviser; Execution only; Tied agent or appointed representative? Yes No

(b) Introductory agent only Yes No

If you have answered 'YES' to (a), above a Financial Services Questionnaire will be required.

Available to download at www.bluefingroup.co.uk/professions or alternatively, call 0117 929 3344.

If you have answered 'YES' to (b) above please answer the following questions:

- (i) Do you have any financial interest or controlling interest in the company that you are an introducer to? Yes No
- (ii) Can you confirm that gross commission/fees received in any one of the last six financial years as introductory agent did not exceed £10,000 or 10% of your total fee income? Yes No
- (iii) Can you confirm that you only introduce to an independent financial adviser who is authorised and regulated by the FCA? Yes No

10 Claims and circumstances

After Full enquiry are you aware of any claim against the Firm(s) or its predecessors in business or the present or former partners / directors / members, or any circumstances, allegations or incidents which may give rise to a claim? If 'Yes', please provide details on a separate sheet. Yes No

11 Fraud and dishonesty

Are you aware of any fraud or dishonesty of any partner, director, member or employee of the firm? If 'Yes', please provide details on a separate sheet, including measures taken to prevent recurrence. Yes No

12 Sanctions

Do you have any connection to customers or suppliers operating in the following countries or are any form of product or service sourced from or passed through these countries or indeed any employees who would visit any of these countries on business: Yes No

Afghanistan, Balkans (Former Rep. of Yugoslavia & Serbia), Belarus, Burundi, Central African Republic, DR Congo, Egypt, Eritrea, Guinea-Bissau, Guinea, Iraq, Lebanon, Libya, Mali, Sierra Leone, Somalia, South Sudan, Sudan, Tunisia, Ukraine, Venezuela, Yemen or Zimbabwe.

13 Disciplinary proceedings

Has any proposer / director / partner of the business:

- (i) In the last six years been the subject of a disciplinary proceeding by any Professional organisation? Yes No
- (ii) Been declared insolvent or bankrupt or been the subject of bankruptcy proceedings? Yes No
- (iii) Been the subject of a County Court judgment (or Scottish equivalent) or are there any proceedings pending? Yes No
- (iv) Been a director or partner in any business which is or has been the subject of a winding up or administrative order, or receivership or other insolvency proceedings? Yes No
- (v) Had a proposal form declined? Yes No
- (vi) Had an insurance cancelled? Yes No
- (vii) Had special terms imposed? Yes No
- (viii) Been convicted or charged with any criminal offence, or have a prosecution for such an offence pending? Yes No
- (ix) Been prosecuted or served with a notice of intended prosecution or a prohibition notice in connection with a breach or alleged breach of any health and safety legislation? Yes No

If 'Yes', please provide details:

13 Quotation requirements

Please give details of the firm's current Professional Indemnity Insurance.

Do not complete this question if you are already a client of Bluefin

Limit of Indemnity	Excess	Premium	Name of Insurer	Renewal Date
£	£	£		/ /

Please advise your requirements

	Option 1	Option 2	Option 3
Limit of Indemnity	£	£	£
Excess	£	£	£

People consulted in completion of the form

Please list below the people you have consulted to assist with the completion of this form, including any external providers:

Name	Position	Location

Please continue on a separate sheet if necessary.

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, 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 insurer 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.

A copy of this proposal 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
t: 0117 929 3344 | enquiry.professions@bluefingroup.co.uk | www.bluefinprofessions.co.uk



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