

Professional Indemnity Proposal for IT Professionals

Important Notes

- (A) Answer every question fully. If necessary attach separate sheets with information which can be incorporated into your declaration. As your policy approaches renewal date, it is important that the details we hold about you are kept up to date and all material facts about the risk are declared.
- (B) A principal, partner, director or member of the firm must complete the proposal and make all the necessary enquiries of their fellow partners, directors, members and employees.
- (C) Wherever we ask questions on this declaration about you or your firm we mean you, your partners, directors, members or employees or any former partners, directors, members or employees of any firm for which cover is required under this insurance.
- (D) Individuals forming a Limited Liability Partnership (LLP) are known as members.

Name(s) of firm(s) to be insured: (See important note C)			
Principal address:			
Postcode:			
Other addresses: (by Town or by country if outside UK)			
Date firm established			
Quote Required by			
Name of holding intermediary:			
Intermediary Reference:			
Name of current insurer:			
Renewal date / cover start date:		Limit of Indemnity:	
Excess:		Premium:	

- (1) During the last five years, have any claims (successful or otherwise) been made against you or are you aware of any circumstances which may give rise to a claim against you? Yes/No
- (2) Has any partner, director or employee of the firm ever been involved in any instances of fraud or dishonesty Yes/No

If Yes to either of the above provide the following details of each incident:

Date	Brief description	Payments made by Insurers	Insurers reserves	Settled/ Outstanding

- (3) Have you ever been refused professional indemnity insurance or has any such insurance ever been Yes/No

cancelled or special conditions applied, other than standard market increases in premium?

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Period of time as a partner, director or member	Professional qualifications	Date qualified

(Provide a curriculum vitae outlining relevant professional experience for any unqualified partner, director or member who has been with the firm for less than three years.)

(4) How many staff does your firm employ (excluding partners, directors or members)?

Analysts, system designers or programmers

All others:

(5) State your gross income received in the last three financial years and your estimated income for the forthcoming year:

Clients Based:	Year	Year	Last financial year	Forthcoming year
England and Wales:	£	£	£	£
USA and its territories or Canada:	£	£	£	£
Elsewhere excluding USA or Canada (specify countries on a separate sheet)	£	£	£	£
England and Wales or elsewhere for persons, companies or firms or organisations having an address in USA or Canada:	£	£	£	£
Totals	£ 0	£ 0	£ 0	£ 0

(6) Do you work under any jurisdiction other than United Kingdom

Yes/No

If Yes give provide details separately

(7) In the last financial year, what percentage of your work was undertaken by sub-contractors?

%

(8) Provide a description of your business including details of your target markets and target client base.

(9) Advise work split

Complete either £ or % fees

Business management consultancy and advice	£	%
Data processing	£	%
Facilities Management (maintaining existing systems)	£	%
Hardware installation & maintenance	£	%
Hardware sales or supply	£	%
Project Management (implementing new or upgraded systems)	£	%
Provision of outsourced or managed services	£	%
Sales or supply of third party software	£	%
Software installation, configuration, maintenance (no code changes)	£	%
Software installation, customisation, maintenance (including code changes)	£	%
Training	£	%
Web site design	£	%
Other work (provide details below)	£	%
Totals	£ 0	0.00%

For all other work provide details:

(10) Do you provide services in any of the following areas?

Computer gaming:

Yes/No

Engineering Software (structural design, production line control, mechanical systems)

Yes/No

Financial (stock or derivative trading, investment performance, banking or insurance systems):

Yes/No

Government (local or national)

Yes/No

Fire safety or security

Yes/No

Medical

Yes/No

Road, rail, marine or aviation (safety, navigational or control systems):

Yes/No

Software or control programmes embedded into integrated circuits forming parts of manufactured devices

Yes/No

If Yes, provide details of the nature of the client's business, the fees earned and the services provided

(11) Do you provide contract staff to your clients?

Yes/No

(a) If yes, are they directly employed, supervised and managed by You in their duties

Yes/No

(b) If no, please advise relationship that exists between You and the contract staff provided.
(i.e Freelance, self employed persons etc)

(12) Do You:

(c) provide internet domain name registration and renewal services

Yes/No

(d) provide any internet site hosting services

Yes/No

(e) manage the means of payment in relation to services or goods sold on the internet

Yes/No

If Yes to any of the above, provide details:

(13) Is the failure of any of your services likely to result in any of the following:

(a) Bodily injury?

Yes/No

(b) Loss or damage of property?

Yes/No

If Yes, provide details:

(14) Provide details of the three largest contracts undertaken by the firm in the two years.

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(15) Provide details of the three largest contracts you expect to start within the next year:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(16) Do you work only under a legally drafted contract which is signed by every client?

Yes/No

(17) What other safeguards do you have in place to ensure that your obligations are met before, during (including any changes) and after completion of any contract?

Declaration

You have read and checked the statements in the proposal form and agree its contents. You declare that the information provided is, to the best of Your knowledge and belief correct and complete. You agree that any statements in the proposal form shall form the basis of the contract between Us and You and if the risk is accepted You undertake to pay the premium when called upon to do so. You understand that Your information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing Our compliance with any regulatory rules/codes.

Signed:

Date:

Position Held:

Contact Information

To Email this proposal please save, attach and send to info@htcassociatesltd.co.uk

Or you can Fax or Post it to us at

Fax – 01773 714813

Post – HTC Associates Ltd, Shanakiel, Ilkeston Road, Heanor, Derbyshire, DE75 7DT