

This is a fillable PDF form.

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To complete this form electronically, please click on the fields you wish to complete and type in your answers.

Accountants Professional Indemnity Insurance Proposal Form

E2

1 a All practising titles including associate nominee and service companies

b Please state key number of partners, directors or members

c Date established

 / /

2 Your details

Address		Tel	Fax
Postcode		Email	

3 a Do you have any offices or assets in territories outside the UK?

Yes No

If yes, please list

b Which professional body is your practice regulated by?

ICAEW

ACCA

ICAS

CIOT

ATT

Other

c Does the Firm have a valid Employer's Liability Certificate?

Yes

No

Expiry date

 / /

d Do you have any US domiciled interests to be insured under this policy?

Yes No

For example – having a US office that is a subsidiary of a UK parent, or having a US registered address, would count as having a US domiciled interest, whereas providing services to a US client from a UK office (even if it requires you to visit the US) would not.

4 a Current placement (Not required if insured through Aon)

Renewal date / /

Limit of indemnity

 £

Current broker

Current excess

 £

Current insurer

Current premium

 £

b Please state limit(s) required

If left blank we will quote minimum limit required by Regulatory Body

5 Gross fees

a Please state your total gross fees and commissions (excluding VAT) for the previous, last and current financial year (or estimated if recently established together with a current C.V.)

b Largest fee from a single client

Previous financial year

 £

Last financial year

 £

Current financial year

 £

£

6 Is the firm responsible for the provision of any non UK work or work for any non UK clients?

Yes No

If yes, please provide details and fees

Fees	Description
£	
£	

7 Has the firm acted for any

Quoted companies?

Yes

No

US companies?

Yes

No

Clients in the sports and/or entertainment industry?

Yes

No

Solicitor firms completing Solicitors Accounts Rules reports?

Yes

No

8 Is the firm, or has the firm ever been responsible for the provision of advice in any of the following areas?

Taxation minimisation estate planning

Yes

No

Trust formation and trustee work

Yes

No

Offshore work

Yes

No

Film Finance partnerships, VCTs or EBTs

Yes

No

If yes, please provide full details:

9 Nature of work

Please provide a percentage breakdown of the income into the following categories:

Management consultancy	(1)	<input type="text"/> %	Taxation only	
Executorship and trusteeship	(2)	<input type="text"/> %	a Personal	(9) <input type="text"/> %
Insolvencies, liquidations & receiverships	(3)	<input type="text"/> %	b Corporate – summary of three largest clients required	(10) <input type="text"/> %
Directorships	(4)	<input type="text"/> %	Insurance commission and/or fee and/or investment advice	
Mergers, acquisitions or disposals	(5)	<input type="text"/> %	a FSA regulated	(11) <input type="text"/> %
Audit, accounting and company tax	No of Clients		b General and/or unregulated	(12) <input type="text"/> %
a Quoted companies	<input type="text"/>	(6) <input type="text"/> %	Corporate finance	(13) <input type="text"/> %
b Unquoted companies	<input type="text"/>	(7) <input type="text"/> %	Other work (please give details)	
c Others (including farmers, small traders etc)	<input type="text"/>	(8) <input type="text"/> %	<input type="text"/>	<input type="text"/> %
			Total (both columns)	100%

NB: Any anticipated significant changes in the activities described above over the next 12 months may give rise to a change in material facts that must be notified to insurers.

10 Financial Services and Markets Act 2000

- a Is the firm authorised to carry out investment business by the Financial Services Authority? Yes No
- b Have you carried out or intend to carry out investment or pension work (as defined in the Financial Services and Markets Act 2000) since 1988? Yes No
- c Is the insured/proposer licensed by the ICAEW Designated Professional Body arrangements? Yes No
- d If so, do you need a quotation to comply with the Insurance Mediation Directive requirements and policy limits? Yes No
- If the answer to any of the above is yes, a separate questionnaire may be required which will be supplied on receipt of your completed proposal form.

11 Claims

- a Has any claim, whether successful or not, been made against the firm, are you aware of any shortcoming in your work that cannot be reasonably put right or is there an escalating level of complaint which cannot be immediately resolved? None As below

Date of notification	Claimant's name	Category of work	Quantum of claim/circumstance	Current insurers' payments or reserves (if known)
/ /				
/ /				

- b Has any partner/principal/director/member ever been made bankrupt, disciplined by any professional body, charged with a non-motoring offence, or had insurance cancelled in the last 6 years? None As below

Date of incident	Individual's name	Details of incident
/ /		
/ /		

Declaration

I/We declare the following:

- i I/We understand that I/We have a legal duty to make a fair presentation of the risk to be insured and that failure in this duty could result in the policy being invalidated and/or any claims not being paid or not being paid in full
- ii All facts, provided within this proposal form, or provided separately as part of this application for insurance, are true or substantially true and any representations as to matters of expectation or belief are made in good faith
- iii I/We understand that by submitting this proposal form I/We consent to the information being used by Aon and Insurers (including Underwriting Managers on Insurers behalf) for the purpose of providing insurance, underwriting, processing, claims handling and preventing fraud
- iv I/We understand that completion of this proposal form does not bind the Insurer to a contract of insurance
- v If any information provided as part of this application for insurance materially changes before a contract of insurance is concluded, I/We will immediately advise Aon or the Insurer

Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature not required if submitting electronically		

Duty to make a fair presentation of the risk

Material information is information that would influence an Insurer in deciding whether a risk is acceptable and, if so, the premium, terms and conditions to be applied. In addition, the Insurance Act 2015 sets out whose knowledge of material information you must disclose. As an organisation you will be deemed to know all material information that is known to your senior management and those responsible for arranging your insurance, and which should have been revealed by a reasonable search. Your search will need to include information which is held by other persons such as your agents, outside advisers (including lawyers and consultants), suppliers/service providers etc. There are clearly limits to the search you, and we, can carry out. Please talk to your usual Aon adviser if you are in any doubt about what information needs to be disclosed.

Please save or print a copy for your records. Click the submit form button to return the completed form.