

IT Consultants' Professional Indemnity Insurance Proposal form

Special notice

This proposal must be 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.

Your 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 reasonably 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.

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

A principal/director of the firm must sign this proposal in ink.

The completion and signature of this proposal does not bind the proposer or underwriters to complete a contract of insurance

1 a Name of firm

b Names of subsidiary/associated companies requiring cover

c Are you members of Intellect?

Yes No

NB: All relevant fees/income for above companies to be shown in Question 13 & 14.

d Does the Business incorporate prior trading entities?

Yes No

If Yes, please provide details.

2 Full description of business together with brochures, sales literature etc:

3 Date of commencement of firm

4 Address of firm: (if more than one address, please list on a separate sheet of paper)

		Tel
		Fax
		Email
	Postcode	Website

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

Yes No

For example – having a US office that is 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.

b Are you represented in any overseas locations?

Yes No

If Yes, please provide details.

6 a Please list all principals and directors

Names in full of all principals and directors	Qualifications	Date qualified	How long a partner/principal

b Total number of staff: Principals/directors Technical/qualified staff Clerical, typists, other

Please remember to attach CVs from principal staff

7 a Is the firm or any principal/director connected or associated (financially or otherwise) with any other practice, company or organisation? Yes No

If yes, please give full details

b Are you a member of a consortium or joint venture or engaged in any single project partnership? Yes No

If yes, please give details of other members/partners and your role in this consortium/partnership

8 Please state clearly how the company approaches the question of quality management and detail the methods currently employed in maintaining software development/testing, customer relations, formal standards etc

9 a Do you use specialist consultants/subcontractors? Yes No

If yes, please give full details and supply a copy of any written agreements/contracts you may have for such work

b Do you require evidence of professional indemnity insurance from all consultants/subcontractors? Yes No

c Are the consultants/subcontractors required to accept full responsibility for their work? Yes No

NB: Underwriters retain rights of recourse against subcontractors unless specifically agreed otherwise.

d If you supply 'packaged' software, please advise whether you are distributing for a third party Yes No

If yes, please provide a copy of your license agreement and advise whether the original supplier purchases professional indemnity insurance.

10 a Do you use standard contract terms with every client? Yes No
If yes, please supply a copy of your standard form of contract

If no, please advise whether any formal agreement/acceptance is negotiated with clients and on what basis?

b Who approves variations to standard contract wordings within your organisation?

c Do you take legal advice on any of the above? Yes No

If no, please advise how your interests are represented

11 a Please provide details of three largest current projects:

Name and type of contract ie work involved	Fee income
	£
	£
	£

b If these current projects are not representative of your usual activities, please provide two typical case studies

c Do you anticipate any major changes in the firm's current activities in the future?

Yes No

If yes, please supply full details

d Do you have total assets valued at more than €6.2 million (£4.1 million)?

Yes No

e Is your net turnover valued at more than €12.8 million (£8.5million)?

Yes No

(Defined as the amounts derived from the provision of goods and services, falling within the company's ordinary activities, after deduction of trade discounts, value added tax and any other taxes based on the amounts so derived).

f Is the failure of any of your products or services liable to result in any of the following outcomes, or do you work on any systems which could cause:

i loss of life or injury to a person?

Yes No

ii destruction or damage to physical property?

Yes No

iii significant financial loss?

Yes No

If you have answered Yes to any of the above then please explain below:

g Are you responsible for, or do you provide advice in connection with the following:

i live trading or mission critical systems?

Yes No

ii Internet Service Provision (ISP services) or Application Service Provision (ASP)?

Yes No

iii fully outsourced or managed services?

Yes No

iv security of systems or networks, other than installing third party anti-virus software or firewalls?

Yes No

If Yes, to any of the above, then please provide a full description of your activities in these areas below:

h Does the Firm have a valid Employers Liability Certificate

Yes No

If yes, please confirm date

/ /

12 What percentage of the firm's activities is derived from

Financial – banking, accountancy, payroll If banking systems please indicate whether real-time or back office support	%
Statistical – management, stock control, distribution, retail	%
Ministry/aerospace applications	%
Robotics, engineering, industrial processing	%
Medical/health sector applications	%
Other – please specify	%
Total	100%

13 a Please state how your income is split:

Gross Fee Income/Turnover by Business Activity	Past Financial Year (Actual) %	Current Year (Estimates) %
IT Consultancy	%	%
IT Security Consultancy	%	%
IT Training	%	%
Project Management	%	%
Bespoke Software Development	%	%
Own Shrink Wrap Software (Sale)	%	%
Own Customisable Software (Sale)	%	%
Third Party Shrink Wrap Software (Sale)	%	%
Third Party Customisable Software (Sale)	%	%
Software Maintenance – Own	%	%
Software Maintenance – Third Party	%	%
Software Installation	%	%
Facilities Management	%	%
Data Processing	%	%
Website Design	%	%
Website Hosting	%	%
Internet Service Provision	%	%
Sale/Supply of Hardware	%	%
Hardware Maintenance	%	%
Hardware Installation	%	%
Cabling	%	%
Other (please describe)	%	%
	%	%
	%	%
Total	100 %	100 %

b Does the firm have assets or power of attorney within the USA?

Yes No

If yes, please give full details

c Split the firm's business between the following market sectors

		Past Financial Year (Actual) %	Current Year (Estimates) %
Government work		%	%
Local government		%	%
Military/aerospace contracts		%	%
Finance houses		%	%
Commercial/retail firms		%	%
Manufacturing/industrial firms		%	%
Engineering/construction		%	%
Hospitals/health care/medical		%	%
Other, please specify		%	%
		%	%
Total		100%	100%

14 Please supply gross fees

	UK/Europe	USA/Canada	Elsewhere in world
Estimated gross fees for coming twelve months (ex hardware)	£	£	£
Estimated turnover for coming twelve months derived from hardware	£	£	£

15 Please give gross fees/turnover for the past five years

20	£
20	£
20	£
20	£
20	£

16 a Are you engaged in the creation or distribution of software?

Yes No

If Yes, please specify:

i number of licensees within your home country:

ii number of licensees elsewhere in the world:

b Do you operate any quality assurance?

Yes No

If Yes, please attach details.

c Do you at any time provide source code to clients?

Yes No

If Yes, is the source code supplied:

i on a progressive basis as developed: Yes No or ii subsequent to project sign off: Yes No

d Do you escrow source code?

Yes No

17 a Has any claim such as would be covered by the proposed insurance ever been made against this firm or any of its principals/directors whilst in this or any other firm?

Yes No

If yes, full details must be given

b Has the firm been involved in any disputes or arbitrations concerning fees or services to others or any other matters?

Yes No

If yes, full details must be given

18 Are any of the principals/directors or employees, after enquiry, aware of or suspect or have any grounds for suspecting any circumstances which might give rise to a claim against the firm or against any of the present or former principals/directors?

Yes No

If yes, please give full details

19 Has the firm previously been insured for professional indemnity?

Yes No

a Name of insurers?

b Indemnity limit £ Excess of £ each and every claim

c What retroactive date, if any, is applicable to your current policy? / /

d Date of expiry of coverage? / /

20 Has any insurer ever:

- a Declined a proposal or a renewal for this firm or any principal/directors? Yes No
- b Required an increased premium or imposed special terms other than standard market increases? Yes No
- c Cancelled an insurance? Yes No

If any answer is yes, please give full details

21 Please select amount of indemnity required

- £1,000,000 Yes No
- £2,000,000 Yes No
- £5,000,000 Yes No
- £ Other (please specify) Yes No

22 Please enter amount of excess required:

£

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

For and on behalf of (name of firm/organisation)	Signature of partner/director	Date
		<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

You should retain a copy of this proposal form for your records.