

SOLICITORS PROFESSIONAL INDEMNITY
PROPOSAL FORM

IMPORTANT NOTICE TO THE PROPOSER TO COMPLETION OF THIS PROPOSAL FORM

1) Disclosure

- Any "material fact" must be disclosed to Insurers.
- A "material fact" is any information which may alter the judgement of an Insurer in assessing the risk. -
- Any "material change" must be disclosed to Insurers.
- A "material change" is any information which may alter the judgement of an Insurer that has not previously been disclosed as a material fact.

Failure to provide all "material facts" and/or notify all "material changes" may cause the contract of insurance to be void and may result in Insurers repudiating liability entirely.

2) Presentation

- This Proposal Form must be completed in ink by an authorised individual, a partner, principal or director of the proposer. -
- All questions must be answered.
- If there is insufficient space to provide answers additional information should be provided on the proposers letter headed paper.
- Where available brochures, standard contract conditions, conditions, agreements and letters of appointment should be provided.

Failure to present Insurers with information in an appropriate manner may adversely influence the ability of Insurers to offer terms.

3) Guidance

- If in doubt as to the meaning of any question contained within this proposal form or the issues raised in 1) Disclosure and/or 2) Presentation advice should be sought from an insurance advisor in the first instance.

SECTION 1 - GENERAL DETAILS

1) Please provide the following details:

Name of proposer(s) to be covered (including Trustee, Nominee and any other trading name)	Date Established

2) Name of any prior practice (s) and/or individual Partner (s) where the Proposer is deemed to be the Successor Practice:

Name	Date Established	Date of Succession	No. of Solicitors joining

3) Main address of the proposer and any overseas addresses (specifying the name and position of the individual responsible at each location including web and e mail addresses):

E mail address

Web address

4) Individual Partner, Principal, Director, Consultant details (please identify Registered Foreign Lawyers and/or registered European Lawyers):

Name	Age	Status (Principal, Assistant, Consultant)	Full/Part Time	Roll Number

Attach CV where the proposer has been established less than 5 years and/or where any individual has no relevant qualifications.

5) Number of employees split between the following:

Partners (including salaried partners held out as principals)

Assistant Solicitors

Consultants, legal executives, trainees and all other (excluding domestic, cleaning, and catering staff)

SECTION 2 - CLAIMS INFORMATION

1) After full enquiry has the proposer sustained any loss through the fraud or dishonesty of any person? Yes/No

If yes please provide details.

2) After full enquiry is the proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee? Yes/No

If yes please provide details.

3) After full enquiry has any claim been made against the proposers business or any principal, partner, director or employee whilst in this or any other business? Yes/No

If yes please provide details.

4) After full enquiry is the proposer aware of any circumstance or incident which has or could result in any claim being made against the proposers business, or any principal, partner, director or employee of this or any other business? Yes/No

If yes please provide details.

5) Have all circumstances or incidents been notified to your previous and/or current insurers (including SIF)? Yes/No

6) Has the proposer notified any matters to SIF or qualifying insurers or the assigned risks pool which have been accepted as effective notification? Yes/No not

If yes please provide details.

PLEASE ATTACH A COPY OF YOUR CURRENT SIF CLAIMS SUMMARY PRINTOUT(S), FOR THE FIRM AND/OR ANY PRIOR PRACTICE(S), PLUS CONFIRMED CLAIMS EXPERIENCE FROM ALL INSURERS FOR THE PERIOD SINCE 1 SEPTEMBER 2000.

4) What is the proposers largest fee earned from one client and the average fee per client in the last year?

Largest

Average

5) Does the proposer specialise by way of undertaking work for any specific type of business activity or for any specific type of group clients? Yes/No

If yes please provide details

6) Does the proposer provide management services or investment advice to any entertainment clients or sporting professionals? Yes/No

If yes please provide details

7) If fees/income are/is declared as Conveyancing in (3) above please provide the following details:

	Residential	Commercial
Approximate number of transactions in the last financial year		
Highest value in the last financial year		
Average value in the last financial year		

8) If fees/income are/is declared as property in (3), is 10% or more related to individual property developers and/or speculators? Yes/No

9) If fees/income are/is declared as Personal Injury in (3) above what is the largest and average claimant settlement in the last 12 months?

Largest

Average

10) If fees/income are/is declared as Company Commercial and/ or Trust in (3) above has the proposer undertaken Overseas Investment work, Corporate Investment work, Insolvency work, Mergers and Acquisition work and/or Off-shore Trust work? Yes/No

If yes please state highest deal value.

11) If fees/income are/is declared as Matrimonial in (3) above has the proposer dealt with any matrimonial settlement involving capital above £1m and/or regular annual payments above £100,000? Yes/No

12) Has the proposer accepted instructions for any class actions where the proposer has acted for defendant and/or claimant in the last 6 years? Yes/No

13) Is the proposer aware of any change in activity/structure that will occur in the coming financial year? Yes/No

If yes please provide details.

14) What percentage of fees over the last three years have been paid to outside consultants?

14.1) If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants? Yes/No

14.2) If yes please provide full details including nature of the work, projects undertaken and names of consultants?

SECTION 4 - INSURANCE COVERAGE

1) Does the Proposer currently have Professional Indemnity Insurance in force? Yes/No

If yes please provide the following details

1.1) Insurer

1.2) Limit

1.3) Excess

1.4) Renewal date

1.5) Number of years cover has been continuously in force

2) What is the amount of indemnity now required?

3) Has any Proposal for similar insurance made on behalf of the Proposers business, any predecessor of the business, or any principal, partner or director ever been declined or has such insurance ever been cancelled, renewal refused or any special terms imposed (other than general market increases)? Yes/No

If yes please provide details

4) Has the proposer ever been in the assigned risks pool? Yes/No

5) Has any fee earner at the Proposers:

5.1) Ever been refused a practising certificate? Yes/No

5.2) Ever been granted a conditional practising certificate? Yes/No

5.3) Ever been the subject of a costs or penalty order or reprimand by the Solicitors Disciplinary Tribunal? Yes/No

5.4) Ever been subject to an OSS investigation, or any investigation or intervention by any regulatory department of the Law Society including anyone brought before the Solicitors Disciplinary Tribunal in the past six years, and/or been the subject of a notification to the OSS, having been charged with a serious arrestable offence? Yes/No

5.5) Ever had a civil or criminal judgement against him or her? Yes/No

If yes to any of the above please provide full details on your letter headed paper including copies of all reports issued by the OSS and Solicitors Disciplinary Tribunal.

6) Has the proposer been in correspondence with and/or received a formal visit from the Investigating Accountant of the OSS or any other proper officer of the OSS in the last two years? Yes/No

If yes please provide details

7) Have you ever been late in paying or failed to pay either a professional indemnity premium or excess? Yes/No

SECTION 5 - DECLARATION

I/We declare that the statements and particulars in this proposal are true and that I/We have not misstated or suppressed any material facts.

I/We agree that this proposal together with any other information supplied by me/us, shall form the basis of any contract of insurance effected thereon.

I/We undertake to inform Insurers of any material change to these facts whether occurring before or after completion of the contract of insurance. Signing this proposal does not bind the Proposer to complete this insurance.

Signature of Authorised Individual/Partner/Principal/Director

Date
