

Professional Indemnity Insurance Questionnaire

(Please note: failure to complete and return this questionnaire before 30 September 2015 may result in the loss of your insurance cover)

Your Company Name

Your Job Title

The Sector that you work in

(e.g. banking/insurance/retail/finance, etc.)

Your Profession

(e.g. accountant/HR professional, pharmacist/
marketing consultant/IT consultant/banker)

Who is your end Client?

A brief explanation of the work that
You perform for your Client

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Please state the gross contracts received for the 3 years listed below.

| | <u>Last Financial Year</u> (if applicable) | <u>Current Financial Year</u> | <u>Estimate Next Year</u> |
|-----------------------|---|-------------------------------|---------------------------|
| UK Contracts | £ | £ | £ |
| EU Contracts | £ | £ | £ |
| USA/Canada Contracts | £ | £ | £ |
| Other Contracts | £ | £ | £ |
| Total Contract Values | £ | £ | £ |

Please provide estimates of your 5 largest contracts during the last 3 years. (If your company is new, please provide the information since you started and give details of the largest contract you expect to start in the next 12 months.)

| <u>Client Name</u> | <u>Client's Business</u> | <u>Nature of Contract</u> | <u>Contract Value</u> |
|--------------------|--------------------------|---------------------------|-----------------------|
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For clients working in the IT industry only

(This will apply to you even if you are an accountant/banker etc if you predominantly perform IT consultancy work for your Client. For example you may be an accountant by profession but you are a Project Manager for a large IT development project)

**Are you responsible for, or do you provide advice in relation to any of the following:
(place an 'X' in the box for those that apply).**

- 1. Full Project Implementation of IT or other systems?
- 2. Live Trading or Mission Critical systems?
- 3. Internet Service Provision (ISP services), Application Service Provision (ASP), Games Development or financial transaction web site design?
- 4. Fully outsourced or managed services?
- 5. Design of security systems (other than installing off the shelf software), full implementation of Enterprise Resource Planning (ERP) or customer Relationship (CRM) systems?
- 6. Financial trading or manufacturing process control systems?
- 7. Hosting of e-commerce websites?

If you answered YES ('Y') to any of the above areas, please provide full details below stating the services provided and describe in detail the contracts you have been involved in.

Further details (if applicable)

Claims Profile

- 1) Have any claims been made against you for breach of professional duty, whether successful or otherwise? YES NO
- 2) Are you aware of any circumstance (or unreported claims) which may give rise to a claim against you for breach of professional duty? YES NO

If you have answered YES to any of the above questions, please provide information in the 'Further Details' section at the end of the form. Insurers will require details including:-

- a) Date the incident giving rise to the claim (or circumstance) occurred,
- b) Claimants' name,
- c) Details of incident,
- d) Amounts paid (or reserves allocated) by Insurers,
- e) Final outcome if settled (current position if outstanding).

Declaration

INFORMATION SUPPLIED

I declare that the above statements and particulars are true to the best of my knowledge and belief, and that I have not omitted, suppressed or mis-stated any material facts which may be relevant to Insurers consideration of this proposal form.

Date

Signature

Print Name