

IT PROFESSIONAL INDEMNITY PROPOSAL FORM

The completion of this form in no way binds the Proposer to purchase insurance, nor does it bind Underwriters to give insurance. Any information given will only be passed to Underwriters for the purpose of quotation and will be treated as confidential.

1) COMPANY NAME/TRADING NAME(S) INCLUDING PREVIOUS TRADING STYLES						
2) FIRMS PRIMARY ADDRESS AND POSTCODE						
3) WEBSITE ADDRESS						
4) DATE 1ST ESTABLISHED						
5) FIRMS BUSINESS DESCRIPTION						
6) FIRMS GOVERNING BODY						
7) DETAILS OF MAIN PRINCIPALS, PARTNERS, OR DIRECTORS OF THE FIRM: (PLEASE ATTACHED CV'S IF AVAILABLE)						
Full Name		Qualifications			Year Qualified	
8) PLEASE STATE NUMBER OF:						
Partners / Principals / Directors		Managers			Technical Personnel	
Support Personnel		Sales and Marketing			Other	
9)	UK	Europe	USA/Canada (non USA/Canada law)	USA/Canada under USA/Canada law	Other	Total
Total Gross Turnover in last financial Year ending:/...../.....	£	£	£	£	£	£
Total Gross Turnover in previous financial year 1:	£	£	£	£	£	£

Total Gross Turnover in previous financial year 2:	£	£	£	£	£	£
Estimated Gross Turnover for next financial year:	£	£	£	£	£	£
Largest Fee from any one client:	£	£	£	£	£	£

10) FULL DESCRIPTION OF ACTIVITIES, RE PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA):

Accountancy	%	Internet Services	%
CAD Systems	%	Internet Service Providers	%
Consultancy	%	Software Bespoke	%
Contract Staff	%	Software Customised	%
Cyber Security Consultants	%	Software Customised Installation	%
Data Processing	%	Software Installation	%
Facilities Management	%	Software Maintenance	%
Hardware Installation	%	Software Shrink Wrapped	%
Hardware Maintenance	%	Training	%
Hardware Other Brands	%	Web Hosting	%
Hardware Own Brand	%	Other (Please specify)	%

11) DIVISION OF ACTIVITIES UNDERTAKEN, RE PERCENTAGE BREAKDOWN:

Commercial	%	Private	%
Industrial	%	Public	%

12) DETAILS OF THE 5 LARGEST CONTRACTS IN THE LAST 5 FINANCIAL YEARS (GIVE DETAILS OF CURRENT PROJECTS IF NEW BUSINESS):

Client	Description	Annual Income to you	Start Date	Completion Date

13) HAS THE FIRM / INDIVIDUAL UNDERTAKEN IN THE LAST 6 YEARS OR PLAN TO UNDERTAKE WORK RELATING TO:

Any Safety Critical Software / Hardware	YES		NO	
Chat Sites / Dating Sites	YES		NO	

Chemical / Petrochemical / Nuclear / Power Supply	YES		NO	
Cyber Security	YES		NO	
Financial Software	YES		NO	
Gaming / Gambling / Casinos	YES		NO	
Mechanical Plant / Process Engineering / Bulk Handling Software	YES		NO	
Medical Software	YES		NO	
Mobile Phones / Telecommunications	YES		NO	
Railways / Airports / Automotive	YES		NO	
Social Media / Streaming services	YES		NO	
14) WHAT PERCENTAGE OF TURNOVER IN THE LAST FINANCIAL YEAR WAS PAID TO SUB-CONTRACTORS?				
15) DO YOU ENSURE THAT SUB-CONTRACTORS HAVE THEIR OWN PROFESSIONAL INDEMNITY INSURANCE?	YES		NO	
16) DO YOU CARRY OUT WORK ONLY UNDER A WRITTEN CONTRACT SIGNED BY EVERY CLIENT?	YES		NO	
If No, please explain in what circumstances, and why:				
17) DO YOU EVER ACCEPT CONTRACTS WITH YOUR CLIENTS IN WHICH YOU ACCEPT LIABILITY FOR CONSEQUENTIAL LOSS OR FINANCIAL DAMAGES GREATER THAN THE VALUE OF THE CONTRACT?	YES		NO	
If yes, please explain what percentage of your contract this applies to and what these are capped at:				
18) IS THE DELIVERY OF ANY OF YOUR PROJECTS / CONTRACTS TIME CRITICAL (E.G. TIED TO A SPECIFIC EXTERNAL EVENT, ON THE CRITICAL PATH FOR A LARGER PROJECT OR TIED TO A MAJOR SPORTING EVENT ETC?)	YES		NO	
If yes, please give details:				
19) COULD THE FAILURE OF YOUR PRODUCT OR SERVICE RESULT IN THE LOSS OF LIFE OR INJURY TO A PERSON?	YES		NO	
If yes, please give details:				
20) COULD THE FAILURE OF YOUR PRODUCT OR SERVICE RESULT IN PROPERTY DAMAGE OR DESTRUCTION?	YES		NO	
If yes, please give details:				

21) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?		YES		NO	
Current Insurers					
Current PI Broker					
Premium					
Excess					
Renewal Date					
22) WHAT LIMIT OF INDEMNITY IS REQUIRED?					
23) CLAIMS AND OTHER CIRCUMSTANCE STATEMENTS					
(a) No claims for professional negligence, error or omissions or the like have ever been made against The Firm or any predecessor(s) in business or against any Partners/Directors/Principals either directly or in respect of any Company of which they were a Partner/Director/Principal of.		TRUE		FALSE	
(b) After enquiry within The Firm, the Proposer is not aware of any circumstances which have occurred which may give rise to a claim.		TRUE		FALSE	
(c) The Firm or any Partners/Directors/Principal has not had any Insurers decline to offer PI renewal terms, nor has had their PI policy cancelled or voided, or had any special premium increase or special terms being imposed due to a material fact.		TRUE		FALSE	
(d) The Firm or any Partners/Directors/Principal do not act, or have not acted, in any capacity other than those declared		TRUE		FALSE	
(e) The Firm or any Partners/Directors/Principal have not ever been the subject of investigations or disciplinary proceedings by any Regulatory Body.		TRUE		FALSE	
(f) The Firm or any Partners/Directors/Principal do not undertake work for any partnership, company or organisation in which they are in a position to exercise a controlling interest in such a partnership, company, organisation.		TRUE		FALSE	
If you answer 'False' to any of the questions above please provide details.					
24) MATERIAL INFORMATION					
<p>You must search for all material information and disclose it to us without misrepresentation. Material information is anything which might reasonably influence our decision to offer you insurance or the terms (including the premium) on which any offer is made. It includes facts, circumstances, allegations and events. Material information includes special or unusual facts concerning you or your business, any particular concerns you may have which have led you to seek or increase your insurance cover and any other facts relevant to the risk taken by us. You should assume that all information specifically sought by us is material, whether in this Statement of Fact or otherwise.</p> <p>Please check carefully all the information and advise your insurance adviser if any corrections or additions are required as soon as reasonably practicable.</p>					

25) DECLARATION	
I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.	
Signed:	Dated:

ANY ADDITIONAL INFORMATION:

Authorised and regulated by the Financial Conduct Authority. Financial Services Register No. 590034. Company Registration No. 07566393
Registered Office: One, Fleet Place, London, England EC4M 7WS

Your information

We collect and use relevant information about you to arrange your insurance cover and to meet our legal obligations.

This information includes personal data such as your name, address, contact details and other information that we collect about you in connection with the insurance cover from which you benefit. This information may also include more sensitive data such as information about your health and any criminal convictions.

In certain circumstances, we may need your consent to process certain information about you and this is explained in our privacy policy. This is available to read and download at www.nbsunderwriting.co.uk or on request.

For the purpose of providing insurance and handling claims or complaints your information may be shared with, and used by, a number of third parties in the insurance and associated sectors e.g advisers, agents, brokers, insurers, reinsurers, loss adjusters, solicitors, sub- contractors, regulators, law enforcement agencies, fraud and crime prevention agencies. We will only disclose your personal information in connection with the insurance coverage that we provide and to the extent required or permitted by law.

If you provide other people's details to us

Where you provide us or your insurance adviser with information about other people, you must make them aware that you are doing so. Where possible, you should also provide them with this notice.

If you would like more information

For more information about how we use your personal information, please see our privacy policy which is available at www.nbsunderwriting.co.uk or on request.

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our privacy policy, you should contact the insurance adviser who provided you with your insurance in the first instance, or directly with us by contacting:

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