

INSURANCE BROKERS 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 ATTACH CV'S IF AVAILABLE)					
Full Name		Qualifications		Year Qualified	
8) PLEASE STATE NUMBER OF:					
Partners / Principals /Directors		Other Qualified Staff		All Other Staff	
9)	UK	Europe	USA/Canada	Other	Total
Total Gross Commission and Fees in last financial Year ending:/...../.....	£	£	£	£	£
Total Gross Commission and Fees in previous financial year 1:	£	£	£	£	£
Total Gross Commission and Fees in previous financial year 2:	£	£	£	£	£
Estimated Commission plus fees for next financial year:	£	£	£	£	£

Largest Fee from any one client:	£	£	£	£	£
10) DOES ONE CLIENT MAKE UP MORE THAN 30% OF THE PROPOSERS ANNUAL INCOME? <i>If yes, please provide details at end of form.</i>			YES		NO
11) FULL DESCRIPTION OF ACTIVITIES, WITH PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA) WHICH MUST TOTAL 100%:					
Aviation - Commercial					%
Aviation - Private					%
Commercial - Motor					%
Commercial - Other					%
Independent Financial Advice (Investment)					%
Introductory Commissions - IFA					%
Marine - Commercial					%
Marine - Private					%
Mortgage Broking					%
Personal - Life (Non-investment)					%
Personal - Motor					%
Personal - Other					%
Reinsurance					%
Other (please specify)					%
Total					%
12) PLEASE PROVIDE DETAILS OF FEES/COMMISSION RECEIVED FOR THE LAST FINANCIAL YEAR FROM THE FOLLOWING: (ESTIMATED IF NO HISTORICAL DATA)					
Appointed Representatives - DUA					%
Appointed Representatives - Non DUA					%
Delegated Underwriting Authorities (DUA) / Binders					%
13) ABOUT THE FIRM:					
Has the Firm Ever Been a Lloyd's Broker?			YES		NO
Does the Firm have any Financial Interest / Shareholding in an MGA or Insurance Company?			YES		NO
Does that MGA carry their own Professional Indemnity Insurance?			YES		NO
Does the Firm have any overseas subsidiaries / offices?			YES		NO

If yes to any of the above, please provide details:

14) PLEASE STATE THE 3 LARGEST PLACEMENTS ARRANGED BY THE FIRM IN THE LAST FINANCIAL YEAR:

Client	Industry	Sums Insured	Max. possible loss at any one location	Total limit of indemnity
		£	£	£
		£	£	£
		£	£	£

15) DO YOU PLACE OR INTEND TO PLACE, OR HAVE YOU AT ANY TIME IN THE LAST 6 YEARS PLACED BUSINESS WITH ANY INSURER THAT, AT THE TIME OF PLACEMENT, WAS A POORLY RATED OR UNRATED INSURER?

YES		NO	
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16) a. IF YES, PLEASE COMPLETE THE FOLLOWING:

Insurer Name	Type of Business	When last used	Average Annual Premium Place at time of use	Average number of Insureds placed at time of use

b. WHAT IS OR WAS THE RATIONALE FOR THE USE OF POORLY RATED OR UNRATED INSURERS, PARTICULARLY FOR LONG TAIL BUSINESS SUCH AS LIABILITY?

c. DO YOU INTEND TO CONTINUE USING POORLY RATED OR UNRATED INSURERS IN FUTURE?

YES		NO	
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IF YES, IN WHAT CIRCUMSTANCES?

d. HOW IS OR WAS YOUR RATIONALE EXPLAINED TO CUSTOMERS?

e. DO OR DID YOU ALWAYS OFFER AN ALTERNATIVE OPTION WITH AN INSURER THAT WAS NOT A POORLY RATED OR UNRATED INSURER?

YES		NO	
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f. ARE / HAVE THE PROCEDURES DESCRIBED IN D. AND E. ABOVE BEEN FOLLOWED AT ALL TIMES?		YES		NO	
17) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?		YES		NO	
Current Insurers					
Current PI Broker					
Premium					
Excess					
Renewal Date					
18) WHAT LIMIT OF INDEMNITY IS REQUIRED?					
19) 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.					
20) CONTACT NAME			21) CONTACT EMAIL		
22) MOBILE NUMBER			23) TELEPHONE		

24) MATERIAL INFORMATION

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 proposal form or otherwise.

Please check carefully all the information and advise your insurance adviser if any corrections or additions are required as soon as reasonably practicable.

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.

Signature:		Date:	
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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:

NBS Underwriting

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Tel: 0333 032 5000

Email: info@nbsunderwriting.co.uk