

# Accountants Proposal Form

## Proposal Form

### IMPORTANT:

#### In this proposal:

- **You / Your** refers to all firms to be insured under this arrangement, including any predecessor or previous business for which cover is required.
- **Firm** means any business whether a sole trader, partnership or company, limited in liability or otherwise.
- **Principal** means any Director, Partner, Member or Sole Trader.
- Answers should relate to all work for which cover is required - past, present and future.
- **You MUST** complete all sections of this Proposal Form. The Proposal Form must be signed and dated once completed.
- This Proposal Form is for a contract of insurance and **You**, the proposer, must disclose all material facts relevant to this application for Professional Indemnity Insurance and other covers.
- All material facts must be disclosed truthfully, to the best of **Your** knowledge and belief at the time of disclosure. **You** must also disclose any changes to the facts disclosed that occur prior to commencement of insurance. The information provided in this Proposal Form, together with any other information given, will be used by underwriters in their assessment of this application.
- Failure to disclose all relevant material facts whilst making this application may lead to the invalidation of any insurance effected, and ultimately result in avoidance of the insurance or non-payment of any claim made.
- Full details for coverage provided can be found in our Policy Wordings and Summaries, which are available on request.

1) Please provide full trading names of all **Firms** to be insured under this arrangement (**You / Your**):

Name(s)	Date Established

2) Please provide website address:

www:

3) Please provide all addresses:


4) If cover is required for **Your** previous businesses (predecessor practices), provide details below:

Name(s)	Start Date	End Date	Reason for winding up/leaving

5) If any of the **Principals** require cover for any previous professional business activity not covered elsewhere please provide details below:

Name of <b>Principal</b> to be covered			
Name of previous <b>Firm</b>			
Period at previous <b>Firm</b>	From: To:	From: To:	From: To:
Fees for last 3 years of trading	\$ ..... \$ ..... \$ .....	\$ ..... \$ ..... \$ .....	\$ ..... \$ ..... \$ .....
Position held at previous <b>Firm</b>			
Reason for leaving			

6) Do **You** have any association with or financial interest in any other **Firm**? If YES, give full details below of the nature of the association, with the name and business of the third party.

YES

NO

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7) Please supply details of all <b>Principals</b> :				
Name	Age	Qualifications	Date Qualified	Date of engagement

8) Please supply details of total numbers of staff:			
Principals	Qualified Staff	Unqualified Staff	Others

9) Has any <b>Principal</b> ever been convicted of a criminal offence or are any charges/prosecutions pending (excluding minor motoring offences), or been investigated/reprimanded/disqualified by their professional body? If YES, please provide full details.	YES	NO

10) Please provide full details if any <b>Principal</b> has been made personally bankrupt or has been associated with any business which has ceased trading either voluntarily or compulsorily:

11) Please provide details of <b>Your</b> current Professional Indemnity insurance arrangements below:	
Current Insurer	
Current Broker	
Policy Renewal Date	
Limit of Indemnity	\$
Excess	\$
Premium	\$
If <b>You</b> currently have Professional Indemnity coverage in force, please advise the retroactive date, if any:	
Date	

12) Please provide a breakdown of turnover/fees generated:						
Year End					Last full financial year	Current financial year estimate
Work in Canada	\$	\$	\$	\$	\$	\$
Work in USA	\$	\$	\$	\$	\$	\$
Work elsewhere	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$

13) Please provide details of <b>Your</b> 3 largest clients by annual fees.	Largest Fee:	Second Largest Fee:	Third Largest Fee:
Last trading year:	\$	\$	\$
Current trading year:	\$	\$	\$
Name of client:			
Nature of clients business:			

14) Please provide a breakdown of activities and percentage of income generated for each discipline (must equal 100%).	
Audit, Accountancy and Company Tax for quoted companies	%
Other Audit and Accountancy (including related Tax work)	%
Personal Taxation Consultancy	%
Other pure Taxation Consultancy	%
Management Consultancy	%
Bookkeeping / Payroll	%
Secretarial and Share Registration	%
Executorships and Trusteeships	%
Insolvencies, Liquidations and Receiverships	%
General Insurance	%
Investment Business	%
Computer Consultancy	%
Directorships	%
Mergers, Acquisitions, Disposals (including Due Diligence work)	%
Other work - please provide full details in space provided at end of form	%
<b>Total</b>	<b>100%</b>

15) Have <b>You</b> ever undertaken audit work for any public listed company, unquoted company or small trader? If YES, during the past five years have <b>You</b> ever:	YES	NO
i) issued a qualified audit?	YES	NO
ii) restated any financial statement prepared by the Firm?	YES	NO
iii) been dismissed or replaced as auditors?	YES	NO
iv) provided additional professional services in relation to the offering, sale or issuance of any security to any client?	YES	NO
If YES to any of the above, please provide full details below:		

16) Do <b>You</b> anticipate professional activities/services provided will change over the forthcoming twelve months?	YES	NO
If YES to any of the above, please provide full details below:		

17) Has the <b>Firm</b> ever undertaken audit work for any public limited company or a subsidiary of a public limited company? If YES, was the company listed on one of the following stock exchanges?	YES	NO
If YES, please provide full details below:		

19) Have <b>You</b> ever been or are <b>You</b> now authorised for investment business?	YES	NO
If YES please complete the Financial Services Questionnaire.		

20) Can <b>You</b> confirm that <b>You</b> are not aware of any claims or losses, whether paid, made or pending, relating to fraud or dishonesty?	YES	NO
Do all cheques drawn for over \$5,000 require at least two signatures?	YES	NO
Is cash in hand and petty cash checked independently of the person responsible at least monthly and additionally without warning at least every six months?	YES	NO
Are persons responsible for cash and cheques required to pay these in daily?	YES	NO
Are bank statements, receipts, counterfoils and other supporting documents checked at a minimum monthly against the cash book entries, and by others not responsible daily for looking after the same?	YES	NO
Are references obtained from former employers for at least the three years prior to the engagement of any person responsible for money, goods or accounting procedures?	YES	NO
If YES to any of the above, please provide full details below:		

21) Do <b>You</b> engage the services of sub-contractors?	YES	NO
If YES, please provide answers to the following, otherwise skip to the next question.		
What percentage of fees/turnover was paid to sub-contractors during the last financial year?	%	
Do <b>You</b> always require <b>Your</b> sub-contractors to hold their own Professional Indemnity coverage, and verify that it is in force?	YES	NO
If YES please confirm the minimum limit <b>You</b> require them to maintain:	\$	

22) Please select what Limit of Liability <b>You</b> require quotations for:			
\$250,000		\$2,000,000	
\$500,000		\$3,000,000	
\$1,000,000		\$5,000,000	
Other Limit of Liability			

23) What level of excess do <b>You</b> require?	\$
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24) Has any claim been made or loss suffered by <b>You</b> , whether insured or not, in respect of any of the risks to which this proposal for insurance relates?	YES	NO
If YES please provide details below:		

Date of claim/loss	Details of claim/loss	Amount Paid	Date Settled	Outstanding Reserve

25) Are <b>You</b> aware of any of the following?		
Any circumstances which might lead to a claim against <b>You</b> , whether insured or not, in respect of any of the risks to which this proposal for insurance relates?	YES	NO
Any matter which might otherwise affect the consideration of this proposal?	YES	NO
Has any application for similar insurance made on <b>Your</b> behalf or on behalf of any past or present <b>Principal</b> ever been declined, refused renewal, cancelled or accepted only on special terms?	YES	NO
If the answer to any of the above is YES, please provide full details below:		

**DECLARATION**

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected.

If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Underwriters.

I/we hereby consent to any information I/we have provided being processed by you for the purposes of providing insurance and claims handling, which may necessitate sharing such information with third parties. Manchester Underwriting Management Ltd. may use this information for marketing (by post, telephone, e-mail or fax) subject to the conditions of the Data Protection Act.

If you do not wish these details to be used for marketing please inform Manchester Underwriting Management Ltd. in writing. Under the Data Protection Act 1998 you have the right to access or amend the information we hold about you. If you would like to exercise either of these rights please contact Manchester Underwriting Management Ltd.

<b>Signature of Principal:</b>	
<b>Date:</b>	

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