

E&O IT

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 Principal to be covered			
Name of previous Firm			
Period at previous Firm	From: To:	From: To:	From: To:
Fees for last 3 years of trading	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Position held at previous Firm			
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

7) Please supply details of all Principals :				
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 Principal 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 Principal 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 Your current Professional Indemnity insurance arrangements below:	
Current Insurer	
Current Broker	
Policy Renewal Date	
Limit of Indemnity	\$
Excess	\$
Premium	\$
If You 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	\$	\$	\$	\$	\$	\$

14) Please provide a breakdown of activities and percentage of income generated for each discipline (must equal 100%) in the last complete financial year:	
a) Hardware - Sale of own brand	%
b) Hardware - Distribution of other brands	%
c) Hardware - Installation / Maintenance	%
d) Software Sales - Shrink wrapped	%
e) Software Sales - Own written / customisable	%
f) Software Services - Installation including configuration	%
g) Software Services - Customisation	%
h) Software Services - Developing bespoke applications	%
i) Software Services - Maintenance	%
j) Consultancy	%
k) Provision of contract staff	%
l) Provision of out-sourced / managed services	%
m) Training	%
n) Other work - please provide full details below:	%
Total	100%

15) If you have declared any income in Question 14 e, f, g, or h please provide details below of the software provided and its use.	
Software	End Use

16) Please answer the following questions.					
If any of Your services or products should fail, could there be a loss of life or injury?	YES	NO	Do You always use a standard written contract for each client?	YES	NO
If any of Your services or products should fail, could there be destruction or damage to physical property?	YES	NO	Do all contracts include an outline of the scope of services to be provided?	YES	NO
If any of Your services or products should fail, could there be an Immediate and large financial loss?	YES	NO	Do all contracts include a limitation of liability?	YES	NO
If any of Your services or products should fail, could there be a significant cumulative financial loss?	YES	NO	Do all contracts include a consequential and economic loss exclusion?	YES	NO
If You have answered YES to any of the questions above please provide further details below:					

17) Please provide details of Your 5 largest contracts that have been completed in the last 6 years.					
Client	Start Date	Description of Work	Total Contract Value	Your Contract Value /Fee	Est. Completion Date

18) Please provide details of Your 5 largest contracts currently in hand.					
Client	Start Date	Description of Work	Total Contract Value	Your Contract Value /Fee	Est. Completion Date

19) Do You 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 You always require Your 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 You require them to maintain:				\$	

20) Other than by sub-contracting, have You ever entered into contracts where You may incur liability for the services provided by others (such as a consortium involving joint and several liability)? If YES please provide full details below:		YES	NO

21) Do You undertake any projects where work is outside Canada?		YES	NO
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If YES, please provide details of the 3 largest projects below:					
Country	Start Date	Description of Work	Total Contract Value	Your Contract Value /Fee	Est. Completion Date

22) Have You ever entered into contracts which are subject to the law of countries other than Canada? If YES please provide full details below:	YES	NO

23) Have You at all times used written agreements for each contract undertaken which clearly outline the services to be provided and have all changes always been confirmed in writing?	YES	NO
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24) Have You ever entered into contracts on behalf of clients?	YES	NO
If YES, is written sign off for the contract terms always obtained from Your client prior to committing them?	YES	NO

25) Please select the Limits of Liability You require quotations for:			
\$250,000		\$2,000,000	
\$500,000		\$3,000,000	
\$1,000,000		\$5,000,000	
Other Limit of Liability			

26) What level of excess do You require?	\$
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27) Has any claim been made or loss suffered by You , 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

28) Are You aware of any of the following?		
Any circumstances which might lead to a claim against You , 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 Your behalf or on behalf of any past or present Principal 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.

Signature of Principal:	
Date:	

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