

ACCOUNTANTS PROFESSIONAL INDEMNITY PROPOSAL FORM

Please read the following questions carefully and answer them all providing additional information where required. Should you require more space please provide answers on a separate sheet of paper.

Answer the question using **BLOCK CAPITALS** and tick boxes where appropriate.

1. PROPOSERS DETAILS

Full Name of Proposer

Address of Proposer

Contact details (tel, fax, e-mail, website)

Date Proposer established

Name of other parties to be included e.g. subsidiaries, partners, joint venture

Please state names of directors / partners, age, qualifications & how long they have been with the firm (please attach CV's):

Number of employees split between the following:

Qualified:
Administrative:
Other (please specify):

Is the Proposer financially connected or associated with any other entity?

YES

NO

If YES please state details including nature of work & relevant dates:

During the past 10 years has the Proposer's name been changed, has any other business been purchased and/or has any takeover, merger or consolidation taken place?

YES

NO

If YES please state details including nature of work & relevant dates:

2. THE BUSINESS

Please provide details of fee income:

	Past Financial Year	Current Financial Year	Next Financial Year
Gibraltar & Spain			
Overseas			
USA			
TOTAL			

Please allocate below, as a percentage to a total of 100%, the split in fees/income between activities for the last complete financial year:

	Gibraltar & Spain	Overseas	USA	Total
Quoted Company Audit				
Unquoted Company Audit				
Other Audit				
Insolvency/Liquidation/Receivership				
Corporate Finance/Merger/Acquisition				
Investment Advice including Pensions				
Investment Advice excluding Pensions				
Company Tax				
Personal Tax				
Insurance/Building Society/Stock Exchange Commissions				
Management Consultancy				
Computer Consultancy				
Company Secretary/Share Registration				
Directorship Fees				
Executorship/Trusteeship				
Other (specify)				
				100%

What is the largest fee earned from one client and the average fee per client in the last year?

Largest
Average

Please provide details of any work undertaken for any "Offshore" Company, Insurance Company/Fund, Captive Insurance Company and/or Bank or Financial Institution.

Does the Proposer have any clients in the Entertainment Industry?

YES

NO

If YES please provide the clients name, the nature of the work performed and your annual fee.

Is the Proposer aware of any change in activity/structure that will occur in the coming financial year?

YES

NO

If YES please provide details.

What percentage of fees over the last three years have been paid to outside consultants?

If fees are paid to outside consultants is cover required for the work undertaken by the outside consultants?

YES

NO

If YES please provide full details including nature of the work, projects undertaken and names of consultants?

Is the Proposer admitted to any Association or accredited to any quality systems such as the ISO9000?

YES

NO

What are the Proposer's procedures in operating a diary system?

How does the Proposer ensure that taxation deadlines are not missed?

If the Proposer is a sole practitioner, please provide details of arrangements to maintain service and standards in the event of sickness or holiday?

Does the Proposer have written procedures or checklists for the services performed?

YES

NO

If YES please provide details.

What records are kept by the Proposer of the telephone conversations and attendance meetings?

How often does the Proposer undertake a review of working procedures?

What are the Proposer's procedures in reviewing the work undertaken by staff & partners?

Does the Proposer subscribe to any form of Continuing Professional Development?

YES

NO

If YES please give details.

What are the Proposer's procedures, such as letters of engagement, to ensure that a clients requirements are clearly identified and can be met?

If any partner, principal, director or employee is allowed to sign cheques without a counter signature please provide details of the individuals, the cheque limit and the circumstances.

Are employees who receive cash/cheques in the course of their duties required to pay in daily?

YES

NO

If NO please provide details of the procedures implemented.

Does the Proposer ensure that sub-consultants are engaged in a binding contract accepting responsibility for their own neglect, error or omission and does the proposer ensure that all sub-consultants carry Professional Indemnity Insurance?

YES

NO

3. INSURANCE COVER

Has the Proposer previously purchased Professional Indemnity Insurance?

YES

NO

If YES please provide the following information:

Name of Insurer:
Expiry Date:
Indemnity Limit:
Deductible:
Retroactive Date:

Has an insurer ever:

Declined a proposal or a renewal for this insurance?

YES

NO

Imposed special terms or increased premium other than standard market increases?

YES

NO

Cancelled the insurance?

YES

NO

If YES to any of the above questions please provide details below:

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What is the indemnity limit you now require:

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What is the deductible you now require:

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4. CLAIMS INFORMATION

Is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to the Proposer and/or any past or present principal, partner, director or employee?

YES

NO

If YES please provide details:

Has any claim been made against the Proposer's business or against any principal, partner, director or employee whilst in this or any other business?

YES

NO

If YES please provide details:

Is the Proposer aware of any circumstance or incident which has or could result in any claim being made against the Proposer's business, or against any principal, partner, director or employee whilst in this or any other business?

YES

NO

If YES please provide details:

5. DECLARATION

I/we declare and warrant that after enquiry all statements and particulars contained in this Proposal and agenda are true and that no information whatsoever has been withheld which might increase the risk of the Underwriters or influence the acceptance of this Proposal and should the above particulars alter in any way I/We will advise Underwriters as soon as is practicable.

I/We understand that failure to disclose any material facts which would influence the acceptance and assessment of the Proposal may result in the Underwriters refusing to provide indemnity or voiding the possibility in every respect.

I/We hereby agree and accept that this Declaration shall be the basis of the contract between both parties if entered into.

SIGNATURE

POSITION

NAME

DATE