

SOLICITORS 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. PROPOSER'S 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:

Is the Proposer a Limited Liability Partnership, or does the Proposer intend to become a LLP during the next 12 month?

YES

NO

If YES please provide a copy of your last fully completed Report & Accounts and or management accounts & 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			

If fees/income are/is declared as derived from clients based Overseas please provide details including territories involved and income derived.

When is your financial year end date?

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

Largest
Average

Does the Proposer specialise by way of undertaking work for any specific type of business activity or for any specific type of group clients?

YES NO

If YES please state details:

Does the Proposer provide management services or investment advice to any entertainment clients or sporting professionals?

YES NO

If YES please state details:

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 & Canada	Total
Adjudication/Arbitration/Mediation				
Agency Advocacy				
Children Work				
Commercial (including company) - Non securities related				
Commercial (including company) - Securities related				
Conveyancing - commercial				
Conveyancing - residential				
Criminal				
Debt Collection (large)				
Debt Collection (small)				
Defendant Litigation (Insurers)				
Employment				
Employment (Litigious)				
Estate Agency/Property Valuation /Property Management				
Expert Witness/Lecturing Work				
Financial Services - regulated by the Financial Services Authority				
Financial Services - regulated by the Law Society				
Immigration				
Intellectual Property including Patent /Trademark/Copyright				
Landlord/Tenant				
Landlord/Tenant (litigious)				
Matrimonial				
Mental Health Tribunal				
Oaths and Affidavits and Notary Public				
Offices and Appointments				
Parliamentary				
Personal Injury				
Town and Country Planning				
Trust/Probate/Wills/Tax Planning				
Welfare				
All other Litigious work (specify)				
All other Non Litigious work (specify)				
				100%

If fees/income are/is declared as Conveyancing, please provide the following details:

	Residential	Commercial
Approximate number of transactions in the last financial year		
Highest value in the last financial year		
Average value in the last financial year		

If fees/income are/is declared as Conveyancing, is 10% or more related to any one individual property developer and/or speculator?

YES

NO

If YES please give details.

If fees/income are/is declared as Personal Injury, what is the largest and average claimant settlement in the last 12 months?

Largest
Average

If fees/income are/is declared as Company Commercial and/ or Trust, has the Proposer undertaken Overseas Investment work, Corporate Investment work, Insolvency work, Mergers and Acquisition work and/or Off-shore Trust work?

YES

NO

If YES please state highest deal value.

If fees/income are/is declared as Matrimonial, has the Proposer dealt with any matrimonial settlement involving capital above £1m and/or regular annual payments above £100,000

YES

NO

Has the Proposer accepted instructions for any class actions where the Proposer has acted for defendant and/or claimant in the last 6 years

YES

NO

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?

3. INSURANCE COVER

Has the Proposer previously purchased Professional Indemnity Insurance?

YES

NO

If YES please provide the following information:

Name of Insurers:
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:

--

Have you ever been late in paying or failed to pay either a professional indemnity premium or excess?

YES

NO

What is the indemnity limit you now require:

--

What is the deductible you now require:

--

Has any fee earner in the Proposer's business:

Ever been refused a practising certificate?

YES

NO

Ever been granted a conditional practising certificate?

YES

NO

Ever been the subject of a costs or penalty order or reprimand by the Solicitors Disciplinary Tribunal?

YES

NO

Ever been subject to an OSS investigation, or any investigation or intervention by any regulatory department of the Law Society including anyone brought before the Solicitors Disciplinary Tribunal in the past six years, and/or been the subject of a notification to the OSS, having been charged with a serious arrestable offence?

YES

NO

Ever had a civil or criminal judgement against him or her?

YES

NO

If yes to any of the above please provide full details on your letter headed paper including copies of all reports issued by the OSS and Solicitors Disciplinary Tribunal.

Has the Proposer been in correspondence with and/or received a formal visit from the Investigating Accountant of the OSS or any other proper officer of the OSS in the last two years?

YES

NO

If YES please provide details:

4. CLAIMS INFORMATION

Is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to the Proposer 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:

Have all circumstances or incidents been notified to your previous and/or current insurers (including SIF)?

YES NO

Has the Proposer notified any matters to SIF or qualifying insurers or the assigned risks pool which have not been accepted as effective notification?

YES NO

PLEASE ATTACH A COPY OF YOUR CONFIRMED CLAIMS EXPERIENCE FROM ALL INSURERS FOR THE PERIOD SINCE 1 SEPTEMBER 2000.

5. DECLARATION

I/we declare and warrant that after enquiry all statements and particulars contained in this Proposal and addenda 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