



Securus Insurance Limited

Proposal Form

Miscellaneous Professional Indemnity

Securus Insurance Limited
Suite 3, Stafford House
Strand Road
Portmarnock
Co Dublin

Phone (01) 8464512
Fax (01) 8464522
Email info@securus.ie
Web www.securus.ie

Securus Insurance Ltd is registered in Ireland. Company registration No: 410614.
Registered office: Suite 3, Stafford House, Strand Road, Portmarnock, Co Dublin.

Securus Insurance Limited is regulated by the Central Bank of Ireland.

THIS PROPOSAL MUST BE SIGNED BY EITHER A DIRECTOR, PARTNER, PRINCIPAL OR PROPRIETOR OF THE BUSINESS. ALL QUESTIONS MUST BE ANSWERED AND ADDITIONAL INFORMATION PROVIDED WHEN REQUESTED TO ENABLE A QUOTATION TO BE GIVEN. THE COMPLETION AND SIGNATURE OF THIS PROPOSAL DOES NOT BIND THE PROPOSER OR THE COMPANY TO COMPLETE A CONTRACT OF INSURANCE.

PLEASE USE AN ADDITIONAL SHEET OF PAPER WHERE NECESSARY TO PROVIDE COMPLETE ANSWERS TO ALL QUESTIONS.

1	Name(s) of the firm(s) including Trading and Business Name :				
2	Web address:	www.			
3	Date of commencement of the firm :				
4	Address (registered office and all branches)				
5	Is a Partner/Director/Principal in full-time attendance at each address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	If No, please identify the office and give details of how the office is supervised.				
6	During the past six years has the Firm/Partnership been reconstituted in any way by amalgamation, acquisition, merger or otherwise, or has the name been changed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	If 'Yes', please give full details				
	(N.B. Acquisitions and mergers are not automatically included and coverage must be requested. Please state name of predecessor Firm/Partnership for which cover is required as well as dates of operation.)				
7	Names in full of all Partners/Directors/Principals	Age	Qualifications	Year obtained	Length of time practicing as Partner/Director or Principal in this firm
8	Do you require cover for the previous business activities of any Partner/Director/Principal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	If 'Yes', please give details:				
9	Please state the total number of staff you have in the following categories: (Please do not include Principals, Partners or Directors in this question):				
	Technical/Qualified Staff:	Full-Time	<input type="text"/>	Part-Time	<input type="text"/>
	Administrative/Secretarial staff/other:	Full-Time	<input type="text"/>	Part-Time	<input type="text"/>

10	Do you retain the services of any self-employed person (sub-contractor)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	If 'Yes', please give details:			
11	Sub-contractors:	Last Complete Year	Current Year Estimate	
	(I) Please state gross fees in Euro paid to sub-contractors:			
	(II) What type of work do you use them for?			
	(III) Are sub-contractors required to carry professional indemnity insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	(IV) What is the limit of indemnity provided by that insurance?			
	(V) Are terms of engagement or is a written contract always agreed and signed by sub-contractors and suppliers so that they accept full responsibility for their own professional neglect, error or omission	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12	Please state gross fees for each of the three financial periods below:			
		Last Complete Year	Current Year	Forthcoming Year
	Please state Year	20__	20__	20__
	Total Gross Fees and commission.	€	€	€
	Largest Fee/Commission from any one client or Group	€	€	€
	What is the date of your financial year end?			
13	Please provide a full description of all your activities:			
14	Please categorise the activities outlined in 13 above and indicate the approximate percentage of the gross income/fees each represent: (New firms should provide an estimate).			
			%	
			%	
			%	
			%	
			%	
			%	

15	Do you anticipate any major changes in these activities in the forthcoming 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If 'Yes', please give full details below:					
16	Where do you perceive your exposures to claims lie? In what circumstances might you envisage a claim arising?					
17	Are you involved in any process of manufacture, construction, alteration, repair, installation, sale or supply of products, other than in a pure consultancy capacity as described in Question 14? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If 'Yes', please provide details:					
18	Please give details of the 3 largest contracts in the last 5 Financial Years.					
	Client	Start Date	Services provided by you	Total Contract Value	Fee	Approximate Completion Date
19	Please give details of the 3 largest contracts that are due to commence in the next 12 months:					
	Client	Start Date	Services provided by you	Total Contract Value	Fee	Approximate Completion Date
20	Have you ever received a visit/audit/inspection from your professional organisation or Regulatory body? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If 'Yes', please give specify the date and what response have you made to any finding below:					
21	Have you, or any person for whom insurance is sought, ever been, the subject of disciplinary proceedings by a professional organization or Regulatory body? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If 'Yes', please give specify the date and provide full details					

22	Does the Firm/Partnership or any Partner/Director/Principal have a Partnership or Directorship or have a financial interest in any other Firm/Partnership or Company? (other than as shareholders or stockholders in a publicly quoted company) Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please give name of Firm/Partnership or Company, sphere of operation and business derived from the Firm/Partnership or Company.
23	Has the business recently discharged any employee or severed relationships with any partner or director within the past twelve months? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the Firm/Partnership sustained any loss through the fraud or dishonesty of any Partner/Director/Principal or employee at any time? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please give details below:
24	During the last 10 years has any Insurer of this proposed type of insurance in respect of the Firm/Partnership, its current Partners/Directors/Principals and/or its former Partners/Directors/Principals and/or its Predecessors in business ever:
	(I) Declined to Insure? Yes <input type="checkbox"/> No <input type="checkbox"/>
	(II) Imposed special terms? Yes <input type="checkbox"/> No <input type="checkbox"/>
	(III) Cancelled or voided a policy? Yes <input type="checkbox"/> No <input type="checkbox"/>
	(IV) Requested the withdrawal of a claim? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'Yes', please give details below:
25	Does the Proposer always obtain satisfactory references (verbal & written) from former employers when engaging staff? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the Firm ensure that any cheques above €25,000 are signed by more than one Partner/Director? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is the electronic transfer of money authorised by more than one Partner/Director? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are internal audits undertaken on an ad hoc basis in addition to the external audits? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'No', please give details below:

26	(I) Have any claims or potential claims been made against the Firm/Partnership, their predecessors in business, or any of the present Partners/Directors/Principals or to the knowledge of the Firm/Partnership, against any past Partners/Directors/Principals ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	(II) Is any Partner/Director/Principal aware, after enquiry , of any circumstances which may result in any claims being made against the Firm/Partnership, their predecessors in business or any of the present or past Partners/Directors/Principals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If 'Yes' is answered to (I) or (II) above, please provide details on a separate sheet including steps taken to prevent a recurrence				
27	If you are currently insured for Professional Indemnity please give the following details:				
	Name of Current Insurers				
	Limit of Indemnity				
	Insured's Contribution (Excess)				
	Premium				
	Expiry Date				
28	What Limit of Indemnity do you require?	€100,000	<input type="checkbox"/>	€250,000	<input type="checkbox"/>
		€325,000	<input type="checkbox"/>	€500,000	<input type="checkbox"/>
		€650,000	<input type="checkbox"/>	€1,000,000	<input type="checkbox"/>
		€1,300,000	<input type="checkbox"/>	€1,500,000	<input type="checkbox"/>
		€2,000,000	<input type="checkbox"/>	Other €	<input type="checkbox"/>
29	What Insured's Contribution (Excess) do you wish to pay?	€500	<input type="checkbox"/>	€1,000	<input type="checkbox"/>
		€1,250	<input type="checkbox"/>	€1,500	<input type="checkbox"/>
		€2,000	<input type="checkbox"/>	Other €	<input type="checkbox"/>
DECLARATION					
(I) I/We declare that the statements and particulars in this Proposal are true and that I/we have not mis-stated or suppressed any material facts.					
(II) I/We agree that this proposal together with any other information supplied by/me/us shall form the basis of any Contract of Insurance effected thereon.					
(III) I/We undertake to inform Insurers or any material alteration to these facts occurring before completion of the Contract of Insurance.					
Signature of Principal/Partner/Director (Please delete as appropriate)					
Name of signatory (Please Print)					
Date					

A COPY OF THIS PROPOSAL FORM SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS