



## IT CONSULTANTS PROFESSIONAL INDEMNITY INSURANCE

This is a fillable PDF form. Please download or open the file directly in [Adobe Reader](#) to complete it electronically. Please type in your answers in the fields you wish to complete and save a copy for your records

If you choose to submit the form with an Electronic Signature, this locks all fields which means that neither you or any other person opening the form can alter your answers. Alternatively, print the form, "wet" sign and date it and scan/fax/post return.

***We can provide quotations without the form being signed.***

**NOTE: MICROSOFT'S PDF READER PACKAGED WITH  
WINDOWS 10 WILL NOT WORK CORRECTLY**

Names/s (including trading names) of the Proposer/s:

Name and Address of all offices (inc Postcode)

Date Commenced:

Website Address:

Email Address:

Please State

UK Inc Cl & IoM

USA/Canada\*

EU (Ex UK)

Elsewhere

Total Gross Fees in last financial year:

Estimated Gross Fees in next financial year:

Largest Fee from any one client:

*\* and their territories and possessions*

Please provide a full description of activities undertaken

Data Processing	%	Software - developing bespoke applications	%
General Computer Advice or Consultancy	%	Software - Own written	%
Hardware Installation or Maintenance	%	Software Customisation	%
Hardware distribution or 3 <sup>rd</sup> party brands	%	Software Installation inc. Configuration	%
Hardware sale of own brand	%	Software Maintenance	%
Provision of contract staff	%	Training	%
Provision of Out-sourced/managed Services	%	Web-site Design	%
Sales of 3 <sup>rd</sup> party shrink wrapped software	%	Other (please detail above)	%
			%

### Professional Indemnity Statement:

All principals, partners, members or directors have relevant qualifications or at least five years relevant experience.  True  False

No claim, whether successful or not, has ever been made or threatened against you, your predecessors in business or any past or present principal, partner, member, director or employee.  True  False

You or any principals, partners, members, directors or employees AFTER FULL ENQUIRY are not aware of any incident, fact, matter, act or omission which may give rise to a claim against you, your predecessors in business or any past or present principal, partners, members, directors or employee.  True  False

You or any principal, partner, member, director or any person employed have never been subject to any disciplinary proceedings or investigation by any Professional Body.  True  False

You **have not** had any fraud or dishonesty losses.  True  False

You **have never** been refused similar insurance, or had any policy cancelled or voided at any time.  True  False

Your largest fee income from one client in the last year or estimated in the next 12 months **does not** exceed 50% of your annual income or £40,000.  True  False

The total paid to subcontractors or consultants **does not** exceed 10% of your total Gross Fees / Turnover  True  False

All contracts, including changes **are confirmed in writing**, setting out precisely what you will do  True  False

You operate a diary system  True  False

You have written risk management procedures which are regularly reviewed and circulated  True  False

You do not act as an Internet Servicer Provider or undertake any design used for industrial process control systems, financial trading or banking systems, game development, engineering or structural design, medical treatment or diagnosis, or website financial transactions, or intend to in the next 12 months  True  False

You always obtain relevant licence relating to usage of third party software, media or other intellectual property, and intend to in the next 12 months  True  False

Please state the largest total contract value size in the last 3 years and estimated for the next 12 months:

Please give details of your three largest contracts commenced in the past three years or anticipated if a new business:

Start Date	Completion Date	Services	Name of Contract	Income to you

Do you currently purchase Professional Indemnity Insurance?

Yes

No

Name of Current Insurer	Renewal date	Limit of Indemnity	Premium

Please select the Limit of Liability **You** require quotations for.

<input type="checkbox"/>		<input type="checkbox"/>	£500,000	<input type="checkbox"/>	
£750,000	<input type="checkbox"/>	<input type="checkbox"/>	£2,000,000	<input type="checkbox"/>	
				Other Limit of Liability	

Please provide details of any additional relevant information in the following section:

## Fair Presentation of Risk in Accordance with the Insurance Act 2015

The Partner, Principal or Director of the Firm/Company, must make a fair presentation of the risk to us - in accordance with Section 3 of the Insurance Act 2015. Such fair representation must be reasonably clear and accessible, each representation of fact substantially correct, and every material representation of expectation or belief, made in good faith. In this regard, fair presentation covers every material circumstance which the Partner, Principal or Director of the Firm/Company knows (or ought to know) generally, including any of the Senior Management. For the sake of completeness, this also includes any information held within the Firm / Company's organisation. If any subsidiaries, affiliates or other parties are to be insured under this application, we expect that the relevant information has been sourced and provided herein.

For the purposes of this Fair Presentation the Senior Management means, in accordance with the Insurance Act 2015: those individuals that play significant roles in the making of decisions about how the Insured's activities / services / clients are to be managed. Under Section 4 of the Insurance Act 2015 an Insured must disclose all material circumstances known to its 'Senior Management' and those persons responsible for the Insured's insurances. I / we the undersigned, agree that this submission together with any additional detail supplied, represents a fair presentation of the risk known to the Senior Management of the Firm/ Company noted below.

**A copy of this proposal should be retained by you for your own records**

### Short Form Privacy Notice

In order for us and the insurers to provide you with your insurance cover, we collect and process information about you. This information includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit. This information may include more sensitive details such as information about your health or any criminal convictions you may have. In certain circumstances, we may need your consent to process certain categories of information about you, including any sensitive information (health information or information relating to any criminal convictions). Where your consent is required, unless another ground applies, your consent to this processing is necessary for us to provide our services and we will ask you for your consent separately. You may withdraw your consent at any time. However, should you exercise this right, we may not be able to fulfil the insurance services requested by you, your policy may terminate, or you may be unable to make a claim. The way insurance works means we may need to disclose your personal information to third parties in the insurance market for example, insurers or other insurance market participants or credit reference agencies and to third parties including loss adjusters, claims handlers and solicitors. More information about our use of personal data is set out in our Privacy Notice on our website, [www.privacy-notice.co.uk](http://www.privacy-notice.co.uk) We recommend that you review this notice

Name of Principal Signing this form:

Signature of Principal:

Date\*:

*\* If electronically signing this form a date need not be entered - this is only if the form is being completed by hand - (a digital signature automatically includes a time and date stamp and secures the application)*