

proposal form: accountants  
**your business details**



**1. Name of Proposer:** \_\_\_\_\_

**2. Registered address of business:** \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

**3. Establishment date of business:** month \_\_\_\_\_ year \_\_\_\_\_

**4. Description of business activities:** \_\_\_\_\_

**5. Please list the professional/regulator, trade associations or societies to which you belong:**

**6. Please provide your fee or turnover for:**

The last financial year    £ \_\_\_\_\_

The next financial year    £ \_\_\_\_\_

**7. Please breakdown your fee or turnover by territory:**

UK                                £ \_\_\_\_\_

EU                                £ \_\_\_\_\_

USA/Canada                £ \_\_\_\_\_

Other                            £ \_\_\_\_\_

**8. Please provide a percentage split of your business activities:**

audit/accountancy	_____ %	insolvencies liquidations & receiverships	_____ %
book keeping/payroll	_____ %	mergers & acquisitions	_____ %
commissions	_____ %	secretarial & share registration	_____ %
consultancy - computer	_____ %	tax - commercial	_____ %
consultancy - management	_____ %	tax - personal	_____ %
directorships	_____ %	other	_____ %
executors & trusteeships	_____ %	_____	_____ %

## proposal form: accountants your business details

### 9. Please provide the following for the last 12 months:

Your largest fee £ \_\_\_\_\_

Your average fee £ \_\_\_\_\_

### 10. Please provide details of all partners/principals

Name	Qualifications	Number of years experience

### 11. What is your total number of staff?

Partners/Directors \_\_\_\_\_

All Other \_\_\_\_\_

# proposal form: accountants

## your cover

### 1. Which covers would you like a quote for:

- Professional Indemnity
- Directors and Officers Insurance
- Employment Practices Liability
- Other (please specify) \_\_\_\_\_

### 2. Is cover required for any:

- a) partners' predecessor business?  yes  no

If yes please give full detail below including name, reason for winding up/leaving and start/end date:

- b) or any associated or subsidiary company?  yes  no

If yes, please include name, nature of association and details of business activity:

### 3. What limit of indemnity do you require?

- 250,000
- 500,000
- 1,000,000
- Other £ \_\_\_\_\_

### 4. Please provide your current insurance details:

Renewal date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Insurers \_\_\_\_\_

Premium \_\_\_\_\_

## proposal form: accountants your cover

### 5. Have you, or any predecessor, had any professional indemnity claims in the last five years?

This includes any claim, prosecution, proceedings or investigations against you whether successful or not.

yes       no

If yes, please provide full details:

Date claim made	Details paid	Outstanding amount	Amount paid	Date settled

### 6. After enquiry, are you aware of any circumstance or shortcoming in your work which may lead to a claim against you or any predecessor? yes      no

If yes, please provide full details:

## proposal form: accountants optional extras

### DIRECTORS & OFFICERS INSURANCE

#### 1. Please confirm the following:

- a) Less than 25% of your turnover derives from the US and you have no USA assets.
- b) You are a private limited company, a Limited liability partnership or a Company Limited by Guarantee.
- c) A positive net worth is shown in your latest accounts and anticipated in the next 12 months.
- d) Your company is not involved in biotech, pharmaceuticals, oil, gas, finance organisations or acting as a sports agent.
- e) Your company has had no previous claims or is aware of anything which may lead to a claim under this policy.

confirmed     unconfirmed

#### 2. If you have ticked 'unconfirmed' for the above question, please provide full details:

#### 3. What limit do you require?

- 250,000
- 500,000
- 1,000,000
- Other £ \_\_\_\_\_

## proposal form: accountants optional extras

### EMPLOYMENT PRACTICES COVER

**1. Please confirm the following:**

- a) You have a contract of employment for all employees
- b) You are not undergoing any down sizing or redundancy programme
- c) You have a written grievance procedure in place
- d) You have not been subject to any claims or Employment Tribunals

confirmed     unconfirmed

**2. If you have ticked 'unconfirmed' for the above question, please provide full details:**

**3. What limit do you require?**

- 250,000
- 500,000
- 1,000,000
- Other £ \_\_\_\_\_

## proposal form: accountants declaration

I confirm that the principals, partners or directors have never been:

- a) Convicted of any criminal offence (other than motoring)
- b) Investigated, reprimanded or disqualified by their professional body
- c) Subject to a County Court judgement
- d) Bankrupt, insolvent or disqualified from being a company director
- e) Refused insurance, non renewed or had their insurance cancelled
- f) Claimed against or had losses arising out of fraud or dishonesty

agree  disagree

If you disagree, please provide full details:

I/We declare that the information in the proposal form is true and that no Material Facts have been misstated or suppressed. The information provided in this proposal form made by or on behalf of the Proposer shall form the basis of the proposed policy. If there is any material change to the facts and information provided or any new material matter arises before completion of the insurance, I/We undertake to inform insurers. I/We consent to the information provided being used for the provision of insurance, which may involve sharing such information to third parties. Custodian Management Ltd may use this information for marketing (by post, telephone, email or fax) subject to compliance with the Data Protection Act 1998. Under this Act you have the right to amend or access information we hold on you or to withhold your details from being used for marketing. Please notify Custodian Management Ltd in writing if you wish to exercise any of these rights.

**Signature of principal:**

**Broker details:**

Contact name \_\_\_\_\_

Contact number \_\_\_\_\_

Contact email \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

