



# Professional Risks

## Information Technology Proposal Form



DOA takes your privacy very seriously. We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and financial management. This may involve sharing or obtaining information about you within our group of companies and other third parties such as insurers, sub brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators and fraud prevention agencies. We may record telephone calls to help us monitor and improve the service we provide. For further information on how your information is used and your rights in relation to your information please see our [Privacy Policy](#). If you do not have access to the internet please contact us and we will send you a printed copy.

DOA Underwriting Ltd is an independent underwriting agency, wholesale broker and principal company for David Oliver T/as David Oliver Associates and DOA Special Facilities Ltd (DOA) and is Authorised and Regulated by the Financial Conduct Authority, FRN 772309.

## Important Notice

This proposal must be completed and signed by a principal, partner, director of the proposer/s. The person completing and signing the form should be authorised by the proposer to do so and should make all reasonable enquiries to enable all the questions to be answered.

All questions must be answered to enable a quotation to be given.

Completing and signing this proposal does not bind the proposers or insurers to enter a contract of insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this form (please indicate section number).

## General information

### 1. Please provide the following details (including all trading names and subsidiaries):

Name	Date of establishment

Website address

### 2. Address/es, including postcode/s for all subsidiaries:

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### 3. Please supply details of all principals, directors, partners:

Name	Qualifications	How long with the company

### 4. Please state total numbers of:

Principals, directors, partners	Qualified staff	Administration	Others

### 5. Please state the name of any professional body or trade association of which you are a member:

Professional body

Trade association

### 6. Do you currently have a professional indemnity policy in place?

Yes

No

If YES, please provide:



Work carried out for UK clients	%	%	%
Work carried out for US / Canadian clients not subject to US / Canadian law	%	%	%
Work carried out for US / Canadian clients subject to US / Canadian law	%	%	%
Work carried out for clients anywhere else in the world	%	%	%
Operating profit	£	£	£

d. Do you enter into contracts that are not subject to UK / EU law?  Yes  No

If **YES**, please provide details of which countries and jurisdiction:

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**11. If there are activities in question 10 where you have declared no income for the last financial year:**

a. Have you undertaken any of these activities in the past?  Yes  No

b. Do you intend to undertake any of these activities in the future?  Yes  No

If **YES** to any of the above, please provide details including nature of activities and income:

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**12. Please give details of your three largest contracts in the last five financial years (give details of current projects if new start-up):**

<b>Largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	
<b>Second largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	
<b>Third largest contract:</b>	
Start and end dates	
Nature of contract	
Name and business of client	
Total contract value	
Income to you	

**13. Is the failure of any of your products or services liable to result in any of the following outcomes:**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a. Loss of life or injury to a person?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Destruction or damage to physical property?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Immediate and large financial loss?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Significant cumulative financial loss?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Insignificant financial loss (more of a nuisance)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **YES** to a. - d. above, please provide details:

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**14. Please give details of what you regard as your specialty within the industry, including your main areas of expertise and the essential purpose of any proprietary software licenced and supplied. If you are a new firm, please provide details of your anticipated specialisation:**

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**15. Outsourcing services (application hosting, software as a service, online data storage, facilities management and web hosting):**

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|---|------------------------------|-----------------------------|
| a. Where you are responsible for hosting and storing third party data, do you comply with the 1998 Data Protection Act? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Do you have a business continuity plan to eliminate a single point of failure for outsourcing services?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Do you have a disaster recovery plan?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **NO** to any of the above, please provide details:

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**16. Are any of your products or services:**

- |  |                              |                             |
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| a. Intended for use in aircraft, watercraft, railway, military or process control equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Intended for use in nuclear, chemical oil, gas, petrochemical installation?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Prototypes, experimental or single product items?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Intended for use in surgical, medical applications?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Trading systems, eg: financial, gaming?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **YES** to any of the above, please provide details:

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## Risk management

17. Are satisfactory written references obtained from former employers for at least three years prior to the engagement of any employee responsible for money, accounts or goods?  Yes  No

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18. Above what amount do payments require at least a two-stage sign-off? £

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19. Do you hold client funds, or do you have client authority to agree and/or effect transfers or payments on their behalf from client funds or accounts?  Yes  No

If YES:

a. Do you ever act solely on e-mail instructions to transfer funds or make payments from client accounts without taking steps to independently verify the authenticity of the instructions and integrity of any bank account details provided prior to execution?  Yes  No

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b. Do you undertake to immediately implement procedures to ensure that there is such an independent verification process in place for all future transactions?  Yes  No

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c. What steps have you taken to ensure that the transaction has been completed successfully?

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20. When entering into contracts please confirm:

a. You carry out work only under your standard contract, signed by every client?  Yes  No

b. All contracts are vetted by a legally qualified person before being agreed?  Yes  No

If NO to any of the above, please explain why not:

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21. When entering into contracts do you always:

a. Exclude liability for consequential, special or indirect damages, loss of profits and liquidated damages?  Yes  No

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b. Cap your overall liability at a reasonable level?  Yes  No

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c. Work to a written specification with your clients outlining the scope of each job?  Yes  No

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d. Ensure that changes to the scope of work are reflected in a written variation of the contract?  Yes  No

If NO to any of the above, please explain why not:

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**22. Do you commit clients to contracts with third parties?**  Yes  No

If **YES**, do you always obtain clients written acceptance of the terms of contracts before committing them?  Yes  No

If **NO**, please explain why not:

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**23. Has any person for whom insurance is now sought ever been the subject of a disciplinary proceeding taken by any regulatory body, professional organisation or trade association?**  Yes  No

If **YES**, please provide details:

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**24. Has any proposal for similar insurance made on your behalf, any predecessor or any past or present principals, directors, partners ever been declined, cancelled, refused or had special terms applied?**  Yes  No

If **YES**, please provide details:

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**25. Is there any other information that you consider material to the insurance required?**  Yes  No

If **YES**, please provide details:

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**26. For what limits of indemnity are quotations required?**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> £250,000      | <input type="checkbox"/> £500,000   | <input type="checkbox"/> £1,000,000  |
| <input type="checkbox"/> £2,000,000    | <input type="checkbox"/> £5,000,000 | <input type="checkbox"/> £10,000,000 |
| <input type="checkbox"/> Other £ _____ |                                     |                                      |

# Claims

**27. In respect of any of the risks to which this proposal relates:**

- a. Has any claim been made (whether successful or not) against you, any predecessor, any past or present principals, directors, partners?  Yes  No

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- b. Has any loss been suffered by you or any predecessor as a result of the dishonesty or malice of any past or present principals, directors, partners, employees or self-employed person?  Yes  No

If **YES** to any of the above, please provide details:

Date of claim / loss	Brief details of each claim / loss	Total cost of claim / loss paid	Estimated total cost of claim / loss

c. What steps have been taken to prevent a recurrence?

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**28. Are you, after full enquiry:**

- a. Aware of any circumstance which is likely give rise to a claim or loss against you, any predecessor or any past or present principals, directors, partners?  Yes  No

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- b. Aware of any shortcoming in your work for a client which is likely to give rise to a claim against you? This includes:  Yes  No
  - i. A shortcoming known to you, but not your client, which you cannot reasonably put right?
  - ii. A complaint from your client about your work or anything you have supplied which cannot be immediately resolved?
  - iii. An escalating level of complaint from your client on a particular project?
  - iv. A client withholding payment due to you after any complaint?

If **YES**, please provide details:

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**29. Do you have any grounds, after reasonable enquiry, for suspecting that any past or present principal, director, partner, employee or self-employed person has acted dishonestly or maliciously?**

Yes

No

If **YES**, please provide details:

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## Please read this paragraph carefully before signing the declaration

It is essential that every Proposal, when seeking a quotation to take out or renew any insurance, discloses to the prospective Insurers all material facts and information (including all material circumstances) which might influence the judgement of an Insurer in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Insurers, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

## Declaration

On behalf of the Proposer/s, I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurer.

Signature of principal / director / partner:

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Date:

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Please use this page for additional information