

Information Technology Short Proposal Form

Information

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

Name

Address including postcode

Establishment date

Website

2. Please complete the following:

a. Financial year end date / / 20

	Last complete financial year	Current year	Estimate for coming year
b. Total turnover including fee income	£	£	£
c. Estimated percentage split of your turnover including fee income for:			
i. Work carried out for UK clients	%	%	%
ii. Work carried out for US / Canadian clients not subject to US / Canadian law	%	%	%
iii. Work carried out for US / Canadian clients subject to US / Canadian law	%	%	%
iv. Work carried out for clients anywhere else in the world	%	%	%
v. Operating profit	£	£	£

3. Please give a full description of activities, with percentage breakdown (estimated if no historical data):

4. Are you working as a contractor?

Yes

No

If **YES**, Is all work carried out under your client's supervision?

Yes

No

If **NO**, please provide details on a separate sheet

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

Start date / end date	Name of client / business client	Nature of contract	Total contract value	Income to you

6. 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? Yes No
- b. Destruction or damage to physical property? Yes No
- c. Immediate and large financial loss? Yes No
- d. Significant cumulative financial loss? Yes No
- e. Insignificant financial loss (more of a nuisance)? Yes No

If **YES** to a. - d. above, please provide details on a separate sheet

7. 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 on a separate sheet

8. When entering into contracts do you always:

- a. Exclude liability for consequential, special or indirect damages, loss of profits and liquidated damages? Yes No
- b. Cap your overall liability at a reasonable level? Yes No
- c. Work to a written specification with your clients outlining the scope of each job? Yes No
- 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 on a separate sheet

- 9. Do you currently purchase professional indemnity insurance Yes No

10. What limit/s of indemnity do you require? £

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

- i. Has any claim been made (whether successful or not) against you, any predecessor, any past or present principals, directors, partners? Yes No
- ii. 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
- iii. Are you, after full enquiry aware of any circumstance which is likely to give rise to a claim or loss against you, any predecessor or any past or present principal, director, partners? Yes No
- iv. Are you, after full enquiry aware of any shortcoming in your work for a client who is likely to give rise to a claim against you? Yes No

If **YES** to any of the above, please provide details on a separate sheet.

- 12. 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 give details on a separate sheet

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:

Date:

ADDITIONAL INFORMATION