



PROFESSIONAL
INSURANCE AGENTS LTD



Office Insurance Proposal Form

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Broker
Innovation
Finalist 2013



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Important information for clients before completing this form

1. Insurance Act 2015 – Your new legal obligations

The Insurance Bill received Royal Assent on 12 February 2015 and will be in force from August 2016. This change has led us to re-design our proposal forms to help you comply (as far as possible) with your new duty of 'fair presentation of the risk', when submitting your details via us to Insurers, requesting quotes – for further details, we strongly recommend that you read the supplementary information contained in the back of the proposal form.

2. How to complete this form

Please save a copy of the form onto your computer before you start completing it. Otherwise there may be issues with saving.

The person completing this form should be a principal, partner or director of the applicant firm and necessary enquiries should be made with fellow colleagues to ensure that all questions are answered as accurately as possible, to the best of the firm's knowledge and presented in a clear manner.

The additional information section should be used if you require extra space when providing certain answers.

A detailed submission generally allows Insurers to get a better understanding of your risk and should result in them applying a more accurate premium, than if a vague presentation was submitted.

3. Recommendations & Product Information

With the ever-changing risk landscape showing no signs of slowing in today's modern society, it is important that you protect your business from a range of growing threats – one 'small' mistake could ruin a solid reputation that has been established over a number of years and potentially put your personal assets at risk!

To help you improve your protection we have carefully selected some complimentary products that we believe you should seriously consider – *for further details, we strongly recommend that you read the supplementary information contained in the back of the proposal form.*

4. Checklist, prior to submitting the form

Fully completed proposal form

(If available) Copy of the principals/partners/directors' CV's

Any supplementary information that you believe should be shown to underwriters, in order for them to have a clear understanding of your business(es).

Review of the 'supplementary information section' in the back of this form



Section 1

1.1

Name of Business:

Contact Name:

Date Established:

Full Risk Address:

Mobile:

Tel:

Post Code:

Fax:

Website:

E-mail:

Section 2

2.1

Turnover:

Annual Wage Roll:

Number of Employees:

ERN (PAYE Ref):

Section 3

3.1

Is the premises self contained and solely occupied by yourself?

Yes

No

3.2

Do you have an alarm system?

Yes

No

Type of alarm System?

3.3

What level of Police response?

3.4

Type of locks on windows and doors?

3.5

What is the construction of the building including floor and any flat roof (%)?

3.6

Do you have metal shutters or grills fitted to accessible windows and doors?

Yes No

Section 4

4.1

Building sum insured:

£

4.2

Fixtures and fittings:

£

4.3

General contents:

£

4.4

Computer Equipment:

4.5

Portable equipment (all risk):

4.6

Specified equipment included in the Sum Insured above where the value exceeds £5,000:

DESCRIPTION OF ITEM	VALUE
	£
	£
	£
	£

DESCRIPTION OF ITEM	VALUE
	£
	£
	£
	£

Section 5

5.1

Do you require Business Interruption Insurance?

Yes No If "YES" Sum Insured?

Please delete as required: Additional Costs of Wording / Gross Income

Section 6

6.1

Have any previous claims been made by the company or directors?

Yes No

6.2

Have you or any partner/director/employee been investigated or charged with a criminal offence (other than motoring offences)?

Yes No

6.3

Have you or any partner/director/employee ever been declared bankrupt, insolvent or been the subject to bankruptcy proceedings, insolvency proceedings or been disqualified from being a company director?

Yes No

6.4

Has any Insurer ever declined proposal or renewal for this practice or any partner/principal, required an increased premium, imposed special terms or cancelled an insurance?

Yes No

If "YES" to any of the above, please give full details, including amounts:

Section 7

7.1

If you have previously been insured, please give details:

Name of Insurers:

Premium:

Date of expiry:

Section 8

8.1

Any other information or additional cover requirements:

Section 10 Declaration

I / We declare that the statements and particulars in this proposal and submission are true and I / We have made a fair presentation of the risk, by disclosing all material matters which I / We know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent Insurer on notice that it needs to make further enquiries in order to reveal material circumstances. Furthermore, I / We will agree to inform Insurers of any material alterations to my / our circumstances that may occur before or after the completion of any contract of insurance offered to me/us by the Insurer.

Signature:

Full Name:

Date:

*** By signing this declaration, on behalf of our company and any applicable employees, we are also consenting to PIA sending relevant insurance information to us as part of their services. This consent can be withdrawn at any time by giving written notice to PIA.*

Please note that returning this proposal does not bind the Proposer or Underwriter to complete this insurance but does authorise 'Professional Insurance Agents Limited' to seek terms on my/our behalf from Insurers; including current Insurers.

Supplementary Information for Clients

Professional Insurance Agents Limited strongly recommend that you review the below information thoroughly, prior to forwarding all applicable information to us, requesting quotes. We are always willing to assist you through this process, or if you have any queries or concerns with the information provided below, please do not hesitate to contact us.

1. Insurance Act 2015 – Clients are now legally obliged to comply with the ‘Fair Presentation of Risk’ condition when presenting their details to Business Insurance providers.

The Insurance Bill received Royal Assent on 12 February 2015 and will be in force from August 2016. It is widely reported to represent the greatest change seen to business insurance contract law in this country in over 100 years. The legislation has been designed with the aim of creating a more modern and fairer balance between policy holder and insurer, with new duties formed for both policy holder and insurer to comply with, whilst remaining as flexible as possible to cater for micro SME's to major corporations.

With regard to clients completing proposal forms and attaching any relevant additional information, the applicable component of the new Act is briefly outlined below:

a. Presentation of Risk – The Act introduces the duty on a policy holder to make a ‘fair presentation’ of the risk, in place of the previous ‘duty of disclosure’. The policy holder still has a duty to disclose all material facts/circumstances which are known, or ought to be known by it, after making relevant enquiries. However, a new second element has been imposed which states that the disclosure of the material facts/circumstances need to be made by the proposer ‘in a manner which would be reasonably clear and accessible to a prudent insurer’ – meaning that the information must be presented in a well-ordered manner which is clear enough for the insurer to make further requests for information, if necessary, when trying to understand a clear picture of the risk to be insured. One point to note is that sending through bulk, unfiltered information to us may not comply with your duty under the new Law.

Professional Insurance Agents Limited (PIA) has exercised reasonable care and skill in designing our new proposal forms which we believe should help our clients comply (as far as possible) with the above concept; ‘Presentation of Risk’. In our opinion, this is one example of how our clients’ best interests are at the forefront of our undertakings and the change in our proposal forms should not be viewed as just a regulatory ‘tick in the box’ exercise, or to make things unnecessarily awkward for our clients by requesting updated information.

**For the avoidance of doubt, it should be clearly understood that ‘PIA’ are not legally qualified to provide legal advice and does not issue a guarantee of full compliance with the Act itself, to its clients – separate specialist legal advice should always be obtained, if any legal queries arise – we can assist with recommendations to certain specialist insurance law firms, if required.*

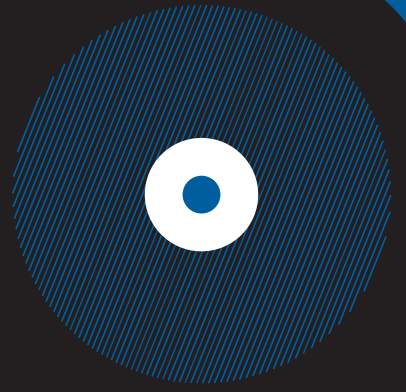
2. Some other products that PIA recommends should at least be seriously considered by you, in addition to the Professional Indemnity Insurance – we are more than happy to assist with these additional requirements when requests are made to us

Public Liability – This is generally designed to provide cover for claims arising from third party (e.g. members of the public) property damage and bodily injury which may be caused at your place of work, or by you/your employees, when travelling to other members of the public's offices/sites etc. This policy has been created to provide the legal defence costs and compensatory awards made to the claimants.

Employers’ Liability – This is generally designed to protect you against the cost of compensation claims arising from employee illness or injury, sustained as a result of their work for you. Unless falling into the scope of the ‘exemptions’ category of the ‘Employers’ Liability (Compulsory Insurance) Act 1969’ (or overseas equivalent), all companies with more than one member have a legal requirement to hold and maintain a valid Employers’ Liability Insurance policy. Failure to do so can lead to fairly significant daily fines, so we would encourage all applicable clients to incorporate Employers’ Liability Insurance into their business insurance package. **For further information please review the HSE guide found online.*

Cyber, Privacy & Multimedia (CPM) Liability – With the exponential rise in reported data breaches and successful hacking attempts, occurring in line with the advanced transformations in the availability and modern day use of high-tech digital devices, we believe that based on the continued threat, all companies should protect themselves against the wide range of risks in this arena. In simple terms, when your systems are hacked you are potentially exposed to first party losses (damage caused to your own internal operations) and third-party losses (liability claims for compensation that hold you responsible for the damage caused to an outside business' operations). Claims are significantly varied and range from computer system damage, and loss of money through scams/fraud to data protection investigations and breaches. A comprehensive 'CPM' policy is generally designed to protect your company against both first and third-party losses, in the event of a 'hack' or cyber breach on your systems (which may occur unintentionally through an employee error), providing legal, specialist IT and PR assistance, as well as cover for legal defence costs, compensation and reimbursement awards. With the changes to the law shortly coming into effect (in particular the updated EU GDPR) and the continued threat of hacking attacks, we would strongly encourage all companies to add a 'CPM' policy to their business insurance portfolio.

Office Contents & Business Interruption – Generally designed to protect your business' contents (e.g. computer equipment, office furniture and documents) against risks such as theft, fire and water damage etc. Business Interruption is designed to cover your business against the loss of income that occurs from being unable to trade because of an unforeseen circumstance, such as a major office fire, or flood.



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