



PROPOSAL FORM

MISCELLANEOUS PROFESSIONAL INDEMNITY

IMPORTANT - PLEASE READ BEFORE COMPLETING THIS PROPOSAL FORM

1. The Proposal, together with other information requested by or provided to the Insurers, is required to assist in the evaluation and rating of the risk resulting in the provision of Quotations. Completion of the Proposal does not bind the Proposer or the Insurers to complete the insurance transaction.
2. As the Proposal will form the basis of any insurance contract that may subsequently be issued by the insurers, it is imperative that all Questions be answered in full and to the best of the knowledge and belief of the Proposer – misrepresentation and/or non-disclosure may result in the rejection of claims and/or invalidate the Policy.
3. Should there be insufficient space provided herein, please supply any additional information on separate pages.
4. “Not Applicable” and “N/A” are not suitable responses. **All Questions must be completed in full.**
5. An OFFICIAL Quotation cannot be provided unless all questions have been answered and the **Proposal Form signed and dated.**
6. A full and properly INITIALLED copy of the Proposal Form is required in order for cover to be bound.
7. Please ensure that all responses are clear and legible.
8. **In the event that the Proposer elects not to respond to a Question or specifically request cover in respect of any Section and/or Extension, it will be deemed that cover or a Quotation to include cover is not required.**
9. The completion of this form and the provision of a Quotation and any additional information applicable to the provision of a Quotation, shall not be deemed to be the provision of advice.
10. Should any further/additional information, explanation or advice be required in respect of the product, terms cover etc, this should be sought from an insurance broker.
11. Any form completed and/or signed by an insurance broker on behalf of the Proposer will be deemed to have been completed by the Proposer.

Tradeforth 6 (Pty) Limited trading as Abelard Underwriting Agency
 Registration No 1996/008912/07
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 Directors: DJC Cox (Managing), CE Diederiks, CP Norrington*British, K L Waugh

F.A.I.S. Compliance Details
 FSP Licence Number: 28
 Compliance Practice: Associated Compliance (Pty) Ltd
 FSB Practice No: 6377
 Compliance Officer: Peter Veal





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12. **Please do not tick or cross response boxes or leave them blank, where applicable, respond either "Yes" or "No"**
13. The Proposal Form should not be signed and initialled unless read and understood. Insurers will consider all signed and initialled Proposal Forms as having being read and understood



This is a proposal for a claims made policy

The policy will only respond to claims and/or circumstances, which are first made against the Proposer and notified to the insurer/underwriter during the policy period. **The policy will not provide cover for:-**

- Events that occurred prior to the retroactive date of the policy.
- Claims made after the expiry of the policy period even though the Wrongful Act giving rise to the claim may have occurred during the policy period.
- Claims notified or arising out of facts or circumstances notified under any previous policy or noted on the current proposal form or any previous proposal form.
- Claims made, threatened or intimated prior to the commencement of the policy period.
- Facts or circumstances in your knowledge prior to the policy period, which you knew had the potential to give rise to a claim under the policy.

Part 1 – General Information

1. Details of Proposer

- 1.1 Title of Proposer / Practice: _____

- 1.2 Telephone Number: _____
- 1.3 Fax Number: _____
- 1.4 E-Mail address: _____
- 1.5 VAT Registration Number: _____
- 1.6 Company Registration Number: _____
- 1.7 Website address: _____
- 1.8 Present Legal Constitution (Mark relevant box below):

Sole Practitioner ☐ Partnership ☐ Incorporated Co. ☐ Limited Co. ☐ Closed Corp. ☐

2. Addresses of Practice:

- 2.1 Principle Office: _____

- Partner/Principal in Charge: _____
- 2.2 Subsidiary Office: _____

- Partner/Principal in Charge: _____



3. Date of commencement of Practice

3.1 As currently constituted: _____

3.2 As initially established: _____

4. Discipline(s) in which engaged

5. Names and Qualifications of Principals

- i) In case of Partnerships – Partners
- ii) In case of Incorporated Companies – Directors
- iii) In case of Limited Companies – Professionally qualified Directors and Employees
- iv) In case of Closed Corporations – Members

Name	Qualifications	Date Qualified	How long Principal in this Practice

6. Have any claims ever been made against the Proposer / Partners / Directors / Members or Employees for the type of cover for which you are now applying?

Yes ☐ No ☐

If YES, please provide full details:

7. Are any of the Proposer / Partners / Directors / Members or Employees, AFTER ENQUIRY, aware of any circumstances which would be covered under a policy of this type that may result in any claims or any possible claims being made against them?

Yes ☐ No ☐



If YES, please provide full details (attach a page to the back if necessary):

8. Are you at present or have you in the past been insured? Yes ☐ No ☐

If YES, please provide the following details:

8.1 Name of insurers:

8.2 Indemnity Limit:

8.3 Excess: R

 each and every claim

8.4 Date of expiry of cover:

8.5 Whether policy includes "Run-off" cover ? Yes ☐ No ☐

and if so, for what period?

9. Is indemnity to apply to any Principal who has left / retired / died? Yes ☐ No ☐

If YES, please state:

Name	Qualifications	Date Qualified	How long Principal in this Practice
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

10. For the type of insurance now being proposed, has any insurer ever :
- i) declined a proposal or renewal for this Practice or any Partner / Principal? Yes ☐ No ☐
- ii) required an increased premium or imposed special terms? Yes ☐ No ☐
- iii) cancelled an insurance? Yes ☐ No ☐

If any answer is YES, please give full details:



11. Do you require cover in respect of any liability incurred but not discovered prior to the effecting of this insurance at a single premium to be negotiated? Yes ☐ No ☐

12. **Declaration:**

I/We hereby declare that the above statements and particulars contained in Parts 1 & 2 of this Proposal are true and complete, that at the present time, other than as stated.

I/we have no reason to anticipate any claim under the insurance now being requested.

I/We agree that this Proposal and declaration shall be the basis of the contract between me/us and the insurers/underwriters.

Date

Signature of Proposer

Part 2 – Additional Information

1. Describe in detail the nature of your business?

2. **Staff complement**

Total number of:

2.1 Partners / principals / Directors: _____

2.2 All other staff: _____

Names of all Directors / Partners	Qualifications	Year obtained	How long a Director / Partner in firm	If less than 5 years practical experience in this occupation, please give details of previous occupations

- 2.3 If Sole Director / Partner, is this a part time occupation? Yes ☐ No ☐

If YES, please give brief details of present full time occupation.

3. Does the firm perform work outside SA or work for clients outside SA? Yes ☐ No ☐

If YES, please give details, including proportion of fees from this work.



4. Are any major changes in the firm's activities planned or expected within the next two years?

Yes ☐ No ☐

If YES, please give details.

5. Does the firm use a standard form of contract, agreement or Letter of appointment?

Yes ☐ No ☐

If YES, please enclose copies.

6. Does the firm issue any Brochure, Leaflets, Books etc describing the Firm's services or offering any service or facility?

Yes ☐ No ☐

If YES, please enclose copies.

7. Is any work put out to sub-contractors?

Yes ☐ No ☐

- 7.1 Does the firm require the sub-contractors to carry Professional Indemnity insurance and for what Limits of Indemnity?

Yes ☐ No ☐

R_____

- 7.2 What percentage of the firms' fees is paid to sub-contractors?

8. Is the firm or any of the Directors/ Partners connected or associated (financially or otherwise) with any other firm, company organisation?

Yes ☐ No ☐

If YES, please give details, including proportion of fees from this work.

9. **Quotations Required**

Limit any one period of insurance
inclusive of costs and expenses

R_____

R_____

R_____

Deductible (Excess)

(The amount carried by Proposer per claim)

R_____

R_____

R_____

10. Do you require one or two reinstatements of the indemnity during the period of insurance?

Yes ☐ No ☐

Number of reinstatements?

One ☐ Two ☐

11. Fee income (VAT exclusive)

(This question must be completed accurately as the figures are used for rating purposes)

11.1 Please give gross fees received during the past five years:

Year End	Fees
1)	R
2)	R
3)	R
4)	R
5)	R

11.2 Please give the estimated fees for the coming twelve months: R _____

11.3 Financial Year End: _____

12. Do you require any of the following Extensions?

12.1 Dishonesty of staff other than Principals/Directors. Yes ☐ No ☐

12.2 Additional Proposer (names or persons not employed directly by the Proposer who are remunerated on a commission only basis and who are to be indemnified in respect of their activities as members of the Proposer's staff). Yes ☐ No ☐

If YES, please name them together with their experience and qualifications:

Name	Qualifications	Years experience in insurance industry