

Professions TechGuard

Section 1. Proposer Details

1. Name of Firm(s)

2. Principal address, including postcode

Tel No.

Fax No.

Website address

Date Firm(s) was established

If less than one year old please provide details of relevant experience of the directors on a separate sheet.

Section 2. Professional Services

3. Please state in the columns provided the turnover (GBP) for the last 5 complete financial years (please insert month/ year):

Financial Year End Date

4. Please supply your estimated turnover for the forthcoming period of insurance, split as follows:

UK & EU	
Exports to North America	
Rest of the World	

5. Please state in the columns provided the geographical percentage split of fee income:

	% of Fee Income for the last complete Financial Year	Estimated % of Fee Income for the next Financial Year
(i) in the United Kingdom and Europe (excluding (iii) below)		
(ii) in the USA and its territories and possessions or Canada		
(iii) in the UK or elsewhere (excluding (ii) above) for persons, companies, firms or organisations having an address in the USA and its territories and possessions or Canada		
(iv) Rest of the World		

If any income is derived from any office domiciled overseas for which coverage is required, please complete the income breakdown in the Premium Tax Supplementary Questionnaire attached, in order to calculate applicable taxes to apply.

6. (a) Please provide an estimate of the percentage of total annual fees for the last complete financial year from the following categories:

Distribution of Own Packaged Software	%	Strategic Planning	%
Distribution of Third Party Packaged Software	%	Procurement Consultancy	%
Customisable Software	%	Training	%
Bespoke Software Development	%	Trouble Shooting	%
Systems Analysis	%	Project Management	%
Data Processing	%	Systems Audit	%
Facilities Management	%	Expert Witness	%
Sales / Supply of Hardware	%	Web-site Design	%
Hardware Maintenance / Installation	%	Internet Service Provision	%
Software Maintenance (including licensing fees)	%	Application Service Provision	%
Software Installation	%	IT Outsourcing	%
General Computer Advice	%	IT Security Consultancy	%

(b) Is the work split above representative of the Firm(s) make-up over the previous three years? Yes / No

If 'No', please provide details:

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(c) Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months? Yes / No

If 'Yes', please provide an explanation:

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7. Is the Firm(s) involved in the development or supply of any of the following:

(a) Enterprise Resource Planning (ERP) Software Yes / No

(b) Encryption Software Yes / No

(c) Security Software / Public Key Infrastructure Yes / No

(d) Mission / Systems Critical Software Yes / No

If 'Yes' to any of the above, please provide full details on a separate sheet.

8. Please provide details of the nature of software provided and its end use:

Software	End use

9. (a) Does the Firm(s) have any contracts which emanate from the USA or Canada? Yes / No

If 'Yes', please provide details on your headed paper.

(b) Does the Firm(s) undertake any manual work in the USA? Yes / No

10. Does the Firm(s) use independent sub-contractors? Yes / No

If 'Yes', please answer the following:

(i) Please state what proportion of the Firm(s) business involves the subcontracting of work to others? %

(ii) Does the Firm(s) insist that subcontractors maintain their own P.I., Public and Products Liability cover? Yes / No

11. Please provide details of the two largest contracts either undertaken in the past three years, or for a new business / practice in the forthcoming year:

Name of Client	Business of Client	Nature of Contract	Total Value	Income to You

Section 3. Risk Management

12. (a) Does the Firm(s) always use standard written contract conditions? Yes / No

If 'No',

(i) What percentage of contracts is in the non-standard form?	%
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- (ii) What is the procedure for the sign-off of non-standard contracts?

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- (b) In respect of all contracts the Firm(s) enters into, do they always include:

- (i) An outline of the scope of services to be provided? Yes / No

- (ii) Limitation of Liabilities? Yes / No

- (iii) Indirect, Consequential and Economic Loss Exclusion Yes / No

- (iv) Force Majeure Yes / No

- (v) Guarantees Yes / No

- (c) Does the customer always sign the contract? Yes / No

- (d) Is a final test made with the customer present, and sign off by the customer required? Yes / No

Section 4. Intellectual Property Rights

13. What percentage of products are:

1 year old or less	%
Over 1 to 2 years old	%
Over 2 to 5 years old	%
Over 5 years old	%

14. Does the Firm(s) have a formal procedure to safeguard against infringing the intellectual property rights of others? Yes / No

If 'Yes', please provide full details:

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15. Has the Firm(s) received any notice or warning, whether written or oral, with respect to any possible or actual intellectual property right claim against you? Yes / No

Section 5. Fraud and Dishonesty

16. (a) Has the Firm(s) sustained any loss through the fraud or dishonesty of any person? Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present Partner, Director or employee? Yes / No

If 'Yes', to either please provide details:

(b) Is any employee allowed to sign cheques on his/her signature alone for values exceeding £25,000? Yes / No

If 'Yes', please give details on a separate sheet.

Section 6. Public and Products

17. Does the firm perform activities at Third Party premises? Yes / No

If so, please advise type of activities

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18. Does the firm retain its rights of subrogation against suppliers? Yes / No

19. Does the firm provide Performance Warranties or the like? Yes / No

20. Does the firm perform hot work (eg welding)? Yes / No

Section 7. Employers

21. Please supply your estimated waggeroll for the forthcoming period of insurance gross of all National Insurance contributions and all other remuneration between the following categories:

Clerical	£
IT	£
Other (please specify)	£

Section 8. Previous Coverage

22. (a) Unless a renewal to AIG, please give details of previous Professional/Public/Products/Employers Liability Insurance carried during the past two years:

Class	Period	Insurer	Limit	Excess	Premium

(b) Has any proposal for Professional/Public/Employers Liability made on behalf of the Firm(s) or any predecessors in the business, or present partners/directors/principals ever been declined or has such insurance ever been cancelled or renewal refused or special terms imposed? Yes / No

23. Please specify:

(a) The limit(s) of indemnity for which quotations are required:

£	£	£	£	£
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(b) The excess you would be prepared to carry:

£	£	£	£	£
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Section 9. Claims

24. Is any partner, director or principal after inquiry aware of any claims ever having been made against the Firm(s) or their predecessors in business or any of the present or former partners, directors or principals? Yes / No

25. (Is any partner, director or principal after inquiry aware of any circumstances or occurrences which may give rise to a claim against the Firm or their predecessors in business or any of the present or former partners/directors or principals? Yes / No

If you have answered YES to questions 20 or 21 full details of each matter must be advised before quotation can be considered. We must remind you that it is imperative to answer these questions correctly. FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS, if subsequently a claim should arise.

26. In respect of Casualty, please provide a confirmed claims 5 year experience, including details of any individual losses or incidents with an incurred amount of £25,000 or above.

SIGNING THIS PROPOSAL DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have been misstated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed

Title (to be signed by Partner, Director or Principal or equivalent)

Firm(s)

Date

AIG UK Limited

The AIG Building
58 Fenchurch Street
London EC3M 4AB

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