



Management Consultants Professional Liability Proposal Form

Proposer Details

Name of insured Firm(s)
(including predecessors)

Principal Address line one

Principal Address line two

City and postcode

Telephone number

Website

Date Firm Established

Please provide a clear description of the activities of the Firm(s)

Please provide details of any subsidiary companies which are to be included under this insurance:

Subsidiary/Trading Name	Country
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Is coverage required for any Partner, Director or Principal for any former firm for which they were a Partner? Yes No

If 'Yes', please provide details on separate sheet.

Please give details of all Principals, Partners or Directors of the Firm(s):

Name	Relevant Qualifications	Date Qualified	No of years as a Principal / Director / Partner?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the Firm(s) have any branch offices? Yes No

If 'Yes', please provide details requested below:

Location	Partner Responsible
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Is the Partner responsible based in the branch office?

Yes

No

If 'No', please provide full details in respect of the supervision of the office

Please categorise staff other than Partners, Directors or Principals and provide brief details in respect of the nature of their work:

Categories of Staff	Number	Nature of Work

Claims

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

Is any partner, director or principal, after inquiry, aware of any circumstances or occurrences which may give rise to a claim against the Firm(s) or their predecessors in business or any of the present or former partners, directors or principals?

Yes

No

If you have answered YES to either of the above questions, 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.

Fraud and Dishonesty

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 Partners, Director or employee?

Yes

No

Is any employee allowed to sign cheques on his/her signature alone for values exceeding £25,000?

Yes

No

If 'Yes' to either question provide details on a separate sheet.

Professional Services

Please state your Gross fees for the last five complete financial years and estimate for the next financial year:

Year Ending	UK	USA/Canada	Elsewhere	Total
___ / ___ /20__				
___ / ___ /20__				
___ / ___ /20__				
___ / ___ /20__				
Last completed year				
Estimate next year				

Please provide an estimate of the % split of total annual fees for the last complete financial year from the following categories:

Company Development	%	Computer Consultancy	%
Production	%	Locum Management	%
Marketing / Sales	%	Quality Assurance Systems	%
Finance / Accounting	%	Mergers/Acquisitions	%
Personnel Management	%	Training	%
Other – please specify			%

Please split the Firm(s) business amongst the following market sectors

- Government Work
- Finance Houses
- Commercial Firms
- Manufacturing / Industrial Firms
- Construction / Engineering
- Trade Wholesale / Retail
- Aerospace Industry
- Healthcare / Medical
- Other – Please Specify

	Current Year	Forthcoming 12 Months
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%

Is the business split representative of the firm(s) business over the previous three years?

Yes No

If 'No', please provide details

Are any substantial changes in the % amounts shown above likely during the next 12 months?

Yes No

If 'Yes', please provide details

Does the Firm(s) have any subsidiary or assets within the USA or Canada?

Yes No

If 'Yes', please provide details

Is the Firm(s) or any partner, director or principal a Member of a consortium?

Yes No

If 'Yes', please provide details

Does any partner, director or principal hold a partnership/directorship or have any other financial interest in any other Firm?

Yes No

If 'Yes', please provide details

Is cover required for your Firm(s) in respect of this work?

Yes No

If 'Yes', please provide details

Is any work undertaken by the Firm(s) for any associated company, subsidiary or parent company(ies)?

Yes No

If 'Yes', please provide details

If 'Yes' to above question what percentage of total fee income is attributable to such work?

 %

Please list on the ATTACHED PAPER, with a brief description of each:

- details of the 5 largest jobs undertaken in the past 3 years, and
- any contracts from which income emanates from USA/Canada

Does the Firm(s) use independent sub-contractors?

Yes No

If 'Yes', please answer the following:

Please state what proportion of the Firm's business involves the subcontracting of work to others?

 %

Does the Firm(s) insist that subcontractors maintain their own Professional Indemnity cover?

Yes No

What services does the Firm(s) use independent subcontractors for?

How does the Firm(s) select and manage independent sub-contractors?

If the answer is **YES** to any of the following then full details should be provided.

Does the Firm undertake:

Any investment business as defined by the Financial Services Market Act 2000? Yes No

Any safety, environmental or security audits/surveys? Yes No

Work involving any construction/ engineering works and/or valuations and/or condition surveys of physical property? Yes No

Any design, manufacture, supply or maintenance of any product? Yes No

Any design, sale, supply, maintenance or manufacture of any computer software or hardware? Yes No

Please provide a copy of the Standard Contract Terms, or letter of engagement used by the Firm(s).

If Standard Contract Terms or a letter of engagement are not used or are amended please state whether legal advice is take in these circumstances.

Is the Firm or any person a member of any Professional Association such as the Institute of Management Consultants? Yes No

If 'Yes', please provide details

Do you operate any Quality Assurance Systems? Yes No

If 'Yes', please provide details

Do you have standard procedures for regular review of ongoing contracts internally and with clients? Yes No

If 'Yes', please provide details

Previous coverage

Please give details of previous Professional Indemnity Insurance carried for past two years

Policy Period	Insurer	Limit of Indemnity	Excess	Premium

Has any proposal for Professional Indemnity Insurance 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, renewal refused or special terms imposed? Yes No

If 'Yes', please advise reasons

--

Please specify the limit(s) of indemnity for which quotations are required

GBP	GBP	GBP
GBP	GBP	

Please specify the excess you would be prepared to carry

GBP	GBP	GBP
GBP	GBP	

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

--

Firm(s)

--

Date

--

AIG Europe Limited
 The AIG Building
 58 Fenchurch Street
 London
 EC3M 4AB
 Tel: 020 7954 7000
 Fax: 020 7954 8334

Please use this space to disclose any further relevant information of if there is insufficient available to answer any of the questions fully, clearly identifying the question number in each case



Bring on tomorrow

American International Group, Inc. (AIG) is a leading international insurance organisation serving customers in more than 130 countries and jurisdictions. AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc.

This material is for information purposes. Products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. and may not be available in every jurisdiction. For additional information, please visit our website at www.aig.com.

Registered in England: company number 1486260. Registered address: The AIG Building, 58 Fenchurch Street, London EC3M 4AB

AIG Europe Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.