



Professions TechGuard Proposal Form

Proposer Details

Name of Firm(s)	<input type="text"/>
Principal Address of Company line one	<input type="text"/>
Principal Address of Company line two	<input type="text"/>
City and postcode	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Website	<input type="text"/>
Date Firm(s) was Established	<input type="text"/>

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

Professional Services

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

	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____
Turnover	GBP	GBP	GBP	GBP	GBP

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

UK & EU	<input type="text"/>
Exports to North America	<input type="text"/>
Rest of the World	<input type="text"/>

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)	<input type="text"/>	<input type="text"/>
(ii) In the USA and its territories and possessions or Canada	<input type="text"/>	<input type="text"/>
(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	<input type="text"/>	<input type="text"/>
(iv) Rest of the World	<input type="text"/>	<input type="text"/>

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.

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	%

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

If 'No', please provide details

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

If 'Yes', please provide an explanation

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

- Enterprise Resource Planning (ERP) Software Yes No
- Encryption Software Yes No
- Security Software / Public Key Infrastructure Yes No
- Mission / Systems Critical Software Yes No

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

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

Software	End Use

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.

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

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 PI, Public and Products Liability cover? Yes No

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

Risk Management

Does the Firm(s) always use standard written contract conditions? Yes No

If 'No',

What percentage of contracts is in the non-standard form? %

What is the procedure for the sign-off of non-standard contracts?

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

(a) An outline of the scope of services to be provided? Yes No

(b) Limitation of Liabilities? Yes No

(c) Indirect, Consequential and Economic Loss Exclusion Yes No

(d) Force Majeure Yes No

(e) Guarantees Yes No

Does the customer always sign the contract? Yes No

Is a final test made with the customer present, and sign off by the customer required? Yes No

Intellectual Property Rights

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		%

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

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

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 Partner, Director or employee? Yes No

If 'Yes', to either please provide details

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.

Public and Products

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

If so, please advise type of activities

Does the firm provide Performance Warranties or the like? Yes No

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

Employers

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)	£

Previous coverage

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

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

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

£	£	£
£	£	

Please specify the excess you would be prepared to carry

£	£	£
£	£	

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 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 question above 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.

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	<input type="text"/>
Title <small>(to be signed by Partner, Director or Principal or equivalent)</small>	<input type="text"/>
Firm(s)	<input type="text"/>
Date	<input type="text"/>

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

