



PRIEST & CO LTD

**PROFESSIONAL INDEMNITY AND
FIDELITY OF EMPLOYEES
PROPOSAL FORM**

GUIDE TO COMPLETION OF PROPOSAL FORM

Please answer all questions leaving no blank spaces. Completion of questions does not presuppose coverage will be offered or effected – Please check your policy.

Please complete in ink.

If insufficient space to complete your answer please use your headed paper to continue, stating the number of the question you are enlarging upon.

1. Name of Firm/Company/Individual and any predecessors in business and date when established:
2. Address(es) including all branches:
3. Details of all Directors, Partners or Principals:

Names of all Directors, Partners or Principals	Qualifications	Year obtained	How long a Director, Partner or Principal?

Please attach CVs.

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Authorised and Regulated by the Financial Services Authority
Registered Office: Bridge House, London Bridge, London SE1 9QR. Registered in England No. 1682825

4. Please give total numbers of:

- a) Directors, Partners or Principals
- b) Qualified Staff
- c) Other Staff (excluding Administration)
- d) Administration Staff (including typists, etc)
- e) Contract Hire Staff

5. Please give a full description of all your activities:

- a)
- b)
- c)
- d)
- e)
- f)

6. Please provide details of the division of work:
(Please split the 100% activities described above into a percentage of the whole over the last 5 years including the current year)

						Approx %
A						%
B						%
C						%
D						%
E						%
F						%

100%

7. Do you anticipate any major changes in these activities in the forthcoming 12 months? Please supply full details:

8. Please specify the percentage of the Proposer's income from fees and commissions derived from the activities listed below:

Activity	As Principal	As Agent	As Manager
Dealing in listed Securities.			
Dealing in unlisted Securities.			
Dealing in foreign Securities / Investments.			
Dealing in bonds (e.g.Eurodollar).			
Investment in Insurance Bonds.			
Investments in Unit Trusts			
Dealing in Commodities (futures or physicals)			
Investment in "Tangibles" (e.g.coins, gems, etc).			
Private Client Portfolio Management - Discretionary.			
Private Client Portfolio Management - Non - Discretionary.			
Institutional Fund Management.			
Corporate Finance			
Mergers and Acquisitions			
*Insurance Broking and Consulting			
Other (please specify)			

* If any percentage is entered under this heading, please list a complete and detailed description of its contents by class giving percentages. In respect of Life & Pensions and Mortgage business, please describe exactly what it consists of (e.g. "whole life", unit-linked endowment", group pension scheme") and give percentages of each.

9. Do you use a standard form of contract, agreement or letter of appointment?

Yes/No

If "Yes" please enclose copies.

10. Is any work put out to subcontractors

Yes/No

If "Yes" please provide full details.

11. a) Do you require subcontractors to carry insurance and for what limits?

Yes/No

b) What percentage of your fees are paid to subcontractors?

Please note that Underwriters retain the right of recourse against the subcontractor unless specifically agreed otherwise.

12. Have you previously been insured or are you currently insured?

Yes*/No

If "Yes" please give:

- a) Name of Insurer
- b) Limit of Indemnity
- c) Excess
- d) Premium
- e) Date of Expiry

13. Do you accept liability other than under the jurisdiction of the UK Courts?

Yes/No

If "Yes" please provide full details:

14. Do you require insurance for USA/Canada activities?

Yes/No

15. Do you currently or are you anticipating performing work outside the UK or Channel Islands or work for clients outside the UK or Channel Islands?

Yes/No

If "Yes" please provide full details:

16. a) Please give details of gross income/fees/commission or state form of remuneration:

Territory	Past Financial Year	Current Financial Year	Estimate for coming Financial Year
United Kingdom / Channel Islands			
Europe			
USA/Canada			
Rest of World			

b) Please state *largest* fee for any one client

c) Please state *average* fee for any one client

d) Please state date of the Financial Year End

17. Has any proposal for similar insurance made on behalf of the firm, by predecessors in business or present Partners, ever been declined or Special Conditions imposed or has any such insurance ever been cancelled or renewal refused?

Yes/No

If "Yes" please provide full details:

18. Has any claim or loss (successful or otherwise) for any of the coverage outlined in this proposal form including professional negligence, error or omission and/or fraud ever been made against or suffered by the firm or its present or past Directors, Partners or Principals?

Yes/No

If "Yes" please provide full details and confirm whether such matters have been notified to the current or previous insurers:

19. Are any of the Directors, Partners or Principals or employees **AFTER FULL ENQUIRY** aware of any circumstances, complaints, allegations or incidents which may give rise to a claim or loss against the Firm or its predecessors in business or any of its present or past Directors, Partners or Principals arising out of services performed and/or advice given by the Firm?

Yes/No

If "Yes" please provide full details:

20. What limit of indemnity is required? £

21. What is the maximum self insured excess per claim that the Firm is prepared to carry uninsured (including costs and expenses)?

£

22. Do you require insurance for:

- | | | |
|--|-----|----|
| a) Loss of Documents | Yes | No |
| b) Dishonesty of Employees (Third Party Liability) | Yes | No |
| c) Fidelity of Employees (First Party Loss)
If yes please answer question No: 24 | Yes | No |
| d) Libel and Slander | Yes | No |
| e) Unintentional Breach of Confidentiality | Yes | No |
| f) Data Protection Act Liability | Yes | No |
| g) Other, please specify: | | |

23. If any of the above extensions are required please state whether you are aware of any past or current claims, or circumstances which could give rise to a claim in respect of any extension requested, whether insured or not?

Yes/No

If "Yes" please provide full details:

24. **IF THE PROPOSER WISHES FIDELITY OF EMPLOYEES COVER TO BE INCLUDED PLEASE ANSWER THE FOLLOWING:**

- a) Has the Proposer any Fidelity Guarantee in force at present?

Yes/No

If so, please provide details of current

- i) Insurer
- ii) Renewal Date
- iii) Limit of Indemnity

- b) Has any insurer ever cancelled or refused to accept or continue any Fidelity Guarantee in respect of the Proposer or any of its employees?

Yes/No

If "Yes" please provide full details:

- c) i) Has the Proposer sustained any loss through the fraud or dishonesty of any employee, either in this or any previous employment?

Yes/No

If "Yes" please provide full details:

- ii) Does the Proposer know of any fraud or dishonesty at any time of any employee, either in this or any previous employment?

Yes/No

If "Yes" please provide full details:

- d) Does the Proposer always obtain satisfactory references when engaging employees?

Yes/No

- e) Is any employee allowed to sign cheques of their signature alone?

Yes/No

If "Yes" up to what amount £

- f) How often are the entries in the cash books checked with the vouchers and reconciled with the bank statements by a Director or Company Secretary (other than the Head Cashier and/or Chief Book-Keeper)?

- g) Does the Proposer use a facsimile cheque-signing machine?

Yes/No

25. If the Proposer wishes to have loss of securities on premises or in transit (not in mail) cover included, please answer the following questions:

- a) What is

- i) the maximum £
and
ii) the average £

value of securities retained in the Proposer's office at any one time?

- b) What is

- i) the maximum £
and
ii) the average £

value of securities in any one transit?

- c) Please give details of all alarm systems and any other physical protections of the office premises:

IMPORTANT NOTICE CONCERNING DISCLOSURE

It is your duty to disclose all material facts to Underwriters, even if not specifically addressed by a question. A material fact is one that is likely to influence an Underwriter's judgement and acceptance of your proposal. If your proposal is for renewal consideration, it should also include any change in facts previously advised the Underwriters. If you are in any doubt about facts considered material, disclose them. Failure to disclose could prejudice your rights to recover in the event of a claim or allow Underwriters to void the Policy.

DECLARATION

I declare that the statements and particulars contained within this proposal are true and I have not mis-stated or suppressed any material facts.

I agree that this proposal together with any other information supplied by me shall form the basis of any Contract of Insurance effected thereon.

I undertake to inform Underwriters of any material alteration to these facts occurring before completion of the Contract of Insurance.

Signing this proposal form does not bind the Proposer or Underwriters to complete this Contract of Insurance.

Name

Signature of Director, Partner or Principal

Date