

**THE BOOK-KEEPERS NETWORK  
Professional Indemnity Scheme  
Proposal form**





## 2. Fee Income

Audit	%	Financial Services	%
Accountancy, Company and Personal Tax	%	Financial Services Introducer only	%
Book-keeping and payroll	%	Corporate Finance	%
Other Taxation Consultancy Work (not personal)	%	Mergers, Acquisitions & Disposals	%
Insolvencies, Liquidations & Receiverships	%	All other work (please give details)	%
Executorships, Directorships & Trusteeships	%	<b>Total</b>	<b>100%</b>

Details of Other work

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Do you undertake or have you ever undertaken any work for Banks and other Financial Institutions, Insurance Companies, Lloyds Syndicates, Funds of Managing Agents (including Captive Insurance Companies), Offshore Companies, Publicly Quoted PLC's or Celebrity Clients? Yes  No   
**If 'YES', please provide details.**

Have you undertaken any work for any clients based outside the UK or for clients based in the Channel Islands or Isle of Man during the last six years? (other than for clients with overseas property rentals only) Yes  No   
**If 'YES', please provide details.**

Have you or any firm you have acquired, ever carried out any regulated activities as defined in the Financial Services and Markets Act 2000 other than as an introductory agent only? Yes  No   
**If you have answered 'YES' to this question please contact us for a Financial Services questionnaire**

## 3. Fraud and Dishonesty

Are you aware of any fraud or dishonesty of any Partner, Director, Member or employee of the firm? Yes  No   
**If 'YES' please provide full details on a separate sheet.**

Do all cheques issued for more than £25,000 require two signatures? Yes  No

If 'No' please advise:  No dual signature required for any amounts (N/A if you are a Sole Practitioner)

Higher Threshold in force £

Are all payments reconciled, at least monthly, against bank statements by someone not authorised to sign cheques? Yes  No

## 4. Claims and Circumstances

After **FULL ENQUIRY** are you aware of any claim against the firm or its predecessors in business or the present or former Partners, Directors or Members or any circumstances, allegations or incidents which may give rise to a claim? Yes  No   
**If 'YES' please provide full details on a separate sheet.**

## 5. Disciplinary actions

Has any Partner, Director, Member or employee, either past or present, during the last six years been the subject of disciplinary proceedings by any professional body? Yes  No   
**If 'YES' please provide full details on a separate sheet.**

## 7. Insurance requirements

Please advise details of your present insurance

Renewal Date	Insurer	Limit of Indemnity	Excess	Premium
___/___/___		£	£	£

Your quotation requirements

	Option 1	Option 2	Option 3
Limit of Indemnity	£	£	£
Excess	£	£	£

## 8. Declaration

The information that you have provided to us forms the basis of your insurance policy. It is important that you advise us of all material information, and immediately of any change in information. Please note if you are in doubt whether or not any information is material, it should be disclosed. Failure to disclose information may prejudice your rights in the event of a claim.

A material fact is one that is likely to influence an Underwriter's judgment and acceptance of your proposal. If your proposal is a renewal of an existing policy, it should also include any change in the facts previously advised to Underwriters.

I/We declare that the statements and particulars given in this Proposal are correct and that no material fact has been omitted. I/We agree that this Proposal together with any other information supplied shall form the basis of the contract.

.....  
Signature of Principal/Partner/Director

Date:        /        /

.....  
Position

**Arlington Professional Risks**  
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