

PROFESSIONAL INDEMNITY FOR IT

GENERAL INFORMATION

Business name:

Address (including postcode):

Annual turnover for last completed year: £

Estimated turnover for: current year: £ forthcoming year: £

Professional Indemnity

Limits of indemnity required (quotations can be provided for as many as required):

£250,000 £500,000 £1,000,000 other: £

Do you have a current Professional Indemnity policy? YES NO

Are you interested in other insurance cover? Please specify:
(e.g. office, laptops, business travel, directors & officers, legal expenses, etc.)

YOUR ACTIVITIES

'YES' answers may require further information before terms can be offered. If you do tick a YES box, please try to provide further information as appropriate (including what percentage of fees/turnover is from such work) as this may help us provide a faster response.

1. Do you undertake work outside the UK, or for customers based outside the UK? YES NO
2. Do you carry out any business activities other than contract programming, system analysis, training or general business consultancy? YES NO
3. Do you design or provide services or consultancy in relation to any of the following:
 - Financial trading or manufacturing process control, fully outsourced or managed services? YES NO
 - Internet Service Provision (ISP), Application Service Provision (ASP), Games Development? YES NO
 - Security of systems or networks, full implementation of ERP or CRM systems? YES NO
 - Design and/or hosting of e-commerce websites? YES NO
5. Is the failure of any of your products or services liable to result in any of the following outcomes, or do you work on any systems which could create:
 - Loss of life or injury to a person? YES NO
 - Destruction or damage to physical property? YES NO
 - Significant financial loss? YES NO
6. Have any claims been made against you? YES NO
7. Are you aware of any circumstances which may give rise to a claim against you? YES NO

RISK MANAGEMENT

Please consider these questions carefully - positive responses may result in reduced premiums, but underwriters may well require evidence - can you provide this on request? Tick as appropriate:

1. How does your customer pay for your products/services?

Time and materials Fixed price on completion Fixed price with milestones and payment schedules

PROFESSIONAL INDEMNITY FOR IT

2. Business Development - who signs off/authorises new business in your operation?

Sales team members Principals/Directors Account Managers

3. If you employ Sales/Development staff, is their remuneration?

Linked to the financial performance of the new project Linked to the total contract price
 Linked to the financial performance of the company Paid on completion of the project

4. Terms of Engagement:

are sent to clients before work begins include a clear quotation and/or estimate
 include your model contract conditions

5. For work not undertaken subject to your model contract conditions, do you seek advice and approval from a properly qualified solicitor?

Always Sometimes For new contracts only, not annually renewable ones

6. Terms of business always include:

Consequential loss exclusions liability caps stipulation that time is not of the essence

7. You identify:

all stakeholders and obtain a mandate from each change requests and apply robust controls
 the required specifications and define them tightly project roles

8. Standards

Your complaints procedure is always explained to clients before projects are agreed:
 Your complaints procedure is regularly reviewed to ensure it remains effective:
 Your business operates to the Wired West code of practice:

If you would like to provide any additional information, please do so using a separate sheet.

DATA PROTECTION

By signing this Proposal Form you consent to Hiscox using the information we may hold about you for the purpose of providing insurance and handling any claims, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

MATERIAL INFORMATION

We must point out to you that when you enter into a contract of insurance you have a duty by law to disclose to the Insurer all material information which is relevant to the Insurer's decision whether to accept the risk and at what terms. Failure to do this entitles the insurer to avoid the contract of insurance and to not pay claims.

DECLARATION

I declare that the contents of this form are true and that I have not omitted any material information. If this information changes before the contract of insurance finishes, I will inform the insurers.

Signed:

Date:

I would like to pay for my insurance by interest free instalments: YES NO