

Professional indemnity for IT Proposal form

You must complete all sections below and return this proposal form to Pavey Group, Unit 1, River Court, Pynes Hill, Exeter, EX2 5JL.

Your details

Business Name

Contact

Address

Postcode

Telephone Mobile

Email

Website

What is your estimated annual turnover for the:

Last financial year £ Current year £ Forthcoming year £

How long has your business been trading for?

Professional indemnity

Limit 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

If retroactive cover is required, please enter a retroactive date (please refer to the explanation of 'Retroactive cover' on page three):

When would you like the policy to start?

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

Your activities

Some answers may require further information before terms can be offered. If you do tick a shaded 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.

Do you need cover for work outside the European Union? Yes No

Are you responsible for any financial trading or manufacturing process control systems? Yes No

Could the failure of any of your products or services result in injury to a person or damage to property? Yes No

Do you always get a license for any images or music you use in your design work where required? Yes No

Are you responsible for delivering any projects costing more than £250,000 in total? Yes No

Do you host any e-commerce web sites using your own facilities? Yes No

Could the failure of any of your products or services result in a significant financial loss? Yes No

Do you act as an Internet Service Provider (ISP) or Application Service Provider (ASP)? Yes No

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Do you undertake any Enterprise Resource Planning projects? Yes No

Are your complaints procedures always explained to clients before projects are agreed? Yes No

Are your complaints procedures reviewed regularly to ensure it remains effective? Yes No

Does your business operate to the Wired West code of practice? Yes No

Please split your last completed financial year's income between the following professional disciplines:

Hardware	Sale of own brand	£ <input type="text"/>	Installation	£ <input type="text"/>
	Distribution of other brands	£ <input type="text"/>	Maintenance	£ <input type="text"/>
Software product sales	Shrink-wrapped third party	£ <input type="text"/>	Customisable software	£ <input type="text"/>
	Shrink-wrapped own written	£ <input type="text"/>	Maintenance	£ <input type="text"/>
	Customisation (including code changes)	£ <input type="text"/>	Installation including configuration (no code)	£ <input type="text"/>
	Developing bespoke applications	£ <input type="text"/>		
Services	Consultancy	£ <input type="text"/>	Provision of contract staff	£ <input type="text"/>
	Provision of outsourced or managed services	£ <input type="text"/>	Training	£ <input type="text"/>
Internet services	Web design	£ <input type="text"/>	Web hosting	£ <input type="text"/>
	Domain name registration	£ <input type="text"/>		

Please specify any other business activities and fee income for each:
£

What is your largest contract size in the last three years? £

Do you only work under a contract signed by every customer? Yes No

Do you always get legal advice when your own standard terms and conditions are not used? Yes No

Claims

Are you aware, after reasonable enquiry, of any matter that could lead to a claim against you? This could include a shortcoming in your work which you cannot reasonably put right, a complaint about your work or anything you have supplied which cannot be immediately resolved; or an escalating level of complaint on a particular project Yes No

Have you or any of your partners or directors at any time either personally or in any business capacity been declared bankrupt, become insolvent or been convicted or charged with any criminal offence (other than driving offences)? Yes No

Have you ever had any insurance or proposal cancelled, withdrawn, declined, or made subject to special terms? Yes No

Has any claim or loss, whether successful or not, ever occurred or been made against you or your predecessors in business, or any past or present partner, principal, director or employee in respect of any risk to be insured (whether previously insured or not)? Yes No

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If yes to any of the claims questions, please give brief details below:

Retroactive cover

This insurance policy does not include cover for business activities you performed before taking this cover out with Hiscox, unless a retroactive date has been selected above.

Material information

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details.

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 claims, if any, 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.

Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Hiscox Insurance Company Limited to avoid this insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

Signature

/ /

Date

A copy of this proposal should be retained for your records.

Complaints

We pride ourselves on providing a first class, reliable and efficient service to all of our customers. Complaints are a key to monitoring our service and wherever possible, we seek to take action to prevent recurrence of a problem.

We define a complaint as any expression of dissatisfaction, whether oral or written, and whether justified or not, about a service or activity provided by the insurance company.

If you have a complaint, please contact your broker in the first instance. If they cannot resolve your complaint satisfactorily, please contact our customer services team:

Telephone: 0870 084 3777

Email: customerservices@hiscox.com

Address: Hiscox Insurance Company Ltd, 1 Great St Helen's, London EC3A 6HX