

PROFESSIONAL INDEMNITY COVER FOR SOLICITORS 2019 RENEWAL FORM



Please provide a full answer to every question. The definitions at the end of this form should be read in conjunction with the form. This form must be signed by a Principal/Member/Director of the practice.

1. Name and Address

a) Practice Name:

b) If your main address is different from that shown on your current professional indemnity policy schedule please advise your new address:

c) Is your practice an LLP or company registered at Companies House?

2. Practice Fees

Please provide gross fee income for the last two accounting periods and an estimate of gross fee income for the next accounting period:

PLEASE ATTACH COPIES OF AUDITED ACCOUNTS FOR THE LAST TWO COMPLETED YEARS. IF NOT AVAILABLE PLEASE PROVIDE COPIES OF SIGNED-OFF MANAGEMENT ACCOUNTS

Year Ending	UK	USA/Canada	Elsewhere	Total for the Year
2018				
2019*				
2020 (estimate)				

*If not available please give an estimate.

3. Areas of Practice

- a) Please provide the percentage of Gross Fees allocated to each Area of Practice during the last financial year.
Please round up to the nearest whole percentage.

	Last Year
Administering oaths, taking affidavits and Notary Public	%
Agency Advocacy	%
Acting as an Arbitrator, Adjudicator and Mediator	%
Children, Mental Health Tribunal and Welfare	%
Corporate/Commercial, (excluding work related to public companies)	%
Conveyancing - Commercial	%
Conveyancing - Residential	%
Criminal Law	%
Debt Collection	%
Defendant litigious work for Insurers	%
Employment	%
Financial Advice and Services regulated by the Solicitors Regulation Authority	%
Immigration	%
Landlord and Tenant	%
Lecturing and related activities and expert witness work	%
Litigation (Commercial)	%
Litigious work other than included in any other category. Please specify	%
Matrimonial / Family	%
Non-Litigious work other than included in any other category. Please specify	%
Offices and Appointments	%
Parliamentary Agency	%

	Last Year
Pension Trustee	%
Personal Injury (Claimant) - Fast Track	%
Personal Injury (Claimant) - Other	%
Personal Injury (Defendant)	%
Probate and Estate Administration	%
Property Selling / Valuations and Property Management	%
Tax Planning/Mitigation	%
Town & Country Planning	%
Trusts	%
Wills	%
If you indicate a percentage in any of the areas below, please provide full details on a separate sheet including the highest deal values for these areas over the last 3 years.	
For FCA/ FSA work please request our Financial Services QUESTIONNAIRE	
Corporate/Commercial work, including public companies	%
EC Competition Law and Human Rights Law	%
Financial Advice and Services where you opted into regulation by the FCA / FSA	%
Intellectual Property including Patent, Trademark and Copyright	%
Marine Litigation	%
Mergers & Acquisitions including Management	%
Total must equal 100%:	100

- b) Has the practice or any prior practice carried out any work in connection with any tax planning or tax mitigation/avoidance schemes including but not limited to Stamp Duty Land Tax?
- c) Has the practice or any prior practice carried out any work in connection with the recovery of Payment Protection Insurance (PPI) monies, bank charges or Card Security Product fees?
- d) Has the practice or any prior practice ever accepted instructions for class actions or any other group litigation?

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

- e) Has the practice or any prior practice carried out any work in connection with escalating ground rents?
If yes, please advise of the controls in place to ensure all leasehold properties with escalating ground rents are reported to lenders or buyers below

4. Claims and Circumstances

- a) After making full enquiry of all Principals/Members/Directors and employees in your practice, are you aware of any circumstances, incidents or claims that have not been reported to your current or prior insurers (including any letters of complaint about your service or dispute as to outstanding fees)?

If yes, please provide full details on a separate sheet.

- b) After making full enquiry of all Principals/Members/Directors and employees in your practice, are you aware of any circumstances, incidents or claims that have been notified to any prior insurers but have not been accepted by insurers as a valid or effective notification?

If yes, please provide full details on a separate sheet.

PLEASE NOTE THAT YOU HAVE AN OBLIGATION UNDER YOUR CURRENT PROFESSIONAL INDEMNITY POLICY TO NOTIFY ALL CIRCUMSTANCES AND CLAIMS AS SOON AS PRACTICABLY POSSIBLE. ALL SUCH NOTIFICATIONS OF WHICH YOU ARE AWARE THAT HAVE NOT BEEN REPORTED MUST BE DECLARED.

5. Disciplinary

Have there been any new Disciplinary matters, Forensic Investigations or visits from the SRA or other bodies during the last period of insurance that have not been reported to insurers or has there been any correspondence regarding any proposed Disciplinary matters or visits?

If yes, please provide full details on a separate sheet.

6. Significant Changes & Material Information

Has there been any changes in the firm, including in principals or business plan, during the last period of insurance or do you expect there to be any significant change to or in your practice in the coming year?

Is there any other material information that may be relevant to this form?

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

7. Wrongful Funds Transfer

Do you have procedures in place which mandate that:

- a) Personnel must never disclose to anyone their security details by any means regardless of the apparent authority of the person requesting the details.
- b) Exchange of bank details for payments to or from the firm must be made at the outset of a transaction, preferably when meeting the client.
- c) Changes to bank details must not be accepted by remote means (e.g. email or phone), apart from in exceptional circumstances and only when it has been validated that these changes have been made by your client.
- d) Payments from client account(s) must be set up by one person and independently verified/authorised by another before funds are transferred.

If no to any of the above, please provide full details on a separate sheet

8. Other Insurances

Please confirm whether you have the following insurances and their renewal dates where applicable

Insurance	Purchased?	Renewal Date
Directors & Officers Insurance	Yes / No	
Cyber Liability Insurance	Yes / No	
Office Insurance	Yes / No	
Public Liability	Yes / No	
Employers Liability	Yes / No	

CONFIRMATION

Pen Underwriting Limited are the data controller of any personal information you provide to us or personal information that has been provided to us by a third party. We collect and process information about you in order to arrange insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with third parties such as insurers, brokers, reinsurers, claims handlers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators, police and government agencies or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide. For further information on how your information is used and your rights in relation to your information please see our Privacy Policy - <https://www.penunderwriting.co.uk/Privacy-and-Cookies>. If you are providing personal data of another individual to us, you must tell them you are providing their information to us and show them a copy of this notice.

Signing this form does not bind you to accept any quotation provided by Indemnity Pen Underwriting.

THIS PROPOSAL FORM MUST BE SIGNED BY A PRINCIPAL/ MEMBER/DIRECTOR OF THE FIRM

Signature:	<input type="text"/>
Date:	<input type="text"/>
Print Name:	<input type="text"/>

CHECKLIST

- Has a Principal/Member/Director signed and dated the form and answered all questions?
- Please provide a claims print from the Qualifying Insurer, Insurers or ARP for the last six years for your Practice and any Prior Practice.
- Copies of all reports and determinations issued by any Disciplinary Tribunal or any regulatory body.
- Copies of your last two years statutory/management accounts.
- How many additional sheets are there with this proposal form?

PLEASE RETURN THIS FORM TO:

Pen Underwriting,
Fourth Floor,
67 Lombard Street,
London EC3V 9LJ

Tel: 020 7264 1260

Email: uk.solicitors@penunderwriting.com

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For full legal and regulatory information go to; www.penunderwriting.co.uk/Pages/Legal-And-Regulatory-Information

Definitions for Solicitors

This form is to be read in conjunction with our application and policy documentation.

Area of practice

Agency advocacy

Defined as all advocacy work, including attendance at a Court or Tribunal for the purpose of such advocacy, done on behalf of another insured practice.

Commercial/corporate work – excluding work related to public companies

This covers all commercial and private company work including mergers and acquisitions, corporate trusts and taxation.

Commercial/corporate work for public companies

This covers all work relating to public limited companies including mergers and acquisitions, corporate trusts and taxation. If you have indicated a percentage in this area, please provide full details on a separate sheet.

Conveyancing – Commercial

Acting on the acquisition, sale or financing of freehold or leasehold property where the client is acting in the course of a business.

Conveyancing – Residential

Acting on the acquisition, sale or financing of freehold or leasehold property where the client is not acting in the course of a business.

Employment - Contentious

Advising and acting on disputes between employer and employee which arise from statute and/or contracts of employment.

Employment - Non Contentious

General employment advice to employers, including corporate support on transfer of businesses; employee benefits and drafting of contracts of employment and staff handbooks.

Financial advice and services regulated by the Solicitors Regulation Authority

This covers financial advice and services regulated by the Solicitors Regulation Authority as a designated professional body under the

Financial Services and Markets Act 2000.

Financial advice and services where your firm has opted into regulation by the FSA/FCA

This covers financial advice and services directly regulated by the FSA/FCA under the Financial Services and Markets Act 2000. If you have indicated a percentage in this area, please provide full details on a separate sheet.

Landlord and Tenant

Dealing with the exercise of contractual rights under a lease whether acting for a landlord or a tenant, including rights of enfranchisement, Landlord & Tenant Act 1954 claims, rent reviews, rights to manage, possession, and dilapidations.

Lecturing and related activities and Expert Witness work

This includes work involving the preparation for, and the presentation of, lectures, seminars, training and tuition whether for the purposes of professional skills training, continuing education or otherwise, and including the provision of written material for publication.

Offices and appointments

As clerks to City Livery Companies, Dean and Chapters, Drainage Boards, Local Councils, Charities or School Governing Bodies; Diocesan Registrars, Archdeacon's Registrars or Provincial Registrars of the Provinces of the Church of England in respect of work covered by an Ecclesiastical Fees Order, provided that any such offices and appointments are undertaken in the course of private legal practice.

THIS DOES NOT INCLUDE APPOINTMENT AS AN OFFICER OR DIRECTOR OF A COMPANY.

Parliamentary agency

Defined as all work done in the promotion of or opposition to primary or subordinate legislation.

Property selling, valuation and property management

This covers property selling, valuations and property management carried out by the practice but does not include any separate business providing these services that is outside the regulation of the Solicitors Regulation Authority.

Succession

Successor practice/prior practice

The definition of successor practice in the Minimum Terms and Conditions is complicated. You may be a successor practice even though you did not intend to take on the liabilities of another practice when taking it over or merging with it and even if you specifically agreed that those liabilities would remain elsewhere. Whenever a practice ceases 'being carried on as a discrete business', there is potential for the successor practice clause to take effect. You may become a successor practice by holding out your practice 'expressly or by implication' as being the successor of or by incorporating the other practice(s), by taking on a majority of the principals in the other practice as principals in your firm, by taking on at least one such principal as a principal when the majority have not become principals in another practice, by taking a sole practitioner or Recognised Body into your firm as a principal, or by taking on a sole practitioner as an employee after 31 August 2000. If your firm has done any of these things, at any time or is planning to do so, you may be a successor practice and should provide full details.