

Professional Indemnity for Management Consultants

Proposer Details

1. a. Name(s) of Firm(s):

Name	Date commenced

Website address

1. b. Address(es) – all addresses must be shown together with the Principal in charge of each location:

Address	Principal in charge

1. c. Please give the following details for all Partners/Directors/Principals of the Firm(s):

Name	Qualifications	Date qualified	Age	How long as a Partner/Director/Principal

1. d. Is Cover required for Predecessor practices to the Proposer(s)?

yes no

If 'yes' please provide full details:

Name of Predecessor	Date commenced	Date ceased	Reason for cessation

2. a. Please state total number of:

Principals/Directors	<input type="text"/>	Trained Staff	<input type="text"/>
Qualified Staff	<input type="text"/>	Other	<input type="text"/>

2. b. Please state the name of any Professional body or Trade Association of which the proposer is a member:

Professional body	Trade Association

3. a. Please provide a full description of all your activities:

Please provide a brochure if available.

3. b. Please state gross turnover (£) in the columns provided for the last 5 complete financial years.

Year end	/	/	/	/	/
UK work					
USA/Canada					
Other overseas					
Total					
Financial year end date					

3. c. What was the largest fee received from a single client during the last complete financial year? £

3. d. What is the average fee received for the last complete financial year? £

4. a. Please categorise the activities outlined in 3a. above and indicate the approximate percentage of the gross income/fees each represent:

Strategic Consultancy	<input type="text"/>	%
Organisational, design, development consultancy	<input type="text"/>	%
Human resources	<input type="text"/>	%
Training	<input type="text"/>	%
Health & Safety	<input type="text"/>	%
Marketing and or IT consultancy	<input type="text"/>	%
Quality management	<input type="text"/>	%
Recruitment consultancy	<input type="text"/>	%
Interim/locum management	<input type="text"/>	%
Other (please provide details below)	<input type="text"/>	%
		100%

Other:

4. b. Do you anticipate any major changes in these activities in the forthcoming 12 months? yes no

If 'yes' please give full details:

4. c. Where do you perceive your exposures to claims lie? In what circumstances might you envisage a claim arising?

4. d. Are you involved in any process of manufacture, construction, alteration, repair, installation or sale or supply of products, other than in a pure consultancy capacity as described in 4a.? yes no

If 'yes' please provide details:

5. a. Do you sub-contract any work? yes no

If 'yes' please provide the following details:

What percentage of gross income/fees was paid to sub-contractors in the last financial year? %

Are sub-contractors required to carry professional indemnity insurance? yes no

Do you get an indemnity from sub-contractors, in writing? yes no

If 'yes', to what limits?

- b. Do you require any sub-contractor/s to be indemnified under your insurance arrangements? yes no

If 'yes' please state:

Name	Qualifications	Fees paid (last Financial Year)

6. a. Please give details of the 3 largest contracts in the last 5 Financial Years.

Client	Start date	Services provided by you	Total Contract Value	Fee	Approximate Completion Date

6. b. Please give details of the 3 largest contracts that are due to commence in the next 12 months:

Client	Start date	Services provided by you	Total Contract Value	Fee	Approximate Completion Date

7. Have you at any time undertaken any work where the 'end product' is situated outside the United Kingdom? yes no

If 'yes' please give the following details:

Country	Start date	Description	Total Contract Value	Approximate Completion Date	Services provided

8. Do you use a standard form of contract, agreement or letter of appointment? yes no

If 'yes' please attach a copy.

9. a. Is the Firm or any Partner or Principal a member of a Consortium or Joint Venture? yes no

If 'yes' please give the following details:

Name	Capacity	Details of job

9. b. Does the Firm or any Partner/Principal/Director act on behalf of, or undertake work for any Firm, Company or Organisation in which this Firm or any Partner/Principal/Director has a financial interest? yes no

9. c. Does any Partner/Principal/Director perform an executive role on behalf of any such Firm, Company or Organisation? yes no

If 'yes' to b. or c. please provide full details:

9. d. Is such other Firm, Company or Organisation associated with any process of manufacture, construction or any form of contracting or supply? yes no

If 'yes' please provide details:

10. a. Has the Firm(s) sustained any loss through the fraud or dishonesty of any person? yes no

If 'yes' please provide details:

10. b. Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present Partner, Director or Employee? yes no

If 'yes' please give details and state the precautions taken to prevent reoccurrence:

10. c. Does the firm(s) always require satisfactory references or only when engaging senior employees? Always Senior appointments only

Nature of reference: Written Verbal

10. d. Is any employee allowed to sign cheques on his/her signature alone for values exceeding £25,000? yes no

If 'yes' please provide details:

11. Has any insurer ever cancelled, declined, refused to renew or required an increased rate or special conditions in respect of your own or your predecessor(s)'s firm(s)'s insurance? yes no

If 'yes' please give full details:

12. Do you currently buy professional indemnity Insurance?

yes

no

If 'yes' please provide the following details:

Renewal Date

Limit of Indemnity

Excess

Premium

Current Insurer

13. Please specify:

a. The limit(s) of indemnity you require quotations for:

£

£

£

£

£

b. Please state the excess you are prepared to carry:

£

£

£

£

£

14. Have any claims, whether successful or not been made against the Firm(s) or their predecessors in business or any of the present or former Partners, Principals or Directors?

yes

no

15. Is any Partner, Principal, Director or employee after inquiry, aware of any circumstance or occurrences which may give rise to a claim against the Firm(s) or their predecessors in business or any of the present or former Partners, Principals or Directors?

yes

no

If 'yes' to question 14 or 15 please provide full details:

Declaration

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of Insurance, I/we undertake to inform Underwriters.

Signature of Principal

Date

www.cnaeurope.com

CNA Insurance Company Limited Registered in England no 950 Registered office 77 Gracechurch Street London EC3V 0DL
Telephone 020 7522 6700 Fax 020 7548 5930 VAT registration number 245813851
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