

Professional Indemnity for Recruitment 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

Trained Staff

Qualified Staff

Other

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:

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 contract value received from a single client during the last complete financial year? £

3. d. What is the average contract value received for the last complete Financial year? £

4. Do you supply temporary/contract workers? yes no

If 'yes' please complete table below

	Standard terms of business	Non-standard terms of business
Drivers and/or persons whose duties include responsibility for money or goods	<input type="text"/>	<input type="text"/>
Executive, technical, specialist and professional staff	<input type="text"/>	<input type="text"/>
Clerical non-professional staff	<input type="text"/>	<input type="text"/>
Medical Staff	<input type="text"/>	<input type="text"/>
IT staff	<input type="text"/>	<input type="text"/>
Other (please give details)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

5. Total turnover for professional placements £

6. Approximate total package value for personnel placed:
 Average £
 Largest £

7. Do any of your contracts involve:
 i. Work off shore? yes no

ii. Aviation? yes no

iii. Nuclear power? yes no

iv. General/petrochemical industries? yes no

8. Are you responsible for interviewing proposed staff? yes no

9. Do you select, choose or place staff for clients without referral? yes no

10. Are you responsible for checking references and qualifications? yes no

If 'yes', are gaps in references always checked? yes no

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:

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

£	£	£	£	£
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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

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Date

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