



Management Liability Insurance
Proposal Form



KEYSTONE MANAGEMENT LIABILITY INSURANCE PROPOSAL FORM

This Proposal form is for designed for:

- UK registered Private Limited companies with an annual turnover or asset size up to £100m
- UK registered charities, clubs or associations with an annual income up to £10m

The Axiom Keystone Management Liability Insurance Policy is not designed for:

- Financial service companies that are directly regulated by the Financial Conduct Authority
 - Professional sports clubs
 - Sole traders, partnerships or limited liability partnerships
 - Law firms or other companies in the legal sector
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IMPORTANT NOTICES

Any terms used in this Proposal that are also used in the Policy document have the same meaning as defined in the Policy document. Please read the Policy document to understand the cover Axiom can provide before completing this Proposal.

The Law of England and Wales will apply to this policy.

Insurers' Sanction Limitation and Exclusion Clause

The Insurer shall not be deemed to provide cover, be liable to pay any sum or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that **Insurer**, or its parent to any sanction, prohibition or restriction implemented pursuant to United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

This Proposal must be completed by clearly printing in ink by a Director or Executive Officer of the Company. All Questions must be answered to enable a quotation to be given. The completion and signature of this Proposal does not bind the proposers or Axiom to complete or enter into a Policy.

If there is insufficient space to answer questions, please continue on your headed- note paper and attach it to this form.

COMPANY OR ORGANISATION DETAILS

1. Name of Company to be insured:
(referred to as the Company in this Proposal and in the Policy)

Date the Company started trading: _____

Company Registration Number: _____

2. Principal Address:

Website: _____

3. Principal Business of the Company:

(a) Is the Company:

Public Listed Unlisted

Private

Limited by guarantee

Government

Registered Charity

Other Non-Profit Organisation

Other, please specify: _____

(b) Annual Turnover (last financial year) £ _____

(c) Total Assets (last financial year) £ _____

(d) Net Assets (last financial year) £ _____

(e) Pre-Tax Profit (or Loss) £ _____

(f) Date of the last completed financial accounts: _____

Note: if the Company has made a loss or has negative net assets in its last financial year, we may need to view the latest completed financial accounts to be able to consider providing solvency cover.

4. Are the Directors or/and Officers of the Company aware of any facts or circumstances that might affect the ability of the Company to meet all its debts as and when they fall due?Yes No

5. Is the Company a Subsidiary of another entity?Yes No

If Yes, please identify the entity by way of attachment if necessary.

6. **Please give details of shareholdings over 15%.**

7. Does the Company or its Subsidiaries have employees, assets or turnover in the United States of America? Yes No

If Yes, please complete and attach the North American Addendum.

DIRECTORS & OFFICERS DETAILS

8. Has any Director or Officer of the Company ever been declared bankrupt or entered into a deed of assignment, composition or scheme of arrangement with creditors?Yes No

If Yes, please give details by way of attachment if necessary.

9. Has there been or is there now pending any disciplinary action, fine or penalty or any other claim made against any person proposed for insurance in their capacity as Director or Officer of the above Company or any other company, organisation, association or trust?Yes No

If Yes, please give details by way of attachment if necessary.

10. Is any person proposed for insurance, after specific enquiry of management and staff, aware of, has knowledge or information of an incident, act, error or omission which may give rise to a claim of any kind that could be covered by the proposed insurance?Yes No

If Yes, please give comprehensive details by way of attachment if necessary

ORGANISATION INSURANCE DETAILS

11. Has any insurer ever:

(a) declined to offer insurance for this Company or for any Director or Officer?Yes No

(b) imposed any special terms on this Company or any Director or Officer?Yes No

(c) cancelled or voided any insurance held by this Company or any Director or Officer?Yes No

If Yes, to (a), (b) or (c) please give details by way of attachment if necessary.

12. Employment Related Claims:

(a) Does the Proposer have a written human resources manual, employee handbook or equivalent written management guidelines which are distributed to all employees? Yes No

(b) Is the Proposer currently undergoing or contemplating undergoing during the next 12 months, any employee layoffs or early retirements? Yes No

(c) Are all disciplinary actions or employee terminations subject to prior review and approval by a suitably qualified professional advisor? Yes No

13. Theft by Employee Related Claims:

(a) Does the Proposer obtain at least one satisfactory written reference prior to employing any new Employee? Yes No

(b) Does the Proposer have procedures in place for checking and supervising employees who will have responsibility for the following; bank accounts; cash; computer systems, salaries and/or wages, appointment of suppliers, awarding of contracts and stock?

Yes No

If Yes, please give details by way of attachment if necessary.

14. (a) Is the Company currently insured against Management Liability? Yes No

(b) If the answer to (a) is No, has the Company ever held such insurance?Yes No

(c) If the answer to (a) or (b) is Yes, please supply the following data:

Amount of Cover £ _____ Amount of Excess £ _____

Last Annual Premium £ _____ When lapsed or expiry date _____

Name of insurer and broker _____

15. What amount of indemnity is required?

(i) £ _____

(ii) £ _____

(iii) £ _____

16. When would you like cover to start? _____

The answers you have provided to the above questions will usually provide sufficient information for a proper consideration of the Proposal. However, if there are any matters which are material to the risk to which this Proposal relates, you should disclose such matters to us in the space below, or on a separate sheet if necessary.

Documents that may be required by Axiom (on request):

- (a) The last Annual Report and Accounts for the Company.
- (b) Claims history (if applicable)
- (c) Business Plan/Management Forecasts (in the case of a new start-up)

IMPORTANT NOTICE CONCERNING DISCLOSURE

Axiom Underwriting Agency Limited would like to remind you of the duty of policyholders and intermediaries to pass to the Underwriter(s), all material information relating to the risk under consideration. "Material" in this context refers to all information which a prudent Underwriter (not necessarily the Underwriter in question), would wish to take account of when considering whether or not to accept the risk, and if so, upon what terms and at what price.

In arranging this policy you must have provided us with a fair presentation of the risks to be insured. This means you must have clearly disclosed all material facts which you, your senior management and or persons responsible for arranging the Policy knew or ought to have known. If you have not made a fair presentation, this could mean that part or all of a claim may not be paid. Please be aware that in some circumstances, if you have not made a fair presentation of the risk, we may avoid the contract and the premium may not be returned. You must also make a fair presentation to us when the policy is to be renewed.

The duty of disclosure continues up until the Insurance has been concluded and "resurrects" in the event of any amendment to the risk during the policy period or any extension/renewal. It may also be that the terms of the policy include specific ongoing disclosure conditions or warranties which effectively extend the duty of disclosure post inception of the policy.

DECLARATION

It is declared that to the best of the knowledge and belief of the insured the statements and replies set out herein are true and that no material facts have been misstated or suppressed. The insured undertakes to inform insurers of alterations to any facts which are or become material before inception of the contract of insurance.

I confirm that I am authorised by the proposing Company (and its partners/principals/directors if applicable) to complete this Proposal and to accept the quotation terms for this insurance on their behalf.

Name and Position:

Signature:

Date (day) (month) (year)

A COPY OF THIS PROPOSAL SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS

Axiom Underwriting Agency Limited

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Registered Office: First Floor, Orchard House, Westerhill Road, Coxheath, Maidstone ME17 4DH
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