

**Management Liability Risk submission**

[The Insurance Act 2015](#) requires the “insured” to have made a FAIR PRESENTATION to “insurer” before a contract of insurance is entered into. As of 12 August 2016 the obligations of the insured change significantly. Policyholders and prospective policyholders are actively encouraged to ask their insurance broker for guidance on how to make a FAIR PRESENTATION and enquiry has to be conducted. This form may **assist** you in forming part of a FAIR PRESENTATION but it is **not** an exhaustive document and you **MUST** make every effort to fully investigate of your Senior Management all material circumstances that may be relevant to us.

**Who is to receive indemnity of the policy?  
Full Names of Proposers (including all Associated/Subsidiary Companies & Trading Partners Names)**

**What is the existing Touchstone policy number?**

<b>Gross Turnover</b>	<b>Number of Employees</b>	<b>Number of Business Premises</b>
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	<b>Legal Expenses</b>	<b>Directors and Officers</b>	
	This is standard cover	Limit of Indemnity <b>Select</b>	<b>Basis</b>
<b>Bronze</b>	£100,000 any one claim £250,000 aggregate	£ 50,000 ___	Aggregate Or Any One Claim
		£ 100,000 ___	
		£ 250,000 ___	
		£ 500,000 ___	
		£ 1,000,000 ___	
		£ 2,000,000 ___	

	<b>Corporate Liability</b>	<b>Directors and Officers</b>		<b>Employment Practice Liability</b>
	Commercial Legal Expenses - limit	Limit of Indemnity <b>Select</b>	<b>Basis</b>	Aggregate limit
<b>SILVER</b>	£ 100,000 ___ £ 250,000 ___ £ 500,000 ___ £1,000,000 ___ £2,000,000 ___	£ 50,000 ___	Aggregate Or Any One Claim	£ 100,000 ___
		£ 100,000 ___		£ 250,000 ___
		£ 250,000 ___		£ 500,000 ___
		£ 500,000 ___		£ 1,000,000 ___
		£ 1,000,000 ___		£ 2,000,000 ___
		£ 2,000,000 ___		

	<b>Corporate Liability</b>	<b>Directors and Officers</b>		<b>Employment Practice Liability</b>	<b>Commercial Crime</b>	<b>Cyber Risk</b>
	Commercial Legal Expenses - limit	LOI <b>Select</b>	<b>Basis</b>	Aggregate limit	Any one Loss	Aggregate
<b>GOLD</b>	£ 100,000 ___ £ 250,000 ___ £ 500,000 ___ £1,000,000 ___ £2,000,000 ___	£ 50,000 ___	Aggregate Or Any One Claim	£ 100,000 ___	£ 100,000 ___	£ 100,000 ___ £ 250,000 ___ £ 500,000 ___ £ 1,000,000 ___ £ 2,000,000 ___
		£ 100,000 ___		£ 250,000 ___	£ 250,000 ___	
		£ 250,000 ___		£ 500,000 ___	£ 500,000 ___	
		£ 500,000 ___		£ 1,000,000 ___	£ 1,000,000 ___	
		£ 1,000,000 ___		£ 2,000,000 ___	£ 2,000,000 ___	
		£ 2,000,000 ___				

**General Management Questions about the insured**

- ✓ In the last financial year they had a positive net worth and made a profit before tax
- ✓ They are a privately owned company domiciled in the United Kingdom
- ✓ They have no assets, subsidiaries or shares traded in USA
- ✓ Any sales to USA do not exceed 25% of their total turnover in their last financial year
- ✓ They do not intend to offer their shares to the public in the form of a public listing in the next 12 months
- ✓ In the last 12 months they have not undergone a management buy-out or intend to do so in the next 12 months
- ✓ They do not have plans for any acquisition of, or merger with, another company pending or under consideration
- ✓ They are not aware of any proposal relating to your acquisition by another company
- ✓ They issue written employment policies and procedures to all employees which are reviewed and updated on a regular basis
- ✓ They are currently not undergoing any redundancies nor are considering any in the foreseeable future

If any of the above statements marked with a tick are untrue we will require full details to consider the risk.

If **SILVER or GOLD** Cover is required, we have additional gatekeeper statements/questions/requirements that must be answered **YES** for the risk to be priced and accepted at our normal terms. Any negative responses to statements 1 to 19 should be supported with additional information.

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| 1. <b>Security:</b> All premises containing stock, money, securities or precious metals are securely locked, outside or working hours, with only authorised personnel having keys stored away from the premise.  | Yes / No |
| 2. <b>Audit:</b> Independent Professional Accountants or auditors examine the accounts at least every 12 months and any recommendations have been implemented  | Yes / No |
| 3. <b>Recruitment:</b> When recruiting or promoting employees to positions of trust involving the handling of stock, financial or treasury functions they obtain written references covering at least their previous 3-year employment history.                            | Yes / No |
| 4. <b>Supplier Details:</b> All requests to create and alter third party bank details (including those of any supplier or client) are independently verified with a known contact by telephone to authenticate the request and confirmed in writing before implementation. | Yes / No |
| 5. <b>Fraud Training:</b> Employees with payment authority (including companies to whom they outsource accounting or supplier management activities) are trained to spot and prevent fraud including payment diversion fraud.  | Yes / No |
| 6. <b>Funds Transfers:</b> Requests for fund transfers, when received by telephone or email are referred to a supervisor or senior manager (other than the individual making the request) to verify the request prior to the transfer being made.                          | Yes / No |
| 7. <b>Computer Security:</b> Reasonable steps are taken to use, maintain and upgrade any program which protects against computer viruses or any unauthorised use of or access to their computer system, electronic link or website.  | Yes / No |
| 8. <b>Dual Control:</b> They have dual control on fund transfer procedures, signing cheques (above £10,000) issuing instructions for disbursement of assets or funds, investments and access to safes, keys or critical systems.   | Yes / No |
| 9. <b>Segregation of Duties:</b> In respect of purchases of services or goods with a value over £1,000 no one employee is able to perform more than one of the following three stages: 1) order, 2) certificate receipt of or completion and 3) authorise payment          | Yes / No |
| 10. <b>Payroll:</b> Payroll is examined at least quarterly by someone other than the employees responsible or by a director or manager to check that the total amount drawn is correct and that there are no past or fictitious employees included                         | Yes / No |
| 11. <b>Stock Check:</b> the amount of cash, cheques, stock and securities is subject to a physical check against supporting documents by a director or manager or by someone other than the employees responsible at least quarterly                                       | Yes / No |

**General Risk Questions about the insureds business (Gold cover applicants only)**

- 12. Credit Card Payments: Please state the number of financial transactions they process, transmit or store (per annum)
- 13. Other Financial: Please state the number of records containing an individual's personal information (per annum) they process, transmit or store
- 14. They operate industry grade firewalls and anti-virus software across their networks Yes / No
- 15. They enforce a policy to encrypt all mobile devices including tablets, laptops, mobiles and data sticks Yes / No
- 16. Critical data is backed up at last weekly to a different location Yes / No
- 17. The backup of critical data is stored in a secure locked location with access restricted to authorised personnel only Yes / No
- 18. They have not had any investigation or information request concerning the handling of any personally identifiable data Yes / No
- 19. They have not been subject to a Cyber loss or a Cyber claim including but not limited to any regulatory, government or administrative action brought against them Yes / No

**General Risk Questions All Applicants**

Has the insured; or any Director; or any Principal of the Company;

- a) ever had insurance cover refused or cancelled or special terms imposed? Yes / No
- b) or insured family member ever been convicted or cautioned with any criminal offence, other than driving offences? Yes / No
- c) ever had any liability claims, or claims or incidents at these or any other premises in the last 5 years which our underwriters have not already been made aware of? Yes / No
- d) ever been declared bankrupt or been the subject of any winding up petition or order been the subject of any CCJ (or Scottish equivalent) in this or any previous business? Yes / No

Please fully detail any YES responses in this final section as these responses may affect our appetite to right this risk

Signed by the insured or their agent

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**Arranged by**  
**Touchstone Underwriting Limited**  
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 Authorised and Regulated by the Financial Conduct Authority  
 Registered office at 156 South Street, Dorking, Surrey, RH4 2HF Registered in  
 England 2264985.  
 Part of the Seventeen Group Ltd of companies

Dated

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