



Technology Professional Liability Proposal Form

Proposer Details

Name of insured Firm(s) (including predecessors)		
Principal Address of Company line one		
Principal Address of Company line two		
City and postcode		
Telephone number		
Website		
Date Firm Established		
Please provide details of any subsidiary companies which are to be included under this insurance:	Subsidiary/Trading Name	Country

Please give details of all Principals, Partners or Directors of the Firm(s):

Name	Relevant Qualifications	Date Qualified	How long a Principal / Director / Partner?

Please confirm the number of permanent members of staff in the business:

	This Year	Last Year
Partners, Directors, Principals		
Qualified Technical Staff		
Other Non-Qualified Technical Staff		
Administrative & all other staff		

Claims

Is any partner, director or principal, after inquiry, aware of any claims ever having been made against the Firm(s) or their predecessors in business or any of the present or former partners, directors or principals?

Yes No

Is any partner, director or principal, after full inquiry, aware of any circumstances 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, directors or principals?

Yes No

Is any partner, director or principle, after inquiry, aware of any disciplinary actions taken towards the firm and / or partner / principle / director?

Yes No

If you have answered YES to any of the above questions, full details of each matter must be advised before quotation can be considered. We must remind you that it is imperative to answer these questions correctly. FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS, if subsequently a claim should arise.

Fraud and Dishonesty

Has the Firm(s) sustained any loss through the fraud or dishonesty of any person? Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any time committed by any past or present Partners, Director or employee?

Yes No

Is any employee allowed to sign cheques on his/her signature alone for values exceeding £25,000?

Yes No

If 'Yes' to either question provide details on a separate sheet

Professional Service

Please state your Gross fees for the last five complete financial years and estimate for the next financial year

Year Ending	UK	USA/Canada	Elsewhere	Total
___/___/20___				
___/___/20___				
___/___/20___				
___/___/20___				
Last completed year				
Estimate next year				

Please provide an estimate of the % of total annual fees for the last complete financial year from the following categories

Distribution of Own Packaged Software	%	Strategic Planning	%
Distribution of Third Party Packaged Software	%	Procurement Consultancy	%
Customisable Software	%	Training	%
Bespoke Software Development	%	Trouble Shooting	%
Systems Analysis	%	Project Management	%
Data Processing	%	Systems Audit	%
Facilities Management	%	Expert Witness	%
Sale / Supply of Hardware	%	Web site Design	%
Hardware Maintenance / Installation	%	Internet Service Provision	%
Software Maintenance (including licensing fees)	%	Application Service Provision	%
Software Installation	%	IT Outsourcing	%
General Computer Advice	%	IT Security Consultancy	%
Other – please specify			

If the firm has declared any income above from Internet or Application Service Provision is this sub contracted to an independent third party?

Yes No

Is this business split representative of the Firm(s) business over the previous three years?

Yes No

If 'No', please provide details

Are any substantial changes in the % amounts shown above likely during the next 12 months?

Yes No

If 'Yes', please provide details

Does the Firm(s) have any contracts which emanate from the USA or Canada?

Yes No

If 'Yes', please provide details on ATTACHED PAPER.

Please provide details of the nature of software provided and its end use:

Software	End Use

Please provide details of the five largest contracts either undertaken in the past three years, or for a new business / practice in the forthcoming year:

Name of client	Business of client	Nature of contract	Total value	Income to you

Is the Firm(s) involved in the development or supply of any of the following:

- Enterprise Resource Planning (ERP) Software Yes No
- Encryption Software Yes No
- Security Software / Public Key Infrastructure Yes No
- Mission / Systems Critical Software Yes No

If 'Yes' to any of the above, please provide full details on ATTACHED PAPER, including name of client, year of work and fee income received.

If there were a failure of any of the Firm(s) products or services, could this failure result in any of the following outcomes

- Loss of Life or Injury to Others Yes No
- Destruction or Damage to Physical Property Yes No
- Immediate and Large Financial Loss Yes No
- Significant Cumulative Financial Loss Yes No
- Insignificant Financial Loss Yes No

If YES to any of the above, please provide full details on your headed paper.

Please split the Firm(s) business between the following market sectors:

Government	%	Finance	%
Manufacturing/Industrial	%	Commercial	%
Construction/Engineering	%	Aerospace	%
Trade Wholesale/Retail	%	Rail	%
Healthcare/Medical	%	Other	%

Is this business split representative of the Firm(s) business over the previous three years? Yes No

If 'No', please provide details

Are any substantial changes in the % amounts shown above likely during the next 12 months? Yes No

If 'Yes', please provide details

Does the Firm(s) use independent sub-contractors?

 Yes

 No

If 'Yes', please answer the following:

Please state what proportion of the Firm's business involves the subcontracting of work to others?

 %

Does the Firm(s) insist that subcontractors maintain their own Professional Indemnity cover?

 Yes

 No

What services does the Firm(s) use independent subcontractors for?

How does the Firm(s) select and manage independent sub-contractors?

Risk Management

Does the firm(s) always use standard written contract conditions which clearly outline the scope of service?

 Yes

 No

If 'No'

What percentage of contracts are in a non-standard form?

 %

What is the procedure for the sign-off of non-standard contracts?

In respect of **all** contracts the Firm(s) enters into, do they always include:

- (i) An outline of the scope of services to be provided? Yes No
 - (ii) Limitation of Liabilities? Yes No
 - (iii) Direct, Consequential and Economic Loss Exclusion Yes No
 - (iv) Indirect, Consequential and Economic Loss Exclusion Yes No
 - (v) Force Majeure Yes No
 - (vi) Guarantees Yes No
 - (vii) Warranty Disclaimers Yes No
 - (viii) Hold Harmless Agreements Yes No
 - (ix) Arbitration Agreement Yes No
- Does the customer always sign the contract? Yes No
- Does the Firm(s) have standard procedures for regular review of ongoing contracts internally and with clients? Yes No

Does the Firm(s) provide advice or services which fall outside the scope of the contract? Yes No

Does the Firm(s) have any of the following quality control procedures:

Written and Formalised Quality Control Procedures Yes No

Prototype Development Yes No

Alpha Testing Yes No

Beta Testing Yes No

Statistical Process Control Yes No

Total Quality Management Yes No

Is a final test made with the customer present, and sign off by the customer required? Yes No

Does the firm offer and promote continuing training? Yes No

Intellectual Property Rights

Please provide the approximate percentage of total annual fees derived from the following:

Products you create and distribute %

Products you sell and distribute for others under license %

Royalties received %

Third party distribution only %

What percentage of products are:

1 year old or less %

Over 1 to 2 years old %

Over 2 to 5 years old %

Over 5 years old %

Are any products sold or advertised as being alike, compatible with, or the same as another company's product? Yes No

Does the Firm(s) re-brand or pass off any third party software which is sold or customised as being their own? Yes No

If 'Yes' to either of the above, does the Firm(s) always obtain permission in writing from the relevant third party software developer? Yes No

If 'Yes', does the Firm(s) register the resulting IPR under their own name?

Yes No

Does the Firm(s) have a formal procedure to safeguard against infringing the intellectual property rights of others?

Yes No

If 'Yes', please provide full details

Do in-house or outside intellectual property attorneys conduct searches for the Firm(s)?

Outside counsel In house counsel

Other (please specify)

Are attorneys consulted on all intellectual and media law issues including content review, editorial procedures and complaint handling?

Yes No

Are internal audit procedures in place to ensure that property rights are properly secured and that due diligence procedures are being followed?

Yes No

If 'Yes', please provide full details

Previous coverage

Please give details of previous Professional Indemnity Insurance carried for past two years

Policy Period	Insurer	Limit of Indemnity	Excess	Premium

Has any proposal for Professional Indemnity Insurance made on behalf of the Firm (s) or any predecessors in the business, or present partners/directors/principals ever been declined or has such insurance ever been cancelled, renewal refused or special terms imposed?

Yes No

If 'Yes', please advise reasons

Please specify the limit (s) of indemnity for which quotations are required

GBP	GBP	GBP
GBP	GBP	

Please specify the excess you would be prepared to carry

GBP	GBP	GBP
GBP	GBP	

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have been misstated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance

Signed	<input type="text"/>
Title	<input type="text"/>
Firm(s)	<input type="text"/>
Date	<input type="text"/>

AIG Europe Limited
The AIG Building
58 Fenchurch Street
London EC3M 4AB
Tel: 020 7954 7000
Fax: 020 7954 8334

Please use this space to disclose any further relevant information of if there is insufficient available to answer any of the questions fully, clearly identifying the question number in each case



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