

Concordia Proposal Form & Statement of Facts

- This is a declaration for a contract of insurance.
- An Employment Practice Liability Insurance policy is suitable for businesses seeking to protect against certain costs and damages that may be awarded against it in respect of claims by its employees or third parties for employment practices wrongful acts.
- You / Your or Declarer means the company, partnership, trust, charity, establishment or association that is declaring for this cover.
- The Policy will be arranged for you by Concordia Employment Services Limited ("Concordia") and will be underwritten by XL Insurance Company SE.
- The Insurance Policy will be governed under the laws of England and Wales.
- Please read carefully the entire Declaration before signing. All fact material to the proposed insurance must be disclosed fully and truthfully to the best of your knowledge & belief as such facts are likely to influence the Underwriters' perception, assessment and even acceptance of your declaration. Please retain a copy of this completed declaration form, together with any additional information you are providing Concordia.
- In case of doubt or difficulties on how to complete the Declaration, please consult with Concordia, or with your insurance broker.

Parent Company name			
Principal or registered business address			
Primary Contact Name		Phone	
Title		Email	

Options

Terms requested (<i>delete as appropriate</i>)	Policy limits: £1,000,000 / £2,000,000 / £5,000,000 / £10,000,000
	Excess: £2,500 / £5,000 / £10,000
Requested policy effective date	

- I am interested in a premium finance option – please provide me with a proposal;
- Please consider using my existing Solicitor for employment related claims [please provide name and contact details]:
- _____

Please state if you agree with the following statements:

	Statements	Agree?
1	You currently have xxx staff (part and full time employees, contractors, trainees, apprentices, temporary or agency staff), and do not expect this number to change by more than 20% in the next 12 months.	Yes / No
2	All Your staff (part and full time employees, contractors, trainees, apprentices, temporary or agency staff) are UK based.	Yes / No
3	You have no reason to believe that Your business will fail in the next 12 months	Yes / No
4	You have had no employment related claims in court (such as Employment Tribunal) or Conciliated with Acas in the last 3 years	Yes / No
5	You have had no employment relations issues or concerns (formal grievance or formal disciplinary process) in the last 3 years	Yes / No
6	You have not in the previous 12 months undergone, or are expecting in the next 12 months to undergo any company change or restructuring that have / may require employee consultation or change in employment contracts	Yes / No
7	You are not expecting in the next 12 months to undertake any merger, acquisition or divestiture	Yes / No
8	You have internal policies and procedures available to all Employees about: Grievances, Disciplinary, Sickness & Absence, Equality and Anti-bullying	Yes / No
9	All Your employees have a Written Statement of Employment Particulars or an employment contract	Yes / No

If you have disagreed to any of the above statements, then please detail the statement number (1-9) and please explain:

Continue on a separate page if necessary

Declaration Agreement

Name, Title	Date	Signature

Duly Authorised to sign on behalf of the Parent Company

Please return by scanning & faxing (020 3393 6062) or emailing (team@concordia-employment.co.uk)