



# Professional Indemnity Proposal Form

---

## Finance and Commercial Finance Brokers

### Presentation and Background Information

The proposal form is usually the main point of contact between you – the Insured - and us, - the Insurer. It is therefore important that the information contained in the form is expressed and presented to a high standard. Where there is insufficient space available, please use clearly marked appendices, indicating which questions they refer to.

If you are in any doubt whether information should be disclosed, please consult your broker or us if you do not have a broker.

### Insurance Act 2015 – Duty of fair presentation

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:

a) Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent Insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent Insurer as to whether to accept the risk, or the terms of the insurance (including premium);

b) Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and

c) Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.

2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:

a) If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.

b) If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.

c) Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

### The Continuing Duty to Disclose

The duty to disclose material circumstances is not confined to completion of proposal forms at inception or renewal. If, during the period of insurance arranged there is any material alteration/change in the information disclosed in the proposal information, prompt disclosure to us is essential. This might include, but is not limited to:

- new partners, directors, corporate entities, partnerships or trading titles,
- any change in the areas of activity of the Insured Firm(s),
- the possibility of a claim being made against the Firm(s),
- any change in the trading status of the Firm(s), or membership of professional bodies, or regulatory status.

Failure to comply with these duties of disclosure may mean the policy will not respond to a claim, or may be avoided entirely.



**Section A – Company Details**

1. Company Name

Starting with the main practice please enter below the full names of any company or business requiring cover that are currently trading. If applicable, please also list any other trading styles.

| Name | Establishment date |
|------|--------------------|
|      |                    |
|      |                    |
|      |                    |
|      |                    |
|      |                    |

**Please note that we will only consider cover for activities conducted after the establishment date of the entities disclosed on this proposal form. Where the proposal form contains a question that asks whether advice or services have ever been provided the information is required from this date onwards in respect of all entities requiring cover.**

2. Contact Details

|                     |  |
|---------------------|--|
| Main office address |  |
| Telephone number    |  |
| Email               |  |
| Website             |  |
| Contact name        |  |

3. FCA Authorisation

Are you registered as an Appointed representative with the FCA for the activities you are seeking cover for?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If YES then we are unable to offer you a quotation, you should be covered by your principals PI policy.

4. Lenders

Are you a lender or do you act as a lender? e.g. do you lend your own or an associated companies / investors funds?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If YES then we are unable to provide cover for your business

5. Appointed Representatives

Does the firm have any Appointed Representative(s) or Appointed Representative Introdurers?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If YES, please complete an Appointed Representatives Questionnaire at the end of this form



**Section B – Income**

1. Total Income

Gross income, including all fees commissions and VAT during the last financial year (estimate if new start-up)

If Finance Broking is not your main business activity, **please only declare the gross income derived from the activities which are the subject of this insurance**, i.e. Commission and/or fees received from Finance and Insurance mediation.

Please also provide your gross fees for each of the last 5 years if applicable.

|                                 | Date year end | UK work | Work for clients based outside the UK | Total |
|---------------------------------|---------------|---------|---------------------------------------|-------|
| Estimate current financial year |               |         |                                       |       |
| Last complete financial year    |               |         |                                       |       |
| Previous financial year         |               |         |                                       |       |
| Previous financial year         |               |         |                                       |       |
| Previous financial year         |               |         |                                       |       |
| Previous financial year         |               |         |                                       |       |

|                              |  |  |  |  |
|------------------------------|--|--|--|--|
| Estimate next financial year |  |  |  |  |
|------------------------------|--|--|--|--|

2. Do you conduct any business outside the UK or business where either the lender and/or client and/or asset are outside the UK?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If YES, please provide details

**Section C – Staff Details**

1. Staff

Please provide the total number of employees in the following categories:

a) Advisers

b) Administration

c) Total including Partners

2. Partners and Directors

| Name | Qualifications | No of years' experience |
|------|----------------|-------------------------|
|      |                |                         |
|      |                |                         |
|      |                |                         |
|      |                |                         |
|      |                |                         |
|      |                |                         |
|      |                |                         |
|      |                |                         |



## Section D – Activity

### 1. Your Business Activity

Please split your last complete financial year's income between the following professional disciplines: For a new business, please use estimates where applicable.

**Please ensure that the total percentages entered equal 100% and every applicable column is completed.**

| Activity   |            | % Of Income | Activity  | % Of Income   |
|--|------------|-------------|---|---------------|
| Personal Vehicle Finance, HP, Leasing, PCP (Personal Contract Plan) Conditional Sale         |            |             | Asset Based Lending   |               |
| Commercial / Fleet Vehicle Finance, HP, Leasing, Conditional Sale                            |            |             | Residential Full Status Mortgages   |               |
| Other† Hire Purchase & Finance Leasing   | Personal   |             | Self Certification/Non Status Mortgages   |               |
|  | Commercial |             |   |               |
| Point of Sale Finance  |            |             | Sub Prime/Adverse Mortgages   |               |
| Factoring, Invoice Discounting, Stock Finance, Trade Finance                                 |            |             | Residential Equity Release Mortgages/Home Income Plans/ Home Reversion Schemes/ Lifetime Mortgages (If any, please see question 18) |               |
| Business Cash Advance  |            |             | Ijara, Musharaka and Murabaha Home Purchase Plans   |               |
| Other† Business Development Finance e.g. for MBO's or Expansion                              |            |             | Buy to Let Mortgages  | Regulated     |
|  |            |             |   | Non Regulated |
| Peer to Peer Funding   |            |             | Bridging Finance  | Regulated     |
|  |            |             |   | Non Regulated |
| Crowd Funding*   |            |             | Second Charge Mortgages   | Regulated     |
|  |            |             |   | Non Regulated |
| Sale & Rent Back*  |            |             | Property Development Loans  | Regulated     |
|  |            |             |   | Non Regulated |
| Structured Asset Finance*  |            |             | Commercial Mortgages  |               |
| Personal Loans, Credit Card Lending, Overdrafts, Pawn Broking, Payday Loans / Cash Advances* |            |             | Mortgage Packaging  |               |
| Non Investment Life Insurance, Critical Illness, Medical, Health, Income Protection          |            |             | Debt Management, Adjusting, Counselling or Collection   |               |
| PPI / MPPI / ASU / ASR   |            |             | Introduction to 3rd Party Debt Managers   |               |
| Motor Insurance / GAP / Extended Warranty  |            |             | Other† Unsecured Loans  |               |
| Commercial Lines Insurance   |            |             | Other† – Please provide details   |               |
| Other† Personal Lines Insurance – Please provide details                                     |            |             | <b>Total</b>  |               |

\* Cover for these activities will usually be excluded



† Where “Other” is declared, please describe the nature of the funding product, what it is secured against and the lenders used.

2. Changes to Business

a) Has there been any major changes in your activities / structure in the past 12 months?

|     |    |
|-----|----|
| Yes | No |
|     |    |

b) Are any major changes expected in the next 12 months?

|     |    |
|-----|----|
| Yes | No |
|     |    |

c) Is cover required for any previous activity or financial product, now ceased, which is different from that declared with the activity split above?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If Yes to any of the above, please provide details

**Section E – Finance Broking**

1. Where you have declared **Mortgage Packaging**, please confirm what activities are being packaged and whether this is Pure Packaging (non advised) or Advised Packaging, if both what is the proportion of each

2. Loan Values

Please complete the table below in respect of loans advised and/or arrange on since the firm began trading.

| Activity             | Average Loan Value | Maximum Loan Value | Date Largest Loan was Arranged | Purpose of Largest Loan |
|----------------------|--------------------|--------------------|--------------------------------|-------------------------|
| Bridging Loans       |                    |                    |                                |                         |
| Commercial Mortgages |                    |                    |                                |                         |
| Property Development |                    |                    |                                |                         |

3. Bridging Loans

As far as you are aware, have all bridging loans advised and/or arranged been successfully redeemed or do they remain in their original term?

|     |    |     |
|-----|----|-----|
| Yes | No | N/A |
|     |    |     |

If “No”, please provide details of these loans on a separate sheet.



4. Mezzanine or Joint Venture Finance

Has the firm ever arranged or have plans to arrange any mezzanine or joint venture finance?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If "Yes", please provide details.

|                       | Average Loan Value | Date Largest Loan was Arranged | Largest Loan Details |
|-----------------------|--------------------|--------------------------------|----------------------|
| Mezzanine Finance     |                    |                                |                      |
| Joint Venture Finance |                    |                                |                      |

5. Have you ever or do you plan to advise on and/or arrange Private Equity?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If "Yes", what is the largest loan amount raised using private equity and what was the purpose of the loan?

6. Have you ever arranged finance for a Sale & Rent Back transaction in respect of any residential or commercial property?

|     |    |
|-----|----|
| Yes | No |
|     |    |

7. Overseas/Expat Mortgages

|     |    |
|-----|----|
| Yes | No |
|     |    |

a) Are all clients UK nationals or have right to reside in the UK?

|     |    |
|-----|----|
| Yes | No |
|     |    |

b) Are all lenders licensed to lend in the UK and have a UK registered entity?

|     |    |
|-----|----|
| Yes | No |
|     |    |

c) Are all properties located in the UK?

If "No" to any of the above, please provide details below.

8. Equity Release and similar products

Have you ever advised/transacted the above business?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If YES, please contact us and request a supplementary Equity Release questionnaire

9. Second Charge Loans

a) If you have ever advised and/or arranged any second charge loans, please confirm the typical purpose of these loans.



b) Do you record the reason second charge or equity release loans are taken out and check that they are not intended to be invested into any buy-to-let and/or overseas property and/or unregulated collective and/or any other financial investment products?

| Yes | No |
|-----|----|
|     |    |

c) If Yes, please provide details on how suitability was assessed and what alternatives were considered.

d) Second Charge/ Equity Loan

Has any advice and/or services been provided with regards to any Second Charge and/or Equity Loans for first time buyers which are not part of a Government backed buying scheme?

| Yes | No |
|-----|----|
|     |    |

10. Unsecured Loans and Peer to Peer Loans

a) Do you only use traditional lenders (Banks, Building Societies) or established peer-to-peer platforms?

| Yes | No |
|-----|----|
|     |    |

If No, please explain

b) What proportion of unsecured loans are Guarantor backed?

c) What proportion of unsecured loans are: Commercial  Personal

d) What is the average unsecured loan amount?

e) What is the largest unsecured loan amount?

11. Crowd Funding

If you have ever advised and/or arranged any crowd funding, please advise the platforms used

12. Structured Asset Finance (Excluding vehicles/machinery/traditional asset finance)

Have you ever or do you ever plan to advise and/or arrange structured asset finance?

| Yes | No |
|-----|----|
|     |    |

13. Insolvency Practitioner

Have you ever acted as or are you authorised to act as an Insolvency Practitioner?

| Yes | No |
|-----|----|
|     |    |



14. Buyer Funded or Speculative Developments

Have you been or do you expect to be involved in any Buyer Funded or Speculative developments?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If Yes, please provide details

15. Pension Led Funding.

Have you ever advised on any Pension Led Funding?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If Yes, please provide details including amounts, lender, terms and when this was undertaken.

| Amount £ | Lender | Terms | Date |
|----------|--------|-------|------|
|          |        |       |      |
|          |        |       |      |

16. Point of Sale Finance

a) Do you ever transact rent to own finance for any retail goods?

|     |    |
|-----|----|
| Yes | No |
|     |    |

b) Is taking finance ever a condition of the sale of goods?

|     |    |
|-----|----|
| Yes | No |
|     |    |

c) What are the gross and net retained commission rates?

| Gross | Net Retained |
|-------|--------------|
|       |              |

17. Interest-Only Mortgages

a) Have you ever arranged a retirement interest-only mortgage?

|     |    |
|-----|----|
| Yes | No |
|     |    |

b) Have you ever arranged an interest-only mortgage that extends into retirement?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If yes, please provide details of how affordability is assessed?



**Section F – Insurance Broking**

**1. Sale of Insurance**

a) Are you authorised by the FCA to undertake Insurance Mediation?

| Yes | No |
|-----|----|
|     |    |

i) Is the purchase of Insurance ever a condition of Finance?

| Yes | No |
|-----|----|
|     |    |

ii) Please confirm that you have and will continue to comply with the OFT treating customers fairly policy in relation to PPI, MPPI & ASU.

| Yes | No |
|-----|----|
|     |    |

b) If you place **GAP** insurance, please advise which insurers you use and what their financial security rating is.

c) Please provide details of the sales process and what records are kept to demonstrate the clients understand the cover and whether they did or did not want to take it out.

**2. Life Insurance**

In respect of Life Insurance sales please confirm the

a) Number of policies sold in the last year

b) Average Sum Assured

c) Largest Sum Assured

Regardless of whether a policy is sold on an advised or non-advised basis do you always give an explicit recommendation that personal life insurance policies are put into trust and is this clearly documented on every file?

| Yes | No |
|-----|----|
|     |    |

When they do express an interest in placing the policy in trust, what processes do you have to ensure this is actioned and that a follow up is made with the Insurers and or client to check the trust has been set-up?



**Section G – Compliance**

1. Application Forms

If you have ever completed an application on behalf of your clients do you always ensure that the client checks and signs the form confirming the accuracy of the answers?

|     |    |
|-----|----|
| Yes | No |
|     |    |

2. Compliance

Do you have adequate procedures, checks in place to ensure that all files are complete and include all relevant fact-finding and advice, warning, disclaimers as provided to the client?

|     |    |
|-----|----|
| Yes | No |
|     |    |

3. Due Diligence

Prior to recommending a loan do you undertake due diligence into the lender to ascertain their financial stability and credit rating?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If No, do you only use traditional high-street lenders or lenders approved by a professional body?

|     |    |
|-----|----|
| Yes | No |
|     |    |

4. Regulators

a) Please provide details of every professional body you are registered with including regulators and associations.

|  |
|--|
|  |
|--|

b) Have you ever been investigated / disciplined / fined / expelled / censored or had your Membership request declined by any professional body?

|     |    |
|-----|----|
| Yes | No |
|     |    |

Please provide full details on a separate sheet

**Section H – Claims**

1. Claims

Please provide details below of any complaints or claims ever made against any of the Proposing Entities listed in this proposal form, and any circumstances or other notifications ever made on any professional indemnity insurance policy.

| Date | Summary<br>(including transaction amount and whether claim is open or closed) | Amount Paid |
|------|---|-------------|
|      |   |             |
|      |   |             |
|      |   |             |
|      |   |             |



a) Are any of the Proposing Entities aware, after making appropriate enquires with all principals, employees, self-employed persons and appointed representatives, of any claims or circumstances which may give rise to claims which have not already been notified in writing to Insurers?

|     |    |
|-----|----|
| Yes | No |
|     |    |

b) Have any Proposing Entities sustained any loss during the past ten years as a result of the fraud or dishonesty of any director, partner, principal, employee or self-employed person?

|     |    |
|-----|----|
| Yes | No |
|     |    |

c) Have any applications for insurance on behalf of any Proposing Entities or any of the present directors, partners, principals or, to the knowledge of the proposing entity, on behalf of their predecessors in business ever been declined or has any such insurance ever been cancelled or renewal refused?

|     |    |
|-----|----|
| Yes | No |
|     |    |

**Section I – Professional Indemnity Insurances**

**1. Professional Indemnity Insurances**

Have you ever bought Professional Indemnity Insurance in the past?

|     |    |
|-----|----|
| Yes | No |
|     |    |

If Yes, please provide details

| Insurer | Renewal Date<br>(If applicable) | Premium | Excess | Limit of Indemnity | Retroactive Date |
|---------|---------------------------------|---------|--------|--------------------|------------------|
|         |                                 |         |        |                    |                  |

**2. Required Insurance**

Please advise the limit of Indemnity now required together with your preferred excess.

| Option | Limit of indemnity | Excess |
|--------|--------------------|--------|
| A      |                    |        |
| B      |                    |        |

**Declaration**

I/We declare that I/We have made a fair presentation of the risk, by disclosing all material matters which I/We know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent Insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

**Signature of Director/Partner/Principal**

**Name**

**Date**

|  |
|--|
|  |
|  |
|  |



## Marketing

Collegiate would like the opportunity to send you relevant information which may be of interest to your business, including product and industry news. By ticking the boxes below, you are consenting to the use of your data for the purpose of marketing activities only. The data will be used only by Collegiate and will never be sold or passed onto third party companies for marketing purposes.

Please let us know if you would like us to contact you by any of the below means: Yes, I would like to receive Marketing Communications by:

Post

Email

Phone

SMS

*Your consent and preference options can be updated or withdrawn anytime by clicking the unsubscribe link on our communications*

## Data Protection

Collegiate Management Services Ltd (the Data Controller) are committed to protecting and respecting your privacy in accordance with the current Data Protection Legislation. Below is a summary of the main ways in which we process your personal data, for more information please visit our website at [www.collegiate.co.uk](http://www.collegiate.co.uk)

We may use the personal data we hold about you for the purposes of providing insurance, handling claims and any other related purposes, for offering renewal, research or statistical purposes and to provide you with information, products or services that you request from us or which we feel may interest you. We will also use your data to safeguard against fraud and money laundering and to meet our general legal or regulatory obligations.

We may disclose your personal data to third parties involved in providing products or services to us, or to service providers who perform services on our behalf. These include our group companies, affinity partners, brokers, agents, third party administrators, re Insurers, other insurance intermediaries, insurance reference bureaus, credit agencies, fraud detection agencies, loss adjusters, solicitors/barristers, accountants, regulatory authorities, and as may be required by law.

We may transfer your personal data to destinations outside the European Economic Area ("EEA"), and we will ensure that it is treated securely and in accordance with the Legislation.

You have the right to ask us not to process your data for marketing purposes, to see a copy of the personal information we hold about you, to have your data deleted (subject to certain exemptions), to have any inaccurate or misleading data corrected or deleted, to restrict processing, to ask us to provide a copy of your data to any controller and to lodge a complaint with the local data protection authority.

Your data will not be retained for longer than is necessary, and will be managed in accordance with our data retention policy. In most cases, the retention period will be for maximum period of 7 years following the expiry of our business relationship with you, unless we are required to retain the data for a longer period due to business, legal or regulatory requirements.



### Appointed Representatives

Please complete table on page 3 to include all AR's / IAR's past and present.

|   |     |    |
|---|-----|----|
| 1. Does the firm have any Appointed Representatives (AR's) or Appointed Representative Introdurers (IAR's)? | Yes | No |
|   |     |    |

2. How many active Appointed Representatives (AR's or IAR's) do you have?  
Responsibility ultimately rests with you as the principal for the activities of all AR's and IAR's

|  |
|--|
|  |
|--|

|  |     |    |
|--|-----|----|
| 3. Are they all registered with the FCA? | Yes | No |
|  |     |    |

|  |     |    |
|--|-----|----|
| 4. Do you require your AR's/IAR's to carry their own Professional Indemnity (PI) insurance?<br><u>If you do you will still have contingent liability for their activities so they should always be covered by your PI insurance.</u> | Yes | No |
|  |     |    |

5. What is the gross annual income from your AR's/IAR's?

|  |
|--|
|  |
|--|

6. What proportion of your AR's/IAR's gross income is retained by you?

|  |
|--|
|  |
|--|

|   |     |    |
|---|-----|----|
| 7. Does the gross income you have declared on your proposal form include 100% of the gross income generated your AR's/ IAR's. i.e. both the income retained by you and by them? | Yes | No |
|   |     |    |

|   |     |    |
|---|-----|----|
| 8. Does all commission generated by the AR's/IAR's come in through head office? | Yes | No |
|   |     |    |

|   |     |    |
|---|-----|----|
| 9. Are commissions of over £1,000 flagged for review? | Yes | No |
|   |     |    |

|   |     |    |
|---|-----|----|
| 10. Do you carry out random file reviews? | Yes | No |
|   |     |    |

11. How frequently are files reviewed?

|  |
|--|
|  |
|--|

|  |     |    |
|--|-----|----|
| 12. Do you carry out background checks on your AR's / IAR's? | Yes | No |
|  |     |    |

|  |     |    |
|--|-----|----|
| 13. Are similar checks carried out annually? | Yes | No |
|  |     |    |

14. How do you limit the products and services provided by your ARs?

|  |
|--|
|  |
|--|

|   |     |    |
|---|-----|----|
| 15. Are similar checks carried out annually?<br>If YES please provide details | Yes | No |
|   |     |    |

|  |
|--|
|  |
|--|



16. What other processes do you have in place to monitor your AR's / IAR's activities comply with regulatory requirements including TCF, how do you identify high risk activity or possible fraud?

17. Are you satisfied that all Appointed Representatives / Appointed Representative Introducers have the necessary expertise to deal with the products in question and that these are within the scope of your own regulated activities?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

18. Are you are satisfied that all Appointed Representatives / Appointed Representative Introducers have sufficient management control and financial stability?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

19. Do you monitor second charge / equity release to ensure funds are not being released to be invested by the clients into any overseas property and or unregulated collective and or any other financial investment products?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

20. Have any of your AR's/ IAR's ever had any claims made against them?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

21. Have any of your AR's/IAR's ever been subject to a FCA investigation or had a complaint referred to the FOS?  
If YES please attached full details.

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

22. Do you keep a complaints register for all of your AR's/ IAR's?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

23. Further to the FCA's recently published consultation paper on improving the Appointed Representatives Regime (PS22/11), please provide a response to the following

a) Have you read and reviewed the consultation paper?

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

b) What changes, if any, have you implemented following this review in order to meet the new expectations / requirements?

**Signature of Director/Partner/Principal**

**On Behalf of  
(Practice Trading Name)**

**Date**



| Name | Status<br>AR/IAR | Location | Gross Annual<br>income | Date<br>Appointed | Date<br>Terminated |
|------|------------------|----------|------------------------|-------------------|--------------------|
|      |                  |          |                        |                   |                    |
|      |                  |          |                        |                   |                    |
|      |                  |          |                        |                   |                    |
|      |                  |          |                        |                   |                    |
|      |                  |          |                        |                   |                    |
|      |                  |          |                        |                   |                    |

**This information may be submitted as a spreadsheet.**