

Please return the completed form to the above address by post, fax or e-mail.

**PROFESSIONAL INDEMNITY
And COMBINED LIABILITIES PROPOSAL FORM
for Recruitment Agencies and Associated Businesses**

Name under which business is conducted :

NOTE: If you are not a Limited company please ensure that all partners and/or principals names are detailed :- eg: John and Mary Smith trading as Smith Recruitment.

Address of Head Office:

Tel no:

Fax no:

e-mail:

Number of Branches:

General Questions:

1. Date Agency Established:
2. Are you a member of REC? YES/NO
If yes please provide registration number:

3. Description of Business Activities:

4. Number of temporary/contractors supplied at any one time: Average: Maximum:

5. Do you have any offices or parent companies outside the UK? YES/NO
If yes give details:

6..Current insurances: *Please provide details of your current insurance cover*

	Previous Insurer	Limit of Indemnity	Premium	Expiry
Professional Indemnity		£		
Fidelity Bonding		£		
Combined Liability		£		
Drivers Negligence		£		
Legal Expenses				

7..Has any Insurer declined to provide cover or imposed special terms? YES/NO
(If yes please provide details)

8. Is any Director, Partner, Principal or Employee aware, after enquiry, of any claim, potential claim or circumstance or any facts that may affect the Insurers consideration of this insurance or have you suffered any losses or claims which would have been covered by insurance of this nature?

YES/NO

(If yes please give full details)

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9. Have you, the proposer, or any principal, director or partner under a current or any previous title:

- a. been declared bankrupt or insolvent? YES/NO
- b. been convicted of any criminal offence (other than motoring offences) YES/NO
- c. or is any prosecution pending? YES/NO

Please indicate which sections of cover are required

Section 1 – Combined Liabilities.

Employers Liability
Limit of Indemnity £10,000,000

Public Liability
Limit of Indemnity any one claim £ 1M £2M £5M
Product Liability (as per PL)

Estimated Annual payroll in respect of your own administration and recruitment staff: £

Estimated annual payroll in respect of temporaries supplied under your standard terms of business

1. Clerical (white collar activities)	£
2. Technical (white collar activities with occasional site visits)	£
3. Technical (Medical including Nursing/Care)	£
4. Domiciliary Care	£
5. Manual (Drivers/Warehouse/Light Industrial)	£.
6. Construction/Heavy Industrial	£
7. Railway/Safety Critical (as defined by The Railways (Safety Critical Work) Regulation 1994	£
8. Welders/Heat Work	£
9. Off Shore	
10. Others –please provide full details	

Details accepted outside your standard terms of business in addition to the above figures.

Contract Name	Category of Workers	Estimated Wages	Estimated Turnover

Are you involved or likely to become involved in the supply of manual temps to either the aviation, Nuclear, power generating or petro chemical industries when working under non-standard contract terms and conditions?

YES/NO

- PLEASE ATTACH COPIES OF**
- a. Current Standard Terms of Business
 - b. Current contract with temps
 - c. Current non-standard contracts

Section 2 - Professional Indemnity

Limit of Liability any one claim: £ 100,000 £250,000 £ 500,000 £1M £2M £3M £5M £

Estimated turnover in respect of:

1. Permanent Placements £
2. Temporary assignments under standard terms of business £
3. Temporary assignments conducted under non-standard terms of business £

Section 3 - Fidelity Bonding (only available when Professional Indemnity Insured)

If you supply drivers or warehousemen is Fidelity Bonding Required? YES/NO

If Yes please provide the following details:-

Contract Name	Type of Goods Handled	Indemnity Required	Contract Turnover

Section 4 - Drivers Negligence (only available when Combined Liability insured)

If you supply drivers is Drivers Negligence cover required? YES/NO

If YES please provide the following details:-

Contract Name	Indemnity Required	Estimated No. of Drivers provided at any one time.

Section 5- LEGAL EXPENSES

1. Are there any circumstances which have or could have given or may give rise to a legal expenses insurance claim in the future including details of any redundancy plan to be implemented within the next three months.

YES/NO If yes give details:

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2. Have you had to initiate or defend any legal expenses insurance claim or legal proceedings including hearings before Industrial Tribunal's in the last five years?

YES/NO If yes give details:

3. Is your business subject to any licence

YES/NO If yes which licence?

4. Has there been any Inland Revenue in-depth investigation into the company or Any director, VAT dispute, PAYE or P11D compliance dispute within the last three years.

YES/NO If yes give details:

- Date Cover to Commence:

Please note cover will not commence until acceptance of risk by Underwriters

IMPORTANT NOTICE CONCERNING DISCLOSURE

It is your duty to disclose all material facts to Underwriters. A material fact is one which may influence an Underwriter's judgement in the consideration of your proposal. If your proposal is a renewal, it is likely that any change in facts previously advised to Underwriters will be material and such changes should be highlighted. If you are in any doubt as to whether a fact is material you should disclose it.

FAILURE TO DISCLOSE could prejudice your rights to recover in the event of a claim or allow Underwriters to void the policy.

DECLARATION

I/WE DECLARE THAT THE STATEMENTS AND PARTICULARS CONTAINED IN THE PROPOSAL ARE TRUE AND THAT I/WE HAVE NOT MIS-STATED OR SUPPRESSED ANY MATERIAL FACTS. I/WE AGREE THAT THIS PROPOSAL TOGETHER WITH ANY OTHER INFORMATION SUPPLIED BY ME/US SHALL FORM THE BASIS OF ANY CONTRACT OF INSURANCE EFFECTED THEREON. I/WE UNDERTAKE TO INFORM UNDERWRITERS OF ANY MATERIAL ALTERATION TO THESE FACTS OCCURRING BEFORE COMPLETION OF THE CONTRACT OF INSURANCE..

SIGNED:..... DATED:.....

Print name:.....

Director/Company Secretary

Have you completed all sections of the cover which you may require?

Combined Liability	Professional Indemnity	Drivers Negligence	Fidelity Bonding	Legal Expenses

Please note sections of cover not taken out at commencement of cover can be added at a later date during the policy year if required.

Also available quotations for Office Combined and Directors and Officers Insurance

• **Intersure Insurance Brokers Limited**

Prospect House, 63 North Street, Sudbury, Suffolk CO10 1RE