



Directors' & Officers' Insurance Renewal Proposal

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NOTICE: This is a proposal for a claims-made policy. The policy for which this proposal is made, subject to its terms & conditions, is limited to liability for acts for which claims are first made during the period of insurance and duly purchased discovery period.

1) Name/s of Company/Organisation and address (The Proposers):

Name of Company/Organisation (Proposer):	
Registered Address:	
Date Commenced Trading:	
Number of Employees:	
Registration Number:	
VAT Number:	
Email Address:	
Website Address:	

2) Type of company/organisation (e.g. public, private, charity, trust, not-for-profit mutual, limited by guarantee):

3) Is any Proposer:

(a) Listed on any stock exchange?

YES NO

If YES, please identify the company/ies and date listing obtained:

Stock Exchange (e.g. London Stock Exchange/AIM)	Date Listing Obtained

(b) Listed on unlisted securities market?

YES NO

(c) Traded in any other way?

YES NO

If YES, please provide details:

4) (a) How many shareholders does the Proposer have?

(b) Are there any shareholders (including directors) who own, directly or beneficially, 10% or more of the shares?

YES NO

If YES, please identify the shareholders and % owned:

Name	% Owned	Is he/she a director of the Proposer?

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(c) Is cover to include all subsidiaries of the Proposer?

YES NO

If YES, please provide details:

Name of subsidiary	Business	Territory	% Owned

5) Do the Proposer's directors or officers hold any appointments to outside companies at the behest of the Proposer for which cover is desired?

YES NO

If YES, please provide details:

Name of Organisation	Name of director/officer	Territory

6) (a) Has the name of any Proposer changed within the past three years?

YES NO

(b) Has any Proposer got any acquisition, tender offer or merger pending or under consideration?

YES NO

(c) Is any Proposer aware of any proposal relating to its acquisition by another organisation?

YES NO

(d) Is any Proposer intending a new public offering of securities within the next year in the UK or elsewhere?

YES NO

(e) Has any subsidiary been acquired or sold within the past year?

YES NO

(f) Is any Proposer in breach of or has been in breach of any loan agreements, debts or covenants?

YES NO

(g) Have there been any changes in nature of operations as described on your original application from within the last 12 months, or anticipate any changes in the next 12 months?

YES NO

(h) Has any member of the board of directors been disqualified in the past 12 to 18 months?

YES NO

If YES to any of the above, please provide details:

7) (a) Are any assets of the organisation located in the USA or Canada?

YES NO

If YES, please state total gross assets:

US \$

(b) Does any Proposer or any subsidiary have any stock, shares or debentures, debt instruments or commercial paper in the USA or Canada?

YES NO

(c) Does any Proposer or any subsidiary have any other operations in the USA/Canada?

YES NO

If YES to any of the above, please provide details including percentage of ownership:

If YES to any of the above, the insurers may require an additional questionnaire.

8) For what Limit/s of Indemnity are quotations required?

9) Financial Analysis;

GBP / EURO / USD / Other	Current Year End (dd/mm/yy)	Previous Year End (dd/mm/yy)
Turnover		
Net Income		
Consolidated Assets		
Current Liabilities		
Net worth / Equity		

10) Are the Proposer's financial statements;

(a) Audited?

YES NO

(b) Audited with an unqualified audit statement?

YES NO

(c) Prepared by a qualified accountant?

YES NO

(d) Current, up to date and filed with Company's House or Charity Commission (as applicable)?

YES NO

11) Have any claims ever been made against any past or current director, officer or employee of any Proposer? Or have any official governmental investigations been made into the affairs of any Proposer?

YES NO

If YES, please provide details:

Date of claim/loss	Brief details of each claim/loss	Cost of claim/loss	Estimated cost outstanding

12) Is any Proposer aware, after enquiry, of any circumstance or incident which may give rise to a claim or official governmental investigation into the affairs of any Proposer?

YES NO

If **YES**, please provide details:

It is essential that every Proposer when seeking a quotation to take out or renew any insurance discloses to the Insurer all material facts and information (including all material circumstances) which might influence the judgement of an Underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Insurer, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

DECLARATION

On behalf of the Proposer, I/we declare that, after full enquiry, the contents of this Proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information and I/we agree that this Proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurer.

Date:

Signature:

Position:

Note: This Proposal must be signed by the Chairman, Chief Executive Officer or equivalent principal of the Proposer. The person signing the Proposal should be authorised by the Proposer to do so and should make all necessary enquiries of his/her fellow directors, officers and employees to enable the questions to be answered and on whose behalf he/she signs.