

Professional Indemnity

Proposal



Important notice

- This is a proposal for a contract of insurance, in which 'Proposer' or 'you/your' means the individual, company, partnership, limited liability partnership, organisation or association proposing cover. 'Ando' or 'we/us/our' means Ando Insurance Group Limited for and on behalf of Certain Underwriters at Lloyd's.
- This proposal must be completed, signed and dated. All questions must be answered to enable a quotation to be given but completion does not bind you or Ando to enter into any contract of insurance. If space is insufficient to answer any questions fully, please attach a signed continuation sheet. You should retain a copy of the completed proposal (and of any other supporting information) for future reference.
- All facts material to the proposed insurance must be disclosed, fully and truthfully to the best of your knowledge and belief. Failure to do so may make the contract of insurance voidable and Ando may treat it as having no effect and never having existed, or severely prejudice your rights in the event of a claim. A material fact is one likely to influence Underwriters' assessment or acceptance of the proposal; if you are uncertain what may be a material fact, you should consult your broker.
- You are recommended to request a specimen copy of the proposed policy wording from your insurance broker and to consider carefully the terms, conditions, limitations and exclusions applicable to the cover.

Broker details

Broker company name	<input type="text"/>		
First name	<input type="text"/>	Last name	<input type="text"/>
Mobile	<input type="text"/>	Work phone	<input type="text"/>
Email address	<input type="text"/>		

Proposer contact details

First name	<input type="text"/>	Last name	<input type="text"/>
Mobile	<input type="text"/>	Work phone	<input type="text"/>
Email address	<input type="text"/>		
Role	<input type="text"/>		

Company details

Company name/ Trading as	<input type="text"/>
Website	<input type="text"/>

Company address	<input type="text"/>		
Suburb	<input type="text"/>	Town/City	<input type="text"/>
Postal address (If different from company address)	<input type="text"/>		
Suburb	<input type="text"/>	Town/City	<input type="text"/>
		Postcode	<input type="text"/>

Personnel by category

Please indicate the number of personnel by category

	Full time	Part time
Principals, partners and directors	<input type="text"/>	<input type="text"/>
Qualified professionals	<input type="text"/>	<input type="text"/>
Other technical staff	<input type="text"/>	<input type="text"/>
Administrative and clerical staff	<input type="text"/>	<input type="text"/>
Contractors	<input type="text"/>	<input type="text"/>
Volunteers	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

Business details

Outline the nature of the business including a full description of your activities and in particular those activities where you provide professional advice, design or opinion which may be relied upon by a third party.

Categorise your business activities applicable to the above in relation to the 'Professional' Services and provide the percentage of your total gross income in fees obtained for your last financial year by those categories.

Activity	Details	Percentage
<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	%

Number of years the business has been operating	<input type="text"/>	Number of locations overseas and country(s)	<input type="text"/>
Number of locations in New Zealand	<input type="text"/>		
Do you have contracts to work outside New Zealand?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total number of employees overseas	<input type="text"/>		

Has the business name ever changed? Yes No

If 'Yes', please provide details

Have you ever acquired another business or merged with another business? Yes No

If 'Yes', please provide details

Financial information

Please provide total gross fee or income for last financial year (actual), current financial year (projected), and next financial year (estimate)

Location	Last financial year (actual)	Current financial year (projected)	Next financial year (estimated)
New Zealand	\$	\$	\$
Australia	\$	\$	\$
Pacific Islands	\$	\$	\$
Asia	\$	\$	\$
UK & Europe	\$	\$	\$
USA & Canada	\$	\$	\$
Totals	\$	\$	\$

Principals, partners and directors

Please provide details in respect of all current principals, partners and directors

Full name	Age	Professional qualifications	Date qualified	Number of years with this firm	Number of years with previous firm

Are any of the principals, partners or directors financially or otherwise associated with any other business?

Yes

No

If 'Yes', please provide details

Professional bodies

Please list the professional bodies or associations to which you belong

Other details

What arrangements do you have to assist you during your temporary absence on business, leave or sickness, or unforeseen emergency?

Do you undertake any work which would involve you in manufacturing, construction, erection or installation?

Yes

No

If 'Yes', please provide details

Supply details

Do you undertake any work which would involve you in the supply of materials, plant, goods, or equipment?

Yes

No

If 'Yes', please answer the following questions:

What proportion of the fees declared relates to such contracts?

Does the supply relate to branded products only?

Yes

No

Do the products originate from suppliers outside New Zealand?

Yes

No

If 'Yes', please provide details of products and name and location of suppliers

Large contractual agreements

Please provide details of the businesses five largest contracts undertaken during the last five years

Contract number	Particulars	Contract value/fees	Year
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	

Does any one client account for more than 50% of the business annual income?

Yes No

If 'Yes', please provide the client's details

Client name

Nature of services provided to the client

Income received from the client

Written reports

Does the business provide written reports to clients?

Yes

No

If 'Yes', please provide copies including any disclaimers

Enclosed

Are verbal reports always confirmed in writing?

Yes

No

If 'No', how do you substantiate such verbal reports?

Consultant, subcontractor, agent details

Do you engage consultants, subcontractors or agents?

Yes

No

If 'Yes', please answer the following questions:

Do you insist they carry their own Professional Indemnity Insurance?

Yes

No

Do you enter into any hold harmless agreements or otherwise waive any legal rights or entitlements which you may have against such consultants, subcontractors or agents?

Yes

No

Do you use a standard contractual agreement when engaging independent consultants or contractors?

Yes

No

Do you use a standard contractual agreement for the supply of your professional services?

Yes

No

Please advise which percentage of your fees or turnover is outsourced to subcontractors

%

Prior insurance history

Has the business or any principal, partner or director ever been refused insurance of the type proposed, had a similar policy cancelled or had special terms imposed?

Yes No

If 'Yes', please provide details

Has the business, any partner, principal, director or staff member ever been the subject of disciplinary proceedings for professional misconduct?

Yes No

If 'Yes', please provide details

Has any claim(s) ever been made against the business, its predecessors, or against any present or past principals, partners or directors?

Yes No

If 'Yes', please provide details of previous claim(s)

Date of claim or loss	Brief description of claim or loss	Cost of claim paid or loss insured (if any)	Estimated outstanding loss	Is the matter finalised or outstanding?
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

What action has been taken to prevent a recurrence of the situation which gave rise to this claim or loss?

Potential claims

Are any of the principals, partners or directors aware, after enquiry of all staff, managers and contractors, of any facts or circumstances which may give rise to a claim or claims of the type insured by this policy?

Yes No

If 'Yes', please provide details

Claim number	Name of potential claimant	Brief description of matter	Estimate of potential liability	Has claim been previously notified? If 'Yes', when?
			\$	
			\$	
			\$	
			\$	

Are any of the principals, partners or directors aware, after enquiry of all staff, managers and contractors, of any accounts overdue for payment where there is reason to believe that the client is dissatisfied with the professional services rendered?

Yes No

If 'Yes', please provide details

Have you ever withdrawn a claim?

Yes No

If 'Yes', please provide details

Please complete Declaration on Page 8.

Declaration

Privacy authorisation

You agree to Ando Insurance Group Limited collecting, using and disclosing your personal information as set out in our Privacy Policy. Where you provide us with personal information about any other person for insurance related purposes, you confirm that you have the authority of those persons to disclose such information and to authorise Ando to collect, hold, use and disclose the information in accordance with our Privacy Policy. For information about Ando's Privacy Policy, please see ando.co.nz/privacy-policy

Duty of Disclosure

You must tell us all information you know (or could reasonably be expected to know) which would influence our decision, and the judgement of a prudent Underwriter, whether or not to accept your proposal, and if it is accepted, on what terms including the excess and at what cost. You also have this duty to disclose all material information on each renewal of insurance cover and when you make changes to it.

Examples of information you may need to disclose include:

- any insurance claim you have made in the past;
- anything or any known circumstances that might increase the risk of an insurance claim;
- if another insurer has cancelled or refused to renew insurance, or has imposed special terms;
- previous criminal convictions, or pending criminal charges[^];
- any previous bankruptcy or having been through the 'No Asset Procedure'.

Examples of information you do not need to disclose include:

- anything that is common knowledge;
- anything that reduces the risk of an insurance claim;
- anything we say you do not need to tell us about;
- anything you have already told us, or that we should be expected to know in the ordinary course of our business.

These examples are a guide only. You are under this duty to disclose all material information whether the information is asked for or not. All information given must be complete and correct. If you have any doubt as to whether a fact is material, then it should be disclosed.

[^] Subject to the rights set out in the Criminal Records (Clean Slate) Act 2004 ("Clean Slate Act").

I/we:

- declare that the information provided in this proposal and any other supplied information is in every way correct and complete and all material information has been disclosed.
- agree that the information provided in this proposal and any other supplied information will form the basis of any insurance contract that may be offered and that I/we will accept cover on the terms and premium prescribed by Ando.
- authorise Ando to give to and obtain from other insurance companies, insurance brokers, the Insurance Claims Register Ltd or any other party information about this insurance, any insurance held by me/us and any claims made by me/us.
- authorise Ando to use the information provided to advise me/us of their other products and services.

By signing this declaration you are confirming to us that you have disclosed all information relevant to acceptance of the proposal and in accordance with your duty of disclosure.

I have read and accept these conditions (please tick)

Name

Date

Signature

For more information, contact your broker
or visit us online ando.co.nz