

# Professional Indemnity Insurance

## A-TECH POLICY

For Businesses in the Information Technology and Communication Industries

## Proposal Form

### IMPORTANT NOTICE TO THE PROPOSER

To apply for Professional Indemnity Insurance, please fully complete this Proposal Form. It is very important that the person completing the Proposal Form understands that full disclosures must be made on the basis of proper enquiries and that the Proposal Form applies to the "Proposer" which includes all person(s) or businesses applying for insurance. This Proposal Form does not bind the Proposer or the Insurers to any insurance but will form part of any subsequent insurance policy issued.

### SECTION 1 – ABOUT THE PROPOSER (Please write in block capitals or cross the appropriate boxes as required)

1 – Proposer(s) name: \_\_\_\_\_

2 – Principal address: (Also include any other office locations) \_\_\_\_\_  
\_\_\_\_\_

3 – Website & contact email address: \_\_\_\_\_  
\_\_\_\_\_

4 – Person to contact about insurance and contact telephone number(s): \_\_\_\_\_

5 – Professional or Trade Association membership: \_\_\_\_\_

6 – Company registration number: \_\_\_\_\_

7 – Provide a description of the principal sectors the Proposer operates in: \_\_\_\_\_  
\_\_\_\_\_

8 – Proposed inception date for policy: \_\_\_\_\_  
(12 month policy period assumed)

9 – Provide the Proposer's turnover in each of the financial periods derived from clients based in the territories below:

Territory	Last Financial Year Ended ____/____/20__	Current Financial Year Ending ____/____/20__	Estimate for Next Financial Year
UK £			
EU – £ equivalent			
USA/CAN – £ equivalent			
Elsewhere* – £ equivalent			
Total £			

\* Provide details of turnover designated as elsewhere in Section 7 Additional Information

## SECTION 2 – SELECT LIMITS OF INSURANCE AND EXCESS

Select the limits of insurance sought:

£250,000       £500,000       £1,000,000       £2,000,000   
 £3,000,000       £5,000,000       OTHER £ \_\_\_\_\_

Select the excess sought:

£500       £1,000       £2,500       £5,000   
 £10,000       OTHER £ \_\_\_\_\_

## SECTION 3 – ABOUT THE BUSINESS

- 10** – List all partners, principals, directors and consultants under a contract of service:  
(use separate sheet if necessary)

Name	Qualifications	Date(s) Qualified*
1.		
2.		
3.		
4.		
5.		

\*Attach a CV where any individual has no relevant qualifications.

- 11** – List total number of employees split between the following:  
(include part time employees)

Qualified	Administrative	Other	Total

- 12** – Is the Proposer connected or associated (financially or otherwise) with any other entity? YES  NO   
*If Yes, please answer the following:*

Is cover required for any work undertaken for any associated entity? YES  NO   
*If Yes, provide name, nature of the work undertaken and income derived from the associated entity in Section 7 Additional information.*

- 13** – During the past 6 years (or since the Proposer commenced trading, if less) has the Proposer's name been changed or has it acquired any other business or concern, or has it participated in any merger or acquisition or consolidation? YES  NO   
*If Yes, please provide full details in Section 7 Additional Information.*

## SECTION 3 – ABOUT THE BUSINESS – CONTINUED

14 – Describe Proposer's largest 5 contracts in the past 5 years:

Customer Name	Revenue earned (£)	Overall contract size (£)	Length (months)
1.			
details:			
2.			
details:			
3.			
details:			
4.			
details:			
5.			
details:			

15 – Do any of the Proposer's past, present or planned future operations involve the provision of any goods, service or advice in relation to any of the following?

Aerospace, defence, military

Banking, financial futures, derivative or fund management

Financial performance or investment management

Financial stocks or the trading of shares

Healthcare or medical professions

National or local government

YES  NO

*If Yes, please provide full details in Section 7 Additional Information of any goods, service or advice provided.*

16 – Does the Proposer have any ownership or control over any material which is published or posted on any bulletin board, blog, chat room, or similar social networking website? YES  NO

*If Yes, please answer the following:*

a) Is there a procedure in place for quickly identifying any complaint? YES  NO

b) Is there a procedure in place for removing any false or libellous content? YES  NO

c) Is there a procedure in place for issuing an apology where appropriate? YES  NO

## SECTION 3 – ABOUT THE BUSINESS – CONTINUED

- 17** – Please allocate below, as a percentage to a total of 100%, the split in fees/income between sales or activities in the last complete financial year:

<b>Hardware</b>	UK	EU	USA/Canada	Elsewhere	Total
Sales of own brand					
Distribution of third party brands					
Installation & maintenance					
<b>Software</b>					
Product sales – shrink wrapped or downloaded own brand					
Product sales- shrink wrapped or downloaded written by a third party					
Product sales – bespoke and custom written					
Services – customisation and developing bespoke applications					
Services - maintenance					
<b>IT Services</b>					
Consultancy					
Provision of IT contract staff					
Provision of outsourced IT services					
Provision of managed services					
Training					
<b>Telecommunication and Internet Services</b>					
Domain name registration					
Website design					
Website hosting					
Web hosting – bulletin boards, blogs, chat rooms or social networking					
Server and application hosting					
Internet Service Provider (ISP)					
Other (specify)					
					<b>100.00%</b>

- 18** – Does the Proposer require coverage for any other activity, now ceased or which is due to commence, which is different to the description of the Proposer's business given in question 17? YES  NO
- If Yes, please provide full details in Section 7 Additional Information.*

## SECTION 4 – RISK MANAGEMENT

### Subcontractors, vendors and independent contractors

19 – What percentage of fees on average over the last 3 years have been paid to outside or sub consultants or third parties? \_\_\_\_\_ %

If fees are paid to outside or sub consultants or any third parties for technical work are they engaged in a binding contract accepting responsibility for their own neglect, error or omission for the work they undertake? YES  NO

*If No, please provide full details in Section 7 Additional Information including nature of work and projects undertaken.*

### Computer Software Code Development

20 – Does the Proposer undertake any development of computer software code? YES  NO   
If Yes, please answer the following:

a) Does the Proposer instruct developers to document the original source of all computer code? YES  NO

b) Does the Proposer receive source or object code from third parties?  
i) If Yes, are indemnifications provided? YES  NO   
YES  NO

c) Prior to release, does the Proposer conduct a review of the code to ensure that the rights to all the source code have been secured? YES  NO

d) Do the Proposer's development procedures include the following:  
i) A written request for information in order to determine customer performance expectations? YES  NO   
ii) A written contract or specifications for the products and services to be provided? YES  NO

21 – Does the Proposer develop all software applications based on industry best practices and incorporate information security throughout the software development life cycle? YES  NO

22 – Does the Proposer review custom code prior to releasing it? YES  NO

23 – Does the Proposer have a formalised information security policy that dictates the protocols that controls access to all critical data, processes or information systems for all authorised users, including business partners and third parties? YES  NO

24 – Does the Proposer develop all web applications based on secure coding guidelines such as the Open Web Application Security Project Guidelines? YES  NO

25 – Does the Proposer take reasonable steps to ensure that all web-facing applications are protected against known attacks? YES  NO

26 – Does the Proposer assign a unique ID to each person with computer access? YES  NO

27 – Does the Proposer protect workstations from viruses, trojans, spyware or other threats with the use of firewalls? YES  NO

## SECTION 4 – RISK MANAGEMENT – CONTINUED

- 28 – Does the Proposer implement two-factor authentication for remote access to the network by employees, administrators, and third parties, using technologies such as Remote Authentication and Dial-In Service (RADIUS) or Terminal Access Controller Access Control System (TACACS) with tokens; or VPN (based on SSL/TLS or IPSEC) with individual certificates? YES  NO
- 29 – Does the Proposer immediately revoke access for any terminated users? YES  NO
- 30 – Does the Proposer regularly remove all inactive user accounts? YES  NO
- 31 – Does the Proposer store media back-ups in a secure location, in an off-site facility or a commercial storage facility? YES  NO
- 32 – Does the Proposer destroy any media containing any personal data when it is no longer needed for business or legal reasons? YES  NO

*If the answer is No to any of the questions 20 a) or b)i), c) or d)i) and ii), 21 through to 32 please provide further information in Section 7 Additional Information regarding all procedures used.*

### Data Protection and Information Security

- 33 – Does the Proposer hold or handle any credit-debit cards or any other financial data?  
*If Yes, please answer the following:* YES  NO
- a) Does the Proposer comply with all relevant Payment Card Industry (PCI) Data Security Standard (DSS) requirements? YES  NO

### Domain Registration

- 34 – Does the Proposer undertake any domain name registrations?  
*If Yes, please answer the following:* YES  NO
- a) On average how many domain names are registered per annum? \_\_\_\_\_
- b) Is responsibility retained for domain registration renewal?  
*If Yes, please answer the following:* YES  NO
- c) Are procedures in place to ensure domain name registrations are not allowed to lapse without the domain name owner's prior knowledge? YES  NO

### Infrastructure Protection

- 35 – Does the Proposer host, store, or maintain customer servers, data or information?  
*If the answer is Yes, then please confirm if the Proposer has the following:* YES  NO
- a) An automatic sprinkler system connected to an alarm receiving centre? YES  NO
- b) Automatic fire detection connected to an alarm receiving centre? YES  NO
- c) Premises intrusion detection connected to an alarm receiving centre? YES  NO
- d) Power surge protection? YES  NO
- e) An independent, back up power supply? YES  NO
- f) An emergency response procedure? YES  NO

## SECTION 5 – PREVIOUS INSURANCE

- 36 – Has any Proposal for Professional Indemnity Insurance (or similar insurance) made by or on behalf of the Proposer or its business or other activity, or any predecessors of the Proposer or its business or other activity or any principal, partner or director of the Proposer been declined in the past or has such insurance been cancelled, renewal refused or has any special terms been imposed on them? YES  NO
- 37 – Does the Proposer currently purchase Professional Indemnity Insurance? YES  NO   
*If Yes, please answer the following:*
- a) Does the expiring policy have a retroactive date? YES  NO   
(If the answer is No, retroactive coverage will be from the date that the Professional Indemnity Insurance is or was first purchased and continually renewed).
- b) If the Proposer has answered Yes to 37a above please enter the:
- i) retroactive date \_\_\_\_\_
- ii) the current Insurer(s) \_\_\_\_\_

## SECTION 6 – PREVIOUS EXPERIENCE

- 38 – After full enquiry has the Proposer sustained any loss through the fraud or dishonesty of any person? YES  NO
- 39 – After full enquiry is the Proposer aware of any fraud, dishonesty, bankruptcy or administration order applicable to any past or present principal, partner, director or employee? YES  NO
- 40 – After full enquiry has any claim been made against the Proposer's business or any principal, partner, director or employee whilst in this or any other business? YES  NO
- 41 – After full enquiry is the Proposer aware of any circumstance or incident which has or could result in any claim being made against the Proposer's business, or any principal, partner, director or employee of this or any other business? (This includes but is not limited to any client currently withholding payment for work or any escalating level of complaint on a particular project). YES  NO

*If the answer to any of the questions 38 to 41 is Yes, please provide full details and explanations in Section 7 Additional Information.*

## SECTION 7 – ADDITIONAL INFORMATION

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## SECTION 7 – ADDITIONAL INFORMATION – CONTINUED

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**Note:**

Additional information is subject to further consideration by Insurers. Use separate sheet if necessary.

Similar to other professional insurances, the Angel Professional Indemnity Policy is underwritten on what is known as a 'claims made basis.' This means that the policy will only provide cover against those claims or circumstances that are discovered and notified to the Insurers during the period of insurance. The nature and type of insurance cover offered can vary from policy to policy and insurer to insurer. It is therefore important the Proposer ensures the cover meets its needs and if in any doubt seeks professional advice from their insurance broker.

Angel Underwriting Limited is regulated by the Financial Services Authority (FSA). Further information about the FSA can be found on their website at [www.fsa.gov.uk](http://www.fsa.gov.uk) and [www.moneymadeclear.fsa.gov.uk](http://www.moneymadeclear.fsa.gov.uk). Information about Angel Underwriting Ltd can be found at [www.angelunderwriting.com](http://www.angelunderwriting.com).

**DATA PROTECTION**

By signing this Proposal Form the Proposer consents to the Insurer or its representatives using the information Insurers may hold about the Proposer for the purpose of providing insurance and handling claims and to process sensitive personal data about the Insured where this is necessary in compliance with the provisions of the Data Protection Act 1998. This may necessitate providing such information to third parties.

**MATERIAL FACTS**

All material facts must be disclosed, including any which might be expected to arise or change prior to the inception date of the contract of insurance. Failure to do so may cause the contract of insurance to be void. A material fact is one likely to influence the acceptance or assessment of the risk by Insurers. If the Proposer is in any doubt as to what constitutes a material fact they should consult their insurance broker.

**DECLARATION**

The Proposer warrants to the best of his or her knowledge and belief that all the information contained in this Proposal Form is true and includes all material information. The Proposer warrants that if the information supplied herein changes between the date of this Proposal and the inception date of the Policy, the Proposer will immediately notify the Insurers of such change, and accepts that in such circumstances any quotation may be modified or withdrawn. The signatory below is authorised to sign this Proposal on behalf of the Proposer.

- More information is attached to this Proposal Form
- I would like my broker to contact me before completing my Policy

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Your Broker's Details:**