

6 a) Please indicate the approximate percentage for each of the following categories of your last year's fees or if a new business the estimated fees for the first year:

- Full Residential Property Management %
- Let only or Let and Rent Collection %
- Estate Agency - Commercial %
- Estate Agency - Residential %
- Block Management %
- Commercial Property Management %
- Supervision of Repairs and Maintenance %
- Inventories %
- General Insurance Commissions %
- Other (give details) %
- 100%

- b) Do you anticipate any substantial changes to these percentages in the next 12 months? Yes No
- c) Is cover required for any previous activity, now ceased which is not included in the description of work shown above? Yes No
If yes, please provide full details
- d) Do you manage or let property in North America? Yes No
If yes, please provide full details

7 a) Are you directly authorised by FSA for the sale of General Insurance Products? Yes No
If yes, please state Registration No.

b) Are you an Appointed Representative (AR) of a fully authorised firm? Yes No
If yes, please state name of firm you are authorised to

c) Are you an Introducer Appointed Representative (IAR) of a fully authorised firm? Yes No
If yes, please state name of firm you are authorised to

d) Have you at any time been involved in the sale of life assurance and investments products or mortgages which are regulated by FSA? Yes No
If yes, please provide full details

8 a) Is the Firm or any Partner, Principal or Director connected or associated (financially or otherwise) with any other Practice, Company or Organisation? Yes No
If yes, please provide full details

b) Is cover required for any Partner or Director in respect of any previous business? Yes No
If yes, please provide full details

9 Is the Firm currently insured or has it been insured previously? Yes No

If yes, please provide the following details:

- a) Name of Insurers
- b) Indemnity Limit
- c) Excess
- d) Expiring Premium and Renewal date
- e) Number of years the Firm(s) has been insured
- f) Retroactive date of current insurance

10 Has any Insurer ever:

- a) Declined to offer Insurance for this Firm or any Partner, Director or Principal? Yes No
- b) Imposed any special terms for this Firm or any Partner, Director or Principal? Yes No
- c) Cancelled or voided an Insurance for this Firm or any Partner, Director or Principal? Yes No

If yes to any of the above, please provide full details

- 11 a) Does the Firm(s) always require satisfactory written references when engaging Senior Employees? Yes No
- b) Is any Partner, Director, Principal or Employee allowed to sign cheques on his signature alone? Yes No

If yes, whom and to what limit?

- c) Do you operate a properly designated clients' account for the receipt and payment of all clients' money? Yes No
- d) Do you comply with a standard industry code of practice? Yes No

If yes, please provide full details

- e) What procedures are in place to ensure adequate training and supervision of staff?
- f) Please confirm your procedures for referencing tenants :-
- g) Do you have standard terms and conditions of business which set out the contractual services you are providing to your landlord client? Yes No

If yes, please provide a copy

12 What Limit of indemnity is required? Please tick: £100,000 £150,000 £250,000 £500,000

Other, please state

13 Do you wish to pay the premiums by monthly instalments Yes No

FIDELITY

- 14 a) Has the Firm(s) sustained any loss through fraud or dishonesty of any person? Yes No
- b) Does the Firm(s) know of any fraud or dishonesty at any time of any past or present Partner, Director, Principal or Employee? Yes No

If yes, please provide full details and state the precautions taken to prevent recurrence

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- c) Have you or any of your business partners been convicted of a criminal offence other than a motoring offence? Yes No

If yes, please provide full details

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IMPORTANT NOTICE CONCERNING DISCLOSURE

Unless the parties have agreed otherwise in writing any dispute concerning the interpretation of this Insurance shall be governed and constructed in accordance with English law and shall be resolved within the non-exclusive jurisdiction of the courts England and Wales.

It is your duty to disclose all material facts to underwriters. A material fact is one which may influence an underwriter's judgment in his 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 therefore be notified. If you are in any doubt 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.

I/we declare that the statements and particulars in this 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.

The Insurer will treat your personal data fairly and lawfully in accordance with the Data Protection Act 1998.

Date:

Signature of Partner or Director:

Print Name:

A COPY OF THIS PROPOSAL SHOULD BE RETAINED BY YOU FOR YOUR OWN RECORDS

Completed Proposal Forms should be returned to:
JLT PROFESSIONAL RISKS.
Threefield House, 7 Threefield Lane, Southampton SO14 3QH
TELEPHONE: 0800 454 632 FAX: 023 8023 6638

Data Protection Act 1998

The information provided on this form along with any other related data will be held by JLT Professional Risks and/or its agents and used to administer your enquiry. The details which you provide may also be used to update our records and those of companies associated to Jardine Lloyd Thompson Group plc, or carefully selected third parties so that we may provide you from time to time with information or details of events, services or products which we think may be of interest to you. Please tick the relevant box(es) if you would prefer not to be kept informed of such information relating to

By Mail By Telephone By Email

JLT Professional Risks

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