

Professional Indemnity Insurance proposal form for Notary Publics



JLT Professional Risks

Important Notes

- (A) Answer every question fully. If necessary attach separate sheets with information which can be incorporated into your proposal.
- (B) A principal, partner, director or member of the firm must complete the proposal and make all the necessary enquiries of their fellow partners, directors, members and employees.
- (C) Wherever we ask questions on this declaration about you or your firm we mean you, your partners, directors, members or employees or any former partners, directors, members or employees of any firm for which cover is required under this insurance. You should include details of any predecessor firms where cover is required.
- (D) Individuals forming a Limited Liability Partnership (LLP) are known as members.

Name(s) of firm(s) to be insured: (See important note C)

Principal address:

..... Postcode:

Other addresses: (by town or by country if outside UK)

Date firm established:

Quote required by:

Name of holding intermediary:

Name of current insurer:

Renewal date / cover start date: Limit of Indemnity:

Excess: Premium: Retroactive Date:

1. During the last five years, have any claims (successful or otherwise) been made against you or are you aware of any circumstances which may give rise to a claim against you? Yes No

2. Has any partner, director, member or employee of the firm ever been involved in any instances of fraud or dishonesty? Yes No

If Yes to either of the above provide the following details of each incident:

Date	Brief description	Payments made by Insurers	Insurers reserves	Settled/Outstanding

3. Have you ever been refused professional indemnity insurance or has any such insurance ever been cancelled or special conditions applied, other than standard market increases in premium? Yes No
4. Do you undertake work for any organisation in which you have a financial or controlling interest (other than as Shareholders/stockholders in a publicly quoted company) or which has a financial or controlling interest in your firm? Yes No
5. During the last five years, have you been the subject of a disciplinary proceeding by any professional organisation? If Yes to any of the above provide details Yes No
(if you have answered Yes to any of the questions 3-5 then please provide details on a separate sheet of paper)

6. Provide the following information:

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Period of time as a partner, director or member	Professional qualification	Date qualified	Country of where qualification attained

(Provide a curriculum vitae outlining relevant professional experience for any unqualified partner, director or member who has been with the firm for less than three years)

7. In which country, i.e. England, Wales, Scotland or Northern Ireland are you registered as a Notary Public?
8. Do you have a current Practising Certificate? Yes No
9. Are you a member of any organisation that represents Notary Publics? i.e. The Notaries Society? Yes No
10. Please confirm any training, seminars or conferences that you have attended in the last 12 months for the purposes of 'professional development':

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11. Do you specialise in any particular area of Notarial work or any particular jurisdictions? Yes No

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12. How many staff does your firm employ (excluding partners, directors or members)?

Professionally Qualified: Technical: All others:

13. State your gross fee income received in the last three financial years and your estimated fee income for the forthcoming year:

Clients Based in:	Year	Year	Last financial year	Forthcoming year
United Kingdom, CI or IoM	£	£	£	£
USA or Canada	£	£	£	£
Elsewhere	£	£	£	£
Total	£	£	£	£

14. Do you work under any jurisdiction other than the United Kingdom? Yes No
(if Yes please provide details separately)

15. In the last financial year, what percentage of your work was sub-contracted? %

16. Provide the following breakdown in respect of your gross fees for the last complete financial year:

Clients producing a fee of:	Number of clients	Estimated total fees
Less than £10,000 per client		£
Greater than £10,000		£

17. Advise work split **Complete either £ or % fees earn**

Notarial Acts for Commercial Clients	£	%
Notarial Acts for Private Clients	£	%
Conveyancing	£	%
Probate	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
	£	%
Total	£	%

For all other work provide details:

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18. In the last 12 months have you provided services to any of the following:

- (a) Banking, insurance or other financial institutions Yes No
- (b) Funds including pensions or any 'off-shore' companies Yes No
- (c) Companies whose stock is quoted on the stock exchange Yes No
- (d) Petro-chemical industry Yes No
- (e) Marine or aviation industries Yes No
- (f) Nuclear/atomic industry Yes No
- (g) Government or military Yes No
- (h) Entertainment or professional sports clients Yes No

If Yes to any of the above, state for each client the nature and turnover of their business, their location, the fee earned, the services provided, where they were provided and the applicable law applying (Please provide these details on a separate sheet of paper).

19. Provide a full description of your business activities including your target market and target client base:

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20. Provide details of the three most recent contracts undertaken by the firm:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

21. Provide details of the three largest contracts expected to commence in the next twelve months:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

22. Have you undertaken or plan to undertake any work outside the UK or any work where the “end product” of such work is carried out outside the UK?

Yes No

If Yes, please provide details of the three largest overseas contracts undertaken:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

23. Do you obtain legal advice before entering into contracts with every client?

Yes No

24. What other safeguards do you have in place to ensure that your obligations are met before, during (including any changes) and after completion of any contract?

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IMPORTANT NOTICE

Please be aware that Your Policy does not include cover for any claim instituted or pursued in the United States of America, its territories and/or possessions or Canada, or where it is contended that the laws of the United States of America, its territories and/or possessions or Canada should or do apply, or where the enforcement or attempted enforcement of a judgement or finding of a court or tribunal of the United States of America, its territories and/or possessions or Canada.

DECLARATION - Very Important

You have read and checked the statements in the proposal form and agree its contents. You declare that the information provided is, to the best of Your knowledge and belief correct and complete. You agree that any statements in the proposal form shall form the basis of the contract between Us and You and if the risk is accepted You undertake to pay the premium when called upon to do so. You understand that Your information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing Our compliance with any regulatory rules/codes.

Signed: Date:

Position Held:

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

Threefield House, 7 Threefield Lane
Southampton SO14 3QH
Tel 0800 454 632 Fax +44 (23) 8023 6638

