

ABI Members Bailiffs & Private Investigators Professional Liability Insurance Proposal

AIG UK Limited

1. Proposer Details

1. (a) Name of Firm(s) _____
- (b) Principal address, including post code _____
- _____
- _____
- (c) ABI MEMBERSHIP NUMBER _____

2. Date Firm(s) was established _____

3. (a) Please give the following details of all Partners, Directors or Principals of the Firm(s):

Name	Qualifications	Date Qualified	How Long A Partner/Director/Principal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(b) Please categorise staff other than Partners, Directors or Principals and provide brief details in respect of the nature of their work:

Categories of Staff	Number	Nature of Work
_____	_____	_____
_____	_____	_____
_____	_____	_____

c) Does the Firm(s) use independent sub-contractors?..... Yes No

If 'Yes', please answer the following:

- (i) Please state what proportion of the Firm(s) business involves the subcontracting of work to others? _____ %
- (ii) Does the Firm(s) insist that subcontractors maintain their own P.I. cover?..... Yes No
- (iii) What services does the Firm(s) use independent subcontractors for? _____

- (iv) How does the Firm(s) select and manage independent sub-contractors? _____

2. Professional Services

4. (a) Please state in the columns provided the gross fees (£) for the last 5 complete financial years (please insert month/ year):

	/	/	/	/	/
Fee Income					

Financial Year End Date _____

- (b) Please state the estimated fee income for the next financial year £ _____
- (c) Please state in the columns provided the geographical percentage split of fee income:

	% of Fee Income for the last complete Financial Year	Estimated % of Fee Income for the next Financial Year
(i) in the United Kingdom and Europe (excluding (iii) below)	_____ %	_____ %
(ii) in the USA and its territories and possessions or Canada	_____ %	_____ %
(iii) in the UK or elsewhere (excluding (ii) above) for persons, companies, firms or organisations having an address in the USA and its territories and possessions or Canada	_____ %	_____ %
(iv) in Australia and its territories and possessions	_____ %	_____ %
(v) elsewhere (please state countries and amounts involved on practice letterhead)	_____ %	_____ %

5. (a) Please provide an estimate of the percentage of total annual income for the last complete financial year from the following categories:

Collection of Monies	%	Private Investigation	%
Seizure of Property	%	Service of Legal Documents	%
Evictions	%	Auction / Sale of Property	%
Repossession of Property	%	Debt Counselling	%
Other – please specify			%

- (b) Is the work split above representative of the Firm(s) make up over the previous three years? Yes No

If 'No', please provide details: _____

- (c) Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months?..... Yes No

If 'Yes', please provide an explanation: _____

3. Fraud and Dishonesty

7. (a) Has the Firm(s) sustained any loss through the fraud or dishonesty of any person?..... Yes No

If 'Yes', please provide details:

- (b) Is the Firm(s) aware of any allegation or occurrence of fraud or dishonesty at any timecommitted by any past or present Partner, Director or employee? Yes No

If 'Yes', please give details and state the precautions taken to prevent a reoccurrence:

- (c) Does the Firm(s) always require satisfactory references or only when engaging senior employees? Always
Senior Appointments Only

Nature of reference: Written
Verbal

- (d) Is any employee allowed to sign cheques on his/her signature alone for values exceeding £25,000? Yes No

If 'Yes', please give details on a separate sheet.

- (e) How frequently are checks carried out on all entries in the cash book with paying-books, receipts, counterfoils and vouchers, and reconciled with bank statements (including the balance of cash and unpresented cheques), independently of employees receiving or banking monies in respect of monies belonging to the Firm(s) as well as in trust on behalf of others?

Weekly Monthly Quarterly

Other (Please Specify) _____

4. Previous Coverage

8. Has any proposal for Professional Indemnity Insurance made on behalf of the Firm(s) or any predecessors in the business, or present partners/directors/principals ever been declined or has such insurance ever been cancelled or renewal refused or special terms imposed? Yes No

If 'Yes', please advise reason(s):

9. Please specify:

- (a) The limit(s) of indemnity for which quotations are required:

£ _____ £ _____ £ _____ £ _____ £ _____

10. Is any partner, director or principal **after inquiry** aware of any claims ever having been made against the Firm(s) or their predecessors in business or any of the present or former partners, directors or principals?..... Yes No

11. Is any partner, director or principal **after inquiry** aware of any circumstances or occurrences which may give rise to a claim against the Firm or their predecessors in business or any of the present or former partners/directors or principals?..... Yes No

If you have answered "Yes" to questions 10 or 11 full details of each matter must be advised before quotation can be considered. We must remind you that it is imperative to answer these questions correctly. **FAILURE TO DO SO COULD WELL PREJUDICE YOUR RIGHTS**, if subsequently a claim should arise.

Declaration

I/We declare that the statements and particulars in this proposal are true and that no material facts have mis-stated or suppressed after enquiry. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance.

Signed

Title
(to be signed by Partner, Director or Principal or equivalent)

Firm(s).....

Date

AIG UK Limited
The AIG Building
58 Fenchurch Street
London EC3M 4AB

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