



## **PROFESSIONAL LIABILITY INSURANCE FOR CHARITIES, ASSOCIATIONS, SOCIETIES, CLUBS AND THE LIKE**

Important notice:

1. This is a proposal for a contract of insurance, in which 'Proposer' or 'you/your' means the individual, company, partnership, trust, charity, establishment or association proposing for cover.
2. This proposal must be completed in ink, signed and dated. All questions must be answered to enable a quotation to be given but completion does not bind you or Underwriters to enter into any contract of insurance. If space is insufficient to answer any question 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).
3. 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 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.
4. You are recommended to request a specimen copy of the proposal policy or certificate from your insurance broker and to consider carefully the terms, conditions and limitations and exclusions applicable to the cover. The proposed insurance covers only those losses which arise from certain events discovered or claims made against the assured during the period of insurance, as specified in the policy or certificate.

1. Name of the Charity/Association

Address of Registered or principal office

		Post Code	
		Tel No:	Fax No:
E- Mail address:		Website address:	

Registered number

2. Has the Charity/Association been established for at least twelve months?

YES  NO

*If NO please answer the following question*

2.1 Date of establishment

3. Are you able to confirm that

(i) the Charity's/Association's activities are solely confined to fund raising and/or the provision of advice or support to an identifiable group of community, and that such advice and support

(a) does not involve providing any form of treatment and/or medical/surgical care or advice?

(b) does not involve providing any legal, financial or environmental advice?

(c) does not involve undertaking any scientific or medical research?

(d) is free of any specific charge or fee and is not the subject of a contract for the provision of professional services?

(ii) that the Charity/Association is either a sports, social or recreational society, association or club?

AND THAT

(iii) the Charity/Association does not undertake any certification, examination, licensing or regulatory activities or functions?

YES  NO

*If NO please provide full details*

4. Do the activities of the Charity/Association involve either

(i) the provision or running of residential homes for, and/or

(ii) the regular care of, training, supervision or sole charge of

persons under the age of 18, or of vulnerable adults, by members, employees or volunteers of the Charity?

YES  NO

*If YES please answer the following questions*

4.1 Please provide full details of the Charity's/Association's activities

4.2 Please provide full details of the Charity's/Association's policies and procedures to ensure the suitability of such members, employees or volunteers to work with children or vulnerable adults.

5. (i) What is the Charity's/Association's total gross income for its last complete financial year?

(ii) Provide a percentage breakdown of the source of such income between

	%
(a) Funding from Government, Local Authorities or Government/Local Authority agencies	
(b) Subscriptions and membership fees	
(c) Voluntary income/donations	
(d) Fee-generating activities (please complete question 5.1)	
(e) Other (please complete question 5.1	
Total	100%

5.1 If income derived from fee-generating activities or 'other' sources please provide full details

N.B. you are only insured for those activities declared

6. Can you confirm that

- (i) you do not anticipate any major changes in these activities in the forthcoming twelve months?
- (ii) there have not been any fundamental changes in the Charity's/Association's activities over the last five years?
- (iii) the Charity's/Association's total gross income from each of its last three financial years and its estimated gross income from its current financial year does not vary from one successive year to another by more than  $\pm 25\%$ ?
- (iv) no work is undertaken or activities conducted outside of the United Kingdom?

YES  NO

*If NO please provide full details*

7. Can you confirm that the Charity's/Association's funds are managed by suitably qualified external professional managers?

YES  NO

*If YES please answer question 7.1*

*If NO please answer question 7.2*

7.1 Can you confirm that

- (i) there has been no change in the external professional managers used by the Charity/Association within the last three years?
- (ii) the Charity/Association and/or its Trustees maintain full legal rights against such external professional managers?

YES  NO

*If NO please provide full details*

7.2 Please provide full details of who manages the Charity's Association's funds, the length of time they have undertaken and their experience in, fulfilling this function

8. Can you confirm the following 'good practice' in respect of all the Charity's/Association's locations?

- (i) satisfactory written references are always obtained from former employers for the three years immediately preceding the engagement of any employee or volunteer responsible for money, accounts or goods.
- (ii) all money received by inside staff or volunteers is recorded and banked daily
- (iii) employees and volunteers are required to account for money received at least weekly
- (iv) petty cash payments are always made against authorised vouchers
- (v) cash in hand and petty cash are checked independently of the employees/volunteers responsible at least monthly and additionally, without warning, at least every six months
- (vi) bank statements, receipts, counterfoils and supporting documents are checked at least monthly against the cash book entries independently of the employees/volunteers making cash book entries or paying into the bank
- (vii) salaries/wages not paid by credit transfer or crossed cheque are checked independently of the employees/volunteers handling such money
- (viii) all payments, other than petty cash and salaries/wages, are made by crossed cheque
- (ix) cheques are prepared independently of the signatory to a cheque
- (x) the signatory to a cheque always examines full supporting evidence
- (xi) all cheques drawn for more than £5,000 require at least two signatories
- (xii) pre-signed cheques are not used
- (xiii) different employees/volunteers, acting independently, are responsible for ordering, certifying receipt of and authorising payment for goods and service
- (xiv) on an at least annual basis physical stock and inventory checks are carried out independently of employees/volunteers responsible for the stock

YES  NO

*If NO please provide details of your system*

9. What is the maximum value of stock at any one location?

£
---

10. Can you confirm that, in respect of all locations

- (i) at least once a year professional external auditors audit the Charity's/Association's accounts and all computer system installations which are used for financial and stock control purposes?
- (ii) all auditors' recommendations on security against fraud are implemented to their satisfaction?
- (iii) the Charity/Association has not suffered a loss during the past five years through fraud or dishonesty of any trustee, employee or any other person to whom this proposal relates?

YES  NO

*If NO please provide full details*

--

11. Can you confirm that

- (i) no complaints concerning the Charity/Association have been made to the Charity Commissioners or any other Regulatory or Official Body or Institution?
- (ii) the Charity/Association is neither currently or has ever been subject to an investigation by the Charity Commissioners or any other Regulatory or Official Body or Institution?
- (iii) as far as is known the Proposers have never been refused this type of insurance or had a similar insurance cancelled or been quoted increased premiums or had special terms imposed?
- (iv) if any insurance similar to that now being proposed had been or were now in effect any claim which has been made or which is now pending against any person proposed for insurance would not have fallen within the scope of such insurance?
- (v) no person proposed for insurance is aware, after enquiry, of any circumstance or incident which they have reason to suppose might afford grounds for any future claim such as would fall within the scope of the proposed insurance?

YES  NO

*If NO please provide full details*

--

12. What indemnity limit is required?

£250,000  £500,000  £1,000,000  Other (please specify) £

The standard limit in respect of the Fidelity section is £25,000. Do you require a higher limit?

YES  NO

*IF YES please state the limit required*

<b>12.1 Fidelity Limit Required</b>	£ <input type="text"/>
-------------------------------------	------------------------

**DECLARATION**

I hereby declare that I am authorised to complete this proposal on behalf of the Proposer and that, to the best of my knowledge and belief, the statements and particulars in this proposal are true and complete and no material facts have been mis-stated or suppressed. I undertake to inform Underwriters of any material alteration or addition to these statements or particulars which occurs before any contract or insurance based on this proposal is effected and acknowledge that this proposal (together with any other information supplied to Underwriters) shall be the basis of such contract.

\*Signed: \_\_\_\_\_ Names: \_\_\_\_\_

\*Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

\*the signatory should be a director or senior officer of, or partner in, the Proposer.