



## Management Risks Proposal Form

### Section 1: General

Company Name:	
Registered Address:	
Telephone No.:	
Email:	
Website:	
Date Established:	
Full Description of Business Activities:	
When would you like cover to incept?	

1) Which of the following does your organisation come under?

- Public                       Club  
 Private                       Association  
 Charity                       Other

If 'Public' please state where your shares are listed:

2) Does any one person hold more than 20% of your shares?                       Yes                       No

If 'Yes' please state the name(s) of shareholders and the percentage they hold:


3) During the last 3 years has:

- Any acquisition or merger taken place?                       Yes                       No
- Any subsidiary company been sold or ceased trading?                       Yes                       No
- Your capital structure changed?                       Yes                       No

If 'Yes' to any of the above, please provide full details:

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4) In the last 12 months have any directors or trustees been replaced or resigned?

Yes                       No

If 'Yes', please provide full details including reason for them leaving:

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5) Do you know of any of the following:

- Any offer, acquisition or merger with another company?  Yes  No
- Any offer for more than 50% of your shares?  Yes  No
- Any new subsidiaries started or bought since you last filed your annual reports?  Yes  No
- Any planned public offering of your securities in the next 12 months?  Yes  No

If 'Yes', please provide full details:

## Section 2: Director's & Officer's/Trustee's Liability

- 1) Are you a listed company?  Yes  No
- 1a) If 'Yes', do you comply with the combined code on corporate governance?  Yes  No

If 'No', please provide full details:

- 2) Have you ever had to restate your financial results? *(If you have only done this because of a change in accounting standards then please answer 'No')*  Yes  No

If 'Yes', please provide full details:

- 3) Have you received any negative comments or had concerns raised by any regulatory body or auditor in the last 3 years?  Yes  No

If 'Yes', please provide full details:

- 4) Have you failed to meet any debt covenants in the last 12 months, or are expecting to in the next 12 months?  Yes  No

If 'Yes', please provide full details:

5) Have you changed/replaced your external auditor in the last 3 years?  Yes  No

If 'Yes', please provide full details:

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### Section 3: Director's & Officer's/Trustee's Liability (USA)

Complete this section if you need to cover for claims to do with activities you undertake in the USA.

What is the percentage of your assets are within the USA?	%
What is the percentage of your turnover from the USA?	%

1) Do you have any subsidiaries in the USA?  Yes  No

If 'Yes', please provide full details:

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2) Do you or any of your subsidiaries have any debt or shares traded in the USA?  Yes  No

### Section 4: Charities, Clubs and Associations

Please only complete this section if your organisation is a charity, club or association.

1) Please describe fully your activities and aims as a charity, club or association:

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2) Do you offer any of the following:

Management/supervision of children and/or venerable adults:	<input type="checkbox"/>
Financial, investment or legal advice:	<input type="checkbox"/>
Medical advice, diagnosis or treatment:	<input type="checkbox"/>
Regulation or examination and certification:	<input type="checkbox"/>

If you ticked any of the above, please provide details of the services you offer (including the percentage of income, people involved and controls in place):

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3) Do you offer any services outside the UK?

Yes

No

If 'Yes', please provide full details:

4) Please provide income details below:

Income	Last Financial Year	Next 12 Months <i>(estimated)</i>
Fund Raising:	£	£
Grants:	£	£
Investments:	£	£
Professional Services:	£	£
Fees:	£	£
Publications:	£	£
Other:	£	£
<b>Total</b>	£	£

Please provide full details of any 'Professional Services' or 'Other' that you provide:

5) Are there any concerns about your sources of funding for the next 12 months?

Yes

No

If 'Yes', please provide full details:

6) Do you use any external financial advisors?

Yes

No

If 'Yes', please provide full details of these advisors:

6a) Do you enforce that all your financial advisors have Professional Indemnity Insurance?

Yes

No

## Section 5: Employment Practices Liability

Please complete this section if you need Employment Practices Liability cover.

- 1) Please list the number of employees you have in the following locations *(Including directors, trustees and seasonal & temporary staff)*

Location	Full Time	Part Time
UK:		
Europe:		
USA/Canada:		
Rest of the World:		

- 2) How many employees have salaries exceeding £50,000? *(Including directors)*
- 3) How many employees have left the company in the last 12 months?
- 4) When recruiting directors/trustees or promoting people to a position of trust do you have the following measures in place?  Yes  No
- A process to ensure suitability for that position
  - Reference checks on their employment history

If 'No', please provide full details of the controls you have in place:

- 5) Has the company made any redundancies in the last 6 months?  Yes  No

If 'Yes', please provide full details *(including advice received)*:

- 6) Do you plan on making any redundancies in the next 12 months?  Yes  No

If 'Yes', please provide full details:

- 7) Do you have a HR (Human Resources) department responsible for group companies?  Yes  No

If 'Yes', how many employees does this department have?

If 'No', how are HR matters dealt with?

8) Do all of your business locations have a HR member of staff?

Yes

No

N/A

If 'No', how are HR matters dealt with in each location?

9) Do you have a HR manual/HR guidelines?

Yes

No

10) Do you have a procedure manual/employee handbook?

Yes

No

11) Are these manuals/handbooks issued to all employees?

Yes

No

11a) Please state when these were last updated:

11b) How do you ensure they comply with current law?

11c) Please confirm manuals/handbooks contain the following:

Yes

No

- Procedures for recruitment and termination
- Disciplinary procedures
- Procedures for discrimination/harassment
- Procedures for confidential treatment of employee information
- Procedures for whistleblowing and employee grievance

If 'No', what controls are in place do to deal with any of the above issues?

12) Do all employees have to complete a written application before employment?

Yes

No

13) Are all employment offers reviewed by the HR department?

Yes

No

14) Do you have an induction programme for all new staff?

Yes

No

15) Do all managers receive regular HR training?

Yes

No

16) Does the HR department review and sign off disciplinary action?

Yes

No

17) Do all employees receive regular performance reviews?

Yes

No

If 'No', what procedures are in place to deal with this?

18) Do you seek professional advice when terminating an employee's employment?

Yes

No

If 'No', what procedures are in place to deal with this?

19) Do you have a legal department?

Yes

No

### Section 6: Legal Liability

*Please complete this section if you require Legal Liability cover.*

1) Do you have a data protection policy in place?

Yes

No

2) Do you have a health and safety policy in place?

Yes

No

3) Is your health and safety policy available to all employees?

Yes

No

4) Have you met all health and safety requirements?

Yes

No

5) Have you reviewed your health and safety policy in the last year?

Yes

No

If 'No', to any of the above please give full details:

6) Do you segregate duties? *(Do you need to or more people to agree to pay/transfer money, goods, funds or sign cheques over £2,500)*

Yes

No

If 'No', what procedures are in place to deal with this?

**Please only complete the rest of this section if you are a charity, club or association**

7) Do you have a website?

Yes

No

If yes:

8) Is website content regularly reviewed?

Yes

No

9) Do you have a complaints policy in place in relation to website content?

Yes

No

10) Do you have any form of bulletin board or chat forum on the website?

Yes

No

If 'Yes', what procedures are in place to deal with monitoring this?

## Section 7: Insurance Details & Claims

- 1) Have you or any director, trustee or employee ever been refused similar insurance cover, or had special terms put in place by the insurer?  Yes  No
- 2) In the last 5 years have you, any director, trustee or employee had any official regulatory investigation?  Yes  No
- 3) In the last 5 years have any claims been made against you, any director, trustee or employee that this policy would have covered were it in force?  Yes  No
- 4) Are you or any director, trustee or employee aware of any circumstances that may lead to a claim under the proposed insurance policy?  Yes  No

If 'Yes' to any of the above please provide full details:

## Section 8: Declaration

I/We declare that the statements and particulars in this proposal are true and that I/we have not misstated 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 Insurers of any material alteration to these facts whether occurring before or after completion of the contract of insurance. Signing this proposal form does not bind the proposer to complete this insurance.

Name of Proposer (In block capitals): \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_



**Please use this space to record the answers to any questions for which you require additional space, noting the appropriate question number.**