



Proposal Form

Miscellaneous Professional Indemnity Insurance

CorporateGuard

This is a Proposal Form for a Policy relating only to claims first made against the Insured during the Policy Period. Please answer all questions leaving no blank spaces. If you have insufficient space to complete any of your answers, please continue on an attached sheet of your own letterhead. If you are unsure about any aspect of the form, talk to your professional insurance adviser.

A. General Section

(All applicants must complete this section)

General Information

1. Name of Firm including any subsidiary or associates to be covered under this insurance:

2. Address of Principal Office:

3. Date Firm Established? _____

4. During the past five years has the name been changed, any other business been purchased, any merger or consolidation taken place or has the nature of business changed significantly?

Yes / No

If Yes, provide details.



5. Please provide following details:

Name of Principal/Director	Qualifications	Year Qualified	Duration practising as a Principal/Director of (a) this firm, or (b) previous firm

6. Total numbers of Principals/Directors and staff or employees.

(a) Principals/Directors

(b) Qualified Staff

(c) Staff, other than Typists and Office Juniors

(d) Typists and Office Juniors

(e) Temporary Staff (including Contractors)

7. Previous Insurance

If you are not currently insured with AIG Insurance New Zealand Limited, please give particulars of previous professional indemnity insurance carried during the past two (2) years.

Period	Insurer	Limit	Excess	Premium

8. Has any Proposal for similar insurance made on behalf of the Firm, any predecessors in business, or present Principals or Directors ever been declined or has any such insurance ever been cancelled or renewal refused?

Yes / No

If Yes, provide details.



9. Please provide a clear description of activities and attach a brochure describing your operations (if available):

10. Division of Work

- (a) Please categorise the activities described in Q9 and indicate the percentage of work this represents (as a percentage of total fees):

Category	Approx Percentage
<hr/>	<hr/> %
<hr/>	<hr/> %
<hr/>	<hr/> %
<hr/>	<hr/> %
<hr/>	<hr/> %
	100%

- (b) Do you anticipate any substantial change in this apportionment in the next 12 months?

Yes / No

If Yes, attach full particulars

11. Total amount of Gross Fee income:

	Past Financial Year	Current Financial Year	Estimate for coming Financial Year
New Zealand Operations	\$ <hr/>	\$ <hr/>	\$ <hr/>
Overseas Operations	\$ <hr/>	\$ <hr/>	\$ <hr/>

12. In the case of overseas contracts, please list the countries involved and whether New Zealand or Overseas court jurisdiction applies to each contract. Please also supply brief details of contracts and size:

13. (a) Please give details of any major new operations being undertaken during the next 12 months:



(b) Please comment on any features of your work which you think may be of interest to Underwriters: _____

14. Do the applicant's contracts contain:

- | | | |
|-----|--|----------|
| (a) | Hold harmless or indemnity agreements insuring to the applicant's benefit? | Yes / No |
| (b) | Hold harmless or indemnity agreements insuring to the applicant's client's benefits? | Yes / No |
| (c) | A specific description of the services applicant will provide to the client? | Yes / No |
| (d) | Guarantees or warranties? | Yes / No |
| (e) | Limitation of liabilities? | Yes / No |

Please note in certain instances, AIG will require to view any contracts

15. Is the Firm or any Principal/ Director a member of any Professional Body or Association? Yes / No

If "Yes", please give details:

16. Has any claim (successful or otherwise) been made against the Firm, any of its Principals or Directors, employees, predecessor firm/s or past Principals or Directors?

Yes / No

If "Yes", please attach a statement giving full details.

17. After enquiry, is the Firm or any of the Principals / Directors aware of any circumstance which may result in a claim being made against the Firm, any of its Principals or Directors, employees, predecessor firm/s or past Principals or Directors?

Yes / No

If "Yes", please attach a statement giving full details.

18. Do you require insurance for any of the following extensions (if available)?

- | | | |
|-----|--|----------|
| (a) | Loss of Documents | Yes / No |
| (b) | Dishonesty of Employees | Yes / No |
| (c) | Fidelity of Employees | Yes / No |
| (d) | Libel and Slander | Yes / No |
| (e) | Liability of Outgoing Principals | Yes / No |
| (f) | Previous Business | Yes / No |
| (g) | Retroactive Liability | Yes / No |
| (h) | One automatic reinstatement of the indemnity limit | Yes / No |
| (i) | Other (specify) _____ | Yes / No |



19. If cover for Outgoing Principals 18 (e) and Previous Business 18 (f) is required, please give details of Principals or Directors:

(a) Who have retired or left the Firm including the leaving or retirement date_____

(b) Who have joined the Firm and from what previous firm _____

20. If cover for Fidelity of Employees 18(c) is required:

(a) Has the Firm sustained any loss through the Fraud or Dishonesty of any Employee? Yes /
No

If "Yes" please give details:

(b) Does the Firm know of any Fraud or Dishonesty at any time of any present or former Employee?

Yes / No

If "Yes" please give details:

(c) Is any Employee allowed to handle cash or transferable documents or sign cheques on his/her signature alone?

Yes / No

If "Yes" please give details:

(d) By whom and how often are the entries in the cash book checked with the vouchers and reconciled with the book statements and returned cheques?

21. What is the amount of indemnity required? \$ _____

22. What is the amount of excess required in respect of each claim? \$ _____

Pursuant to the Privacy Act 1993 the following is brought to your attention:

(a) This form collects personal information about the employees and directors of your company

(b) The information is collected to evaluate the submission to AIG Insurance New Zealand Limited.

(c) The intended recipient of the information is AIG Insurance New Zealand Limited.

(d) The information is being collected and held by AIG Insurance New Zealand Limited.

(e) The collection of this information is required pursuant to providing terms of your insurance cover.

(f) You have the rights of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.



Declaration

I/We hereby declare that the information and answers given in this proposal form are in every respect true and correct and that all information that may be material in considering this proposal form has been fully and accurately disclosed to AIG Insurance New Zealand Limited in writing in a manner which would not mislead a prudent insurer.

I/We agree that this declaration shall be the basis of and incorporated in the insurance contract and that the insurance contract may be avoided if (amongst other things) any statement in this declaration is "substantially incorrect" and "material" as both those terms are defined in the Insurance Law Reform Act 1977.

I/We undertake to inform AIG Insurance New Zealand Limited of any material alteration to the above information whether occurring before or after the completion of this insurance contract.

I/We understand that:

- I/We am/are obliged to advise AIG Insurance New Zealand Limited of any information which may be material to its consideration of this application. This information includes all information I/we know (or could reasonably be expected to know) which could influence the judgment of AIG Insurance New Zealand Limited whether or not to accept this application and (if it is accepted) on what terms, including cost and otherwise.
- Failure to provide any of this information may result in AIG Insurance New Zealand Limited refusing to provide the insurance.
- I/We have certain rights of access to and correction of this information.

For and on behalf of (insert name of Firm)

Signature of Principal or Director

Date

Signature Of This Form Does Not Bind The Firm Or The Insurer To Complete The Insurance



Bring on tomorrow

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