

PROPOSAL FORM

Professional Indemnity



DUTY OF DISCLOSURE

This proposal form is to be completed by the Applicant or an Authorised Officer of the Applicant.

The information provided to Vero Liability in this proposal form will be the basis of any contract of insurance entered into.

You must disclose to Vero Liability Insurance Limited all information which is material to it in deciding whether to issue insurance cover to you, and if so on what terms and/or premium. This includes but is not limited to any circumstances or conduct which might lead to a claim being made against you. This may also include information which is additional to the questions that we have asked. The duty to disclose material information occurs prior to the commencement of cover, prior to each renewal or whenever the policy is varied. This means that prior to renewal or any policy variations, as well as advising of new information you also need to advise us of any alterations to the facts previously notified. Failing to disclose material information may result in your policy being avoided. This means that your policy would be deemed to have never existed and no claims would be payable.

If there is insufficient space to provide full information in this proposal, please attach additional sheets.

WHEN IN DOUBT DISCLOSE.

IMPORTANT NOTICE

This is a proposal form for a Claims Made policy.

The policy will only respond to claims and/or circumstances which are first made known to the Insured and notified to Vero Liability Insurance Limited during the policy period. The policy will not provide cover for:

- ◆ Events that occurred prior to the retroactive date of the policy (if specified).
- ◆ Claims made after the expiry of the policy period (or extended reporting period if available) even though the act giving rise to the claim may have occurred during the policy period.
- ◆ Claims notified or arising out of facts or circumstances notified under any previous policy or noted on the current proposal form or any previous proposal form.
- ◆ Claims made, threatened or intimated prior to the commencement of the policy period.
- ◆ Claims arising from circumstances known to the Insured at the commencement of the policy period as having the potential to give rise to a claim.

Applicant Details

Name of applicant including trading names, names of subsidiaries and any other parties to be insured	
Address	
Website Address	
Email Address	Contact Person
Phone Number	Broker / Agent

Financial Details

Please provide gross fees or income (including fees paid to subcontractors) as follows:

Country	Last Financial Year	Current financial Year estimated	Next financial year estimated
New Zealand	\$	\$	\$
Australia	\$	\$	\$
Asia & Pacific	\$	\$	\$
UK & Europe	\$	\$	\$
USA/Canada	\$	\$	\$
Total	\$	\$	\$

Business Details

State fully the nature of your business/profession including details of any advice given and/or services provided (please include current and past activities):

[Please furnish copies of any brochures, or other documentation which may assist Vero Liability in gaining a complete appreciation of your business/profession.]

NOTE: The following professional should provide further information, please click [Proposals](#) to link to our website and obtain the specific supplementary proposal form:

Accountants, Advertising Agents, Architects, Design & Build, Engineers, Financial Institutions, Private Hospitals, Project Managers, Real Estate Agents, Solicitors, Surveyors, Travel Agents, Trust Companies, Valuers

When was the business established?

Has the name of the business ever changed?

Yes No

If Yes, please advise

Has any other business amalgamated or merged with you?

Yes No

If Yes, please advise

Have you purchased another business?

Yes No

If Yes, please advise

Please list the professional bodies or associations to which the Applicant belongs:

Are any of your products and/or services subject to any legislation governed by the Financial Markets Authority? (refer www.fma.govt.nz)

Yes No

If Yes, please advise

Do you sell any products? If Yes, please advise

Yes No

Do you engage sub-consultants?

Yes No

If Yes, what percentage of gross fees is paid to them

%

Are the sub-consultants required to carry Professional Indemnity Insurance?

Yes No

If Yes, please indicate minimum level of cover required:

\$

Do you have a standard form of contract or agreement which applies to the provision of professional or specialist services/advice?

Yes No

If Yes, please enclose copies of the contract/agreement.

Is it your practice to use your standard form on all occasions?

Yes No

If No, please enclose copies of those contracts or agreements where your standard form has not been used or has been altered.

Do you use any standard form of disclaimer or exclusion of liability, other than as disclosed under your standard form of contract/agreement

Yes No

If Yes, please supply copies of the same and detail the circumstances in which it is used.

Please provide details and value of the five largest contracts entered into with Third Party entities

1. \$

2. \$

3. \$

4. \$

5. \$

Details of Principals and Staff

Names of Principals/Directors or Persons for whose acts cover is required	Qualifications	When Qualified	How long practising as Principal/Director

Numbers of Staff	Employees		Contractors	
	Full time	Part time	Full time	Part time
Principals/Directors				
Qualified Staff				
Other Technical Staff				
Administrative/Clerical				
Other				

Prior Insurance

Has any insurer in respect of the risks to which this proposal relates ever:

1. declined a proposal, refused renewal or terminated any insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. required an increased premium or imposed special conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. declined an insurance claim by the Applicant or reduced its liability to pay an insurance claim in full (other than by application of an Excess)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If Yes to any of the above please give details

Past Claims

Has any claim been made against the Applicant or any principal or director (including principal or director of any previous business) consultant or employee in respect of the risks to which this proposal relates? Yes No

Has the Applicant or any principal, partner, director, consultant or employee incurred any other loss or expense which might be within the terms of this insurance? Yes No

If Yes in either case please give details

Date of Claim or Loss	Brief details of claim or loss	Cost (if any of claim paid or loss insured)	Estimated outstanding loss
		\$	\$
		\$	\$
		\$	\$
		\$	\$

What action has been taken to prevent a recurrence of the situation which gave rise to each claim or loss?

Potential Claims

Is any principal, director, partner consultant or employee, after enquiry, aware of any circumstances which might:		
1. give rise to a claim against the Applicant or his/her predecessors in business or any present or former principals, partners, directors, consultants or employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. result in the Applicant or his/her predecessors in business or any present or former principals, partners, directors, consultants or employees incurring any losses or expenses which might be within the terms of this insurance cover (this includes but not limited to disciplinary hearings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details including maximum potential cost		

Declaration

On behalf of all proposed Insureds, I/We declare and agree that:

- the information and answers given in this proposal are in every respect true and correct and that Vero Liability has been made aware of all information that may be material in considering this proposal.
- this proposal and declaration shall be the basis of and incorporated in the insurance contract.
- I/We warrant that we will notify Vero Liability of any material alteration to these facts whether occurring before or after the completion of this insurance contract.
- Vero Liability is authorised to give to or obtain from any other insurers or any insurance broker or other party any information relating to this insurance or any other insurance held by me/us or any claim made by me/us.

I/We understand that:

- Vero Liability is collecting the information on this proposal for the purpose of conducting its business, evaluating our insurance requirements and deciding whether to issue insurance cover and if so on what terms.
- failure to provide any of this information may result in Vero Liability refusing to provide the insurance.
- this information will be held by Vero Liability at 23-29 Albert Street, Auckland.
- I/We have certain rights of access to and correction of this information.

Signed:

Title:

Date:

If this proposal form is being completed electronically, please print the completed form to sign.

Note: Completion of this proposal does not bind the Applicant or Vero Liability to enter into a contract of insurance.

Vero Liability Insurance Limited
Level 32, ANZ Centre, 23-29 Albert Street
Private Bag 92055 Auckland New Zealand
Telephone 09 306 0350

www.veroliability.co.nz

SUPPLEMENTARY PROPOSAL FORM

Accountants



Applicant Details

Name of applicant including trading names

Activities Details

Please indicate the percentage of your firm's income derived from the following fields of activity

Type of Activity	% of fee income
Audits for:	%
(a) banks, finance houses, hire purchase and credit sales organisations	%
(b) law firms/nominee companies	%
(c) schools and government departments	%
(d) all other audit work (please specify)	%
Taxation preparation or advice	%
Accounts preparation or book-keeping	%
Business /Share Valuation /Evaluation	%
Insolvency, liquidation and receivership	%
Directorships and Trusteeships	%
Investment Management /Financial Planning services	%
Management Consultancy (please give details)	%
Other (please specify)	%

Has the practice ever been involved in the promotion of investment geared taxation schemes, wrap mortgages or other tax minimisation schemes? Yes No

If Yes, please provide details

Has the practice ever been involved in the promotion of contributory mortgage schemes? Yes No

If Yes, please provide details

Is any work undertaken for publicly listed companies? Yes No

If Yes, please indicate percentage of fees applicable: %

Do you require to be indemnified for Dishonesty/Fidelity of Employees? Yes No

If Yes, has the Practice sustained any loss through the fraud or dishonesty of any employee or principal? Yes No

If Yes, please supply details and state precautions taken to prevent a recurrence

Is any member of the Practice's staff allowed to handle cash or transferable documents to sign cheques on his/her signature alone? Yes No

If Yes, please advise:

Staff Title	Account	Authority Limit
	General <input type="checkbox"/> Trust <input type="checkbox"/>	\$
	General <input type="checkbox"/> Trust <input type="checkbox"/>	\$
	General <input type="checkbox"/> Trust <input type="checkbox"/>	\$
	General <input type="checkbox"/> Trust <input type="checkbox"/>	\$
	General <input type="checkbox"/> Trust <input type="checkbox"/>	\$

Are any employees allowed to transact a fund transfer with their signature alone? Yes No

If Yes:

i) what is the approximate annual value of fund transfer? \$

ii) please specify the method of instruction (eg, electronic, computer, telephone etc)

Written Letter Email Telephone Internet

iii) can payment instructions be made to any account which has not been pre-agreed? Yes No

iv) is the financial institution required to authenticate the instruction before payment is released? Yes No

v) please provide a brief description of the methods used to secure fund transfers (eg passwords encryption, code words, call back).

How often and by whom are the entries in the cash book checked with the vouchers and reconciled with the bank statements and returned cheques?

Please give details

Does the Practice always require and obtain satisfactory references when engaging employees? Yes No

Outside Trusteeships

Does any accountant in the firm serve as a Trustee on any Trust? Yes No

If Yes, please advise details

Name	Trust	Type of Trust	Is the Trust a client?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Outside Directorships

Does any accountant in the firm serve as a Director, Officer or partner of any organisation other than the firm? Yes No

If Yes, please advise details

Name	Organisation	Position Held	Is the Organisation a client?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed:

Title:

Date:

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