

Professional Indemnity Insurance Proposal

NOTARY PUBLIC

Please ensure that you complete all sections of this proposal form providing a full answer to every question. A Principal must sign and date this form along with any separate sheets. Please include with this form a sheet of your current headed notepaper, which can also be used to supplement areas where you may have insufficient space to answer a question

If you are in any doubt as to whether particular information should be disclosed you should provide that information to insurers.

Please note that a renewal is based on the information which has already been provided to insurers. Therefore if there is a change in such information which has not yet been advised, this must now be disclosed to insurers.

If you have any questions or queries when completing this form, then please do not hesitate to contact us.

We will seek quotations based on the following Demands & Needs unless you confirm by amendment below

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Cover Requirement | You require Professional Indemnity to cover loss resulting from any claim for any civil liability which arises from the performance or failure to perform your professional services |
| Cost | No premium targets have been identified |
| Policy Terms & Conditions | Negotiation based on standard policy terms or conditions unless otherwise specified |

(1) Name of Applicant:

Name(s) of firm(s) to be insured:

Principal Address:

Postcode:

Date Established:

Contact Details :
Website Address/Email/Telephone:

Number of Employees:

Please provide a summary of your business activities/proposed business activities:

Please confirm that you will only engage under the Law of England and Wales

Yes / No

Please confirm that your terms of business make clear that you only act under the Law of England and Wales.

Yes / No

If this proposal relates to new insurance, you must also enclose a copy of your CV or career summary plus any relevant supporting literature

(2) Professional Memberships - e.g. The Notaries Society

(3) Do you have a current Practising Certificate?

Yes / No

(4) NOTARIAL ACTIVITIES : Please provide details of the Proposer's gross fees received from standard notarial activities in the last two financial years (and an estimate of fees for the forthcoming year), based on the territory in which notarised documents are expected to be used. (If this is a new start up, please provide estimated figures for the forthcoming year)

| <i>territory where notarised documents will be used:</i> | Previous Year (Y/E.....) | Latest Year (Y/E.....) | Forthcoming Year (Y/E.....) |
|----------------------------------------------------------|-----------------------------|---------------------------|--------------------------------|
| United Kingdom | £ | £ | £ |
| Europe | £ | £ | £ |
| USA or Canada | £ | £ | £ |
| Other countries (please specify) | £ | £ | £ |
| Total Fees | £ | £ | £ |

(5) NON-NOTARIAL (OTHER) ACTIVITIES: Provide details of the Proposer's gross fees received in the last two financial years (and an estimate of fees for the forthcoming year). If this is a new start up, please provide estimated figures for the forthcoming year.

| <i>For clients based in:</i> | Past Year | Current Year | Forthcoming Year |
|----------------------------------|-----------|--------------|------------------|
| United Kingdom | £ | £ | £ |
| Europe | £ | £ | £ |
| USA or Canada | £ | £ | £ |
| Other countries (please specify) | £ | £ | £ |
| Total Fees | £ | £ | £ |

Financial Year End Date

(6) Areas of Practice, based on your last complete financial year or estimate if start up:

| | | |
|--------------------------------------|---|------|
| Notarial Acts for Commercial Clients | £ | % |
| Notarial Acts for Private Clients | £ | % |
| Conveyancing | £ | % |
| Probate | £ | % |
| Wills | £ | % |
| Other - please specify | £ | % |
| Total | £ | 100% |

(7) What policies and procedures do you have in place to comply with GDPR?

(8) In the last six years have any claims been made against you?

Yes / No

(9) Are you, having made full enquiries, aware of any circumstances which may give rise to a claim against you?

Yes / No

(10) In the last six years, have any complaints been made against you or any disciplinary proceedings been brought by any regulatory body?

Yes / No

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| (11) Has the Proposer at any time been refused similar insurance, or had any policy cancelled or voided at any time? | Yes / No |
| (12) Has any director, manager, partner or trustee of the Proposer or any person insured or proposing for insurance (i) been convicted, or charged but not yet tried, of any criminal offence other than a motoring offence? (ii) been declared bankrupt, gone into insolvent liquidation, or been the subject of receivership or an administration order? | Yes / No |

If you have answered Yes to any of the questions above, please provide details below :

| | | | |
|------------------------------------------------------|---|---|---|
| For what limit(s) of indemnity do you require terms? | £ | £ | £ |
|------------------------------------------------------|---|---|---|

| | | | |
|-------------------------------------------|---|---|---|
| For what excess(es) do you require terms? | £ | £ | £ |
|-------------------------------------------|---|---|---|

DATA PROTECTION

Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. If you provide information about another person, in doing so you confirm that they have given you permission to provide it to insurers and for insurers to be able to process their personal data (including any sensitive personal data) and also that you have told them. In assessing your application now or at renewal, an insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Similar checks may be made in assessing any claims made. Information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators). In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

CREDIT SEARCHES AND ACCOUNTING

In assessing your application, to prevent fraud, check your identity and to maintain its policy records, an insurer may search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. The information will be used by other credit lenders for making credit decisions about you and the people with whom you are financially associated for fraud prevention, money laundering prevention and for tracing debtors.

The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.

SENSITIVE DATA

In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents

DUTY OF FAIR PRESENTATION

Under English Law, you owe a duty of disclosure to the insurer which includes your duty to make a fair presentation of the risk. A “fair presentation” is one

- which clearly discloses all material circumstances which the insured’s Senior Management, including persons responsible for the insured’s insurance, know or ought to know following a reasonable search or which is sufficient to make the insurer ask questions of the risk. A circumstance is material if it would influence an insurers judgement in determining whether to take the risk and, if so, on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed.
- which discloses information in a manner which is clear and accessible to a prudent insurer (ie no “data dumping”)
- in which every material representation as to a matter of fact is substantially correct and every material representation as to a matter of expectation or belief is made in good faith.

Failure to disclose a material circumstance may entitle an insurer to:

- in some circumstances, avoid the policy from inception and in this event any claims under the policy would not be paid;
- impose different terms on your cover; and/or
- proportionately reduce the amount of any claim payable

This duty applies:

- before your cover is placed;
- when it is renewed; and
- at any time that it is varied

Your policy wording may also provide that this duty continues for the duration of the policy.

YOU SHOULD CONTACT US IMMEDIATELY FOR ASSISTANCE IF YOU ARE UNSURE WHETHER INFORMATION MAY BE MATERIAL, OR

IF IT COMES TO YOUR ATTENTION THAT YOU MAY NOT HAVE DISCLOSED FULL AND ACCURATE INFORMATION.

SENIOR MANAGEMENT

“Senior Management” means in accordance with the Insurance Act 2015: those individuals who play significant roles in the making of decisions about how the insured’s activities are to be managed or organised. Under Section 4 of the Insurance Act 2015 an Insured must disclose all material circumstances know to its “senior management” and those persons responsible for the Insured’s insurance

DECLARATION

I/We declare that I/We have made a fair presentation of the risk, by disclosing all material circumstances which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent Insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

Signed:

Date:

Printed:

Position:

(Signing this form does not bind the Proposer to complete the insurance)

We recommend that you should keep a record, including copies of letters and this proposal form, of all information supplied to us for the purposes of entering into this contract.

Attachments Included with this proposal

Curriculum Vitae

Products/Services Literature

Other Relevant Information

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