

PROFESSIONAL INDEMNITY INSURANCE FOR SOLICITORS PROPOSAL FORM

It is very important that you disclose fully and accurately all material facts. If you require more space please continue on your headed paper and then sign, date, and attach to this form. Material facts are those which may affect Underwriters' assessment of the risk. If you have any doubt as to whether something is a material fact it is recommended that you disclose it.

Please ensure this Proposal Form is completed in ink by a Partner, Director or Principal of the Firm, leaving no questions unanswered. Where a question is not relevant to your Firm, please respond **N/A** where required. It is imperative that full consultation within the Firm has taken place, prior to submission of this form.

If you are aware of any claims, or potential claims ("circumstances"), and you are currently insured via ourselves, please report them immediately, in a separate letter, to our claims department at the address below. The information contained within this Proposal Form is for underwriting purposes and not for claims processing.

Completion and submission of this form does not oblige either party to offer or complete a contract of insurance.

We would remind you that this type of policy is written on a "claims made" basis. There are no days of grace for renewal negotiations under this type of policy. All cover will terminate at expiry date.

Please refer to the Definitions of Terms section at the end of the document.

Please ensure you enclose a copy of the Firm's letterhead.

DATA PROTECTION

Any information provided on this form, which may include sensitive data (e.g. medical history, criminal convictions, age), will be processed by Howden Insurance Brokers Limited in compliance with the Data Protection Act 1998 and will only be used for the purposes of providing insurance cover and handling claims arising. In the course of our duty as insurance brokers we may be required to provide such data to limited third parties including Insurers and/or circumstance required by law

1 General Information	
1.1 Name of Firm/s (as per registration with the SRA)	Establishment Date
<input type="text"/>	<input type="text"/>
1.2 Additional trading styles (if applicable)	
<input type="text"/>	
1.3 Main office address	
<input type="text"/>	
1.4 Telephone Number	1.5 Website Address
<input type="text"/>	<input type="text"/>
1.6 Email Address	1.7 Main office SRA registration number
<input type="text"/>	<input type="text"/>
1.8 Is the Firm (or any Principal) registered at Companies House either as a Limited Liability Partnership or a Limited Company?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

1.9 How many branch offices (other than the main office listed above) does the Firm have?

Please provide address and SRA registration details for each such branch office, continuing on a separate sheet if necessary.

1.10 Are all branch offices supervised by a continuously resident Principal of the Firm?

YES NO

2 Prior Practices

Please refer to the definitions at the end of this form for clarity.

2.1 Has the Firm ever acquired, or does the Firm intend (whether specifically or in principle) to expand or develop in the next 12 months by the acquisition of, any Prior Practice? YES NO

If YES, please provide details (as an appendix) of the due diligence procedures in place and explain how you assess the potential acquisition's work profile, quality systems and past disciplinary and claims record. You are reminded that any future acquisition will be material to your Professional Indemnity cover and underwriters; terms should be sought and reviewed in advance of any such change.

2.2 Are you aware of any solicitors' practice to which the Firm would have become a Successor Practice were it not for that practice having elected to be insured under its own Run-Off Cover (as provided for by the Solicitors' Indemnity Insurance Rules 2010)? YES NO

If YES, please provide details (as an appendix) of all such practices and the circumstances of their closure, together with evidence of the Run-Off Cover which is in place for each practice. Please continue on a separate sheet if necessary.

2.3 Has any individual currently or previously employed by the Firm operated a solicitors' practice either on their own account or as a Recognised Sole Practitioner since 1st October 2006? YES NO

If YES, please provide details, on a separate sheet, of all such practices and the circumstances of their closure, together with details of the Successor Practice or Run-Off Cover in place.

2.4 Please provide details of all solicitors' practices to which the Firm has ever become a Successor Practice below.

Where any Succession Date is on or after 1st October 2006 please provide a copy of the corresponding practice's last completed Professional Indemnity proposal form.

Practice Name	Postcode	Succession Date

3 Solicitors and Staff

3.1 Please provide details of members of staff in each of the following categories.

Please refer to the definitions stated at the end of this form for clarity.

Please continue on another sheet if necessary.

SOLICITOR PRINCIPALS		<i>Please provide a CV where joined in the last 12 months</i>			
Full name	Date of birth	SRA roll number	Year admitted	Year joined	Full-time?
					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"/>
NON-SOLICITOR PRINCIPALS		<i>Please provide a CV in all cases</i>			
Full name	Date of birth	Role and Qualifications		Year joined	Full-time?
					YES <input type="checkbox"/> NO <input type="checkbox"/>
					YES <input type="checkbox"/> NO <input type="checkbox"/>
SOLICITOR EMPLOYEES					
Full name	Date of birth	SRA roll number	Year admitted	Year joined	Full-time?
					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"/>
OTHER FEE-EARNERS		<i>Including RFLs, RELs and other non-solicitor Lawyers</i>			
Full name	Date of birth	Status and qualifications		Year joined	Full-time?
					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"/>

3.2 Do all Principals (whether Solicitors or otherwise) work full-time for the Firm, where this is understood to mean that each is engaged in conducting the Firm's business from the office addresses stated above for at least 30 hours each week?

YES NO

If **NO**, please provide full details, on a separate sheet, of working arrangements in place and how supervisory responsibilities are discharged.

3.3 Did any Principal obtain their first legal qualification outside of England and Wales?

YES NO

If **YES**, please provide an up-to-date professional CV for all such individuals.

3.4 Is any Principal, Solicitor or employee in the Firm involved in any way in any other business undertaking or solicitors' practice?

YES NO

If **YES**, please provide details on a separate sheet.

3.5 Does the Firm have formal procedures for verifying qualifications and previous experience of potential new employees and Principals?

YES NO

4 Financial Information

4.1 Please provide Fee Income (divided by client domicile) and Net Profit figures for the Firm (excluding any Prior Practices) for the following annual accounting periods.

Fee Income means your Firm's gross fee income derived from private legal practice as charged to clients (whether actually paid or not) and excluding VAT.

Net Profit means **fee income** less the costs of your Firm's business. Costs is taken to include all profit costs together with deductions for bad debt, taxation and accounting charges, but does not include any dividends or drawings.

Net Worth is calculated as total assets less total liabilities, as at the accounting year end. Liabilities in this context include all loans or charges whether short or long-term, including those due to or held by Principals of the Firm.

Year	End Date	Fee Income			Net Profit before drawings	Net Worth of Firm
		UK	USA	Rest of World		
Current (est.)						
Last completed						
Prior 1						
Prior 2						
Prior 3						
Prior 4						

4.3 What is the largest cumulative fee charged to a single client or connected group of clients over any one year in the last three years?

If this exceeds 20% of the Firm's Fee Income in that year, please provide further details on a separate sheet.

4.4 Has any individual currently employed by the Firm or employed by the Firm at any time in the last ten years:

been subject to a civil or criminal judgement or a petition for bankruptcy, or entered into any voluntary insolvency arrangement?

YES NO

been a Principal in a solicitors practice or a partner or director in any business venture which was subject to a civil or criminal judgement or a petition for bankruptcy, or entered into any voluntary insolvency arrangement?

YES NO

been a Principal in a solicitors practice which entered into Run-Off Cover or which ceased to trade without an agreed Successor Practice?

YES NO

5 Business Activity

5.1 Has the Firm or any Prior Practice:

ever provided advice on or services related to the law of any jurisdiction other than England & Wales? YES NO

ever provided advice or services to clients domiciled in (or whose ultimate holding company is domiciled in) the USA or Canada? YES NO

ever provided financial advice, that is to say, conducted work which would now be considered Regulated Activity in the meaning of the Financial Services and Markets Act 2000? YES NO

If YES to any of the above, please provide full details on a separate week of the work undertaken, the client in question, and the relevant qualifications and experience of the solicitors undertaking the work.

5.2 Please provide the **percentage** of your Fee Income allocated to each of the following areas of practice in each stated annual accounting period. The more detail you are able to provide, the better position underwriters will be in to assess your Firm.

	Work ever performed or offered?	Breakdown of fees	
		Last complete year (%)	Previous accounting period (%)
Agency advocacy	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Arbitration, Adjudication, Mediation	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Children, Family, Mental Health Tribunal, Welfare	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Commercial litigation	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Mergers and Acquisitions	YES <input type="checkbox"/> NO <input type="checkbox"/>		
General commercial (quoted companies)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
General commercial (not quoted companies)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Residential conveyancing	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Commercial conveyancing	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Criminal law	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Debt collection	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Defendant litigious work for insurers	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employment law (contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employment law (non-contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Financial advice and services	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Immigration	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Intellectual property	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Landlord and Tenant (contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Landlord and Tenant (non-contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Lecturing, Expert Witness (and related activities)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Matrimonial	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Oaths, Affidavits, Notary Public	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Offices and appointments	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Parliamentary agency	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Personal injury (claimant)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Personal injury (defendant)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Probate, Estate administration	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Property sales, management and valuations	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Town and Country planning	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Wills, Trusts, Tax planning	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Other (contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Other (non-contentious)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
TOTAL			

6 Personal Injury and Claimant Litigation

6.1 Please provide the following details in respect of the Firm's claimant litigious (including personal injury) work over the past three annual accounting periods.

	Annual accounting period		
	Last completed	Prior year 1	Prior year 2
Number of cases			
Largest settlement			
Average settlement			

6.2 Please advise the proportion of claimant litigious (including personal injury) cases over the past three annual accounting periods which was undertaken on a Conditional Fee Arrangement (CFA) or similar fee basis, or backed by After The Event (ATE) insurance arranged through (or on the basis of a review conducted by) the Firm.

	Annual accounting period		
	Last completed	Prior year 1	Prior year 2
CFA basis			
ATE backed			

6.3 Over the past five years has all work undertaken on a CFA or similar fee basis, or backed by ATE insurance arranged through (or on the basis of a review conducted by) the Firm, been approved by a Principal prior to acceptance?

YES NO

If NO, please provide details on a separate sheet of the risk management and file review procedures in place.

6.4 Has the Firm or any Prior Practice **ever** accepted instructions in respect of:

any class actions or other group litigation? YES NO

any industrial or occupational disease claim? YES NO

any medical malpractice claim? YES NO

If YES to any of the above, please provide details of the matter and any specific risk management steps taken, on a separate sheet.

6.5 Has the Firm or any Prior Practice **ever**:

conducted work for or on behalf of a Trade Union or similar body? YES NO

undertaken any work referred by and/or purchased from any claims management company, referral network, or promotional group? YES NO

acted as a panel solicitor reviewing cases on behalf of any ATE insurer? YES NO

conducted cases backed by ATE insurance where each case was not individually reviewed by the ATE insurer prior to acceptance? YES NO

entered into arrangements to facilitate deductions of any kind from damages payments? YES NO

If YES to any of the above, please provide full details of the work undertaken on a separate sheet, including the names of any referral sources and/or ATE insurers as applicable, and any specific risk management steps taken.

7 Conveyancing

7.1 Please advise the number of fee-earners in the Firm and/or any Prior Practice who undertake or have undertaken conveyancing work over the past five annual accounting periods.

	Last complete year	Prior years			
		Prior 1	Prior 2	Prior 3	Prior 4
Solicitors					
Qualified fee-earners					
Unqualified fee-earners					

7.2 Please provide the following details in respect of all residential conveyancing work carried out by the Firm and/or any Prior Practice over the past five annual accounting periods.

	Last complete year	Prior years			
		Prior 1	Prior 2	Prior 3	Prior 4
Number of transactions					
Fee income					
Largest transaction value					
Average transaction value					
% remortgage transactions					
% buy-to-let transactions					

7.3 Please provide the following details in respect of all commercial conveyancing work carried out by the Firm and/or any Prior Practice over the past five annual accounting periods.

	Last complete year	Prior years			
		Prior 1	Prior 2	Prior 3	Prior 4
Number of transactions					
Fee income					
Largest transaction value					

7.4 Has the Firm applied for and/or been granted accreditation under the Law Society's Conveyancing Quality Scheme? YES NO Accredited from:

7.5 Please provide details of your identity verification procedure for conveyancing clients, including details of the checks carried out and the procedure for checking compliance with lender requirements in this regard.

7.6 Over the last five years what safeguards has the Firm (and any Prior Practice) had in place to ensure that features indicative of potential mortgage fraud in conveyancing transactions (e.g. back-to-back transactions, discounts, incentives) are both identified and reported to lender clients? If there has been a material change in your procedures please provide dates as appropriate.

7.7 Over the last five years what processes has the Firm (and any Prior Practice) had in place to ensure that changes to lender requirements (including those under CML Handbook Part 2) are properly tracked? If there has been a material change in your procedures and/or you have deployed software such as Conveycentric LenderMonitor (or similar) please provide dates as appropriate.

7.8 What training is and has been provided to fee-earners in the Firm (and any Prior Practice) in respect of identifying potential mortgage fraud and money laundering issues?

7.9 Has the Firm or any Prior Practice **ever**:

- undertaken pure legal work only for Equity release mortgages or Home Income Plans? **YES** **NO**
- provided financial advice in respect of Equity Release mortgages or Home Income Plans? **YES** **NO**
- conducted property valuations for the purpose of lending or probate? **YES** **NO**
- accepted instructions from property clubs or investment schemes **YES** **NO**

*If **YES** to any of the above, please provide full details on a separate sheet.*

7.10 Over any 12-month period in the last five years, have more than 10% of the Firm's conveyancing instructions (or more than 10% of the conveyancing instructions accepted by any Prior Practice) originated from:

- any one client or connected group of clients? **YES** **NO**
- any one development (including multiple phases of a single development)? **YES** **NO**
- any single referral source (whether or not a formal referral arrangement was in place)? **YES** **NO**

*If **YES** to any of the above, please provide full details on a separate sheet.*

7.11 In the last 12 months where acting for the purchaser in residential conveyancing transactions, how many of your clients have purchased:

- a First Title Home Owners' Protection Policy?
- any other known or unknown risk legal indemnity policy?

7.12 Has the Firm or any Prior Practice acted in the last five years in any conveyancing transaction involving a sub-prime lender? **YES** **NO**

*If **YES**, please identify the lenders involved and the volume of transactions.*

7.13 Has the Firm or any Prior Practice ever been removed or suspended from any lender panel? **YES** **NO**
*If **YES**, please identify the lenders involved and provide full details of the circumstances on a separate sheet.*

7.14 On how many occasions in the last 12 months has the Firm or any Prior Practice ever been removed or suspended from any lender panel?

Please provide full details of all such requests on a separate sheet, identifying the lenders involved.

7.15 Are all reports and/or certificates addressed to lenders reviewed and signed by a Principal of the Firm? **YES** **NO**

8 Commercial Work

8.1 Please provide details of the five largest commercial instructions accepted by the Firm (or any Prior Practice) over the last three annual accounting periods.

Area of work	Contract value	Fees earned	Date completed

8.2 Please provide details of the Firm's three largest commercial clients by aggregate fee income (including that earned by any Prior Practice) over the last three annual accounting periods.

Area/s of work	Retainer basis?	Total fees earned
	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	YES <input type="checkbox"/> NO <input type="checkbox"/>	

8.3 Has the Firm or any Prior Practice **ever**:

provided advice on or services related to marine or aviation law? YES NO

provided advice or services in respect of projects involving oil, gas or other natural resources? YES NO

If YES, to either of the above, please provide full details of the work undertaken, the client in question, and the relevant qualifications and experience of the solicitors undertaking the work.

9 Regulation

9.1 Has any individual currently employed by the Firm or employed at any time in the last ten years by the Firm or any Prior Practice:

ever been refused a Practising Certificate by the SRA? YES NO

ever been granted a conditional Practising Certificate by the SRA? YES NO

If YES, to either of the above, please provide full details and enclose a copy of all relevant correspondence with the SRA. If the individual continues to be employed by the practice, please provide a copy of their current Practising Certificate; if not, please provide details of the circumstances of their departure.

9.2 Has any individual currently employed by the Firm, or employed at any time in the last ten years by the Firm or employed at any time in the last ten years by the Firm or any Prior Practice:

ever been reprimanded, fined or otherwise sanctioned by the Solicitors Disciplinary Tribunal? YES NO

ever been the subject of an investigation by the SRA, or practised in any solicitors' practice which was the subject of, an investigation by other regulatory or professional body? YES NO

ever been the subject of, or practised in a business of any nature which was the subject of an investigation by any other regulatory or professional body (including the FSA). YES NO

If YES to any of the above, please provide full details and enclose a copy of all reports issued by or relevant correspondence with any regulatory or professional body.

9.3 Has the Firm or any Prior Practice:

at any time in the last three years been the subject of a monitoring visit from the SRA? YES NO

ever been the subject of any visit or enquiry from the Forensic Investigation Unit of the SRA or has notice of any proposed visit been given? YES NO

If YES to either of the above, please provide full details including a copy of the report and an explanation of any follow-up actions.

- 9.4 Has the Firm, any Prior Practice, or any solicitors' practice of which a Principal in the firm was Principal:
- ever been insured through the Assigned Risks Pool? YES NO
- ever failed to pay or been late in paying any Professional indemnity premium or premium instalment? YES NO
- ever failed to pay the excess due under a Professional Indemnity policy? YES NO

10 Risk Management

- 10.1 Does the Firm have a formal, documented Risk Management strategy? YES NO

If YES, which individual is responsible for maintaining this?

- 10.2 Is the Firm accredited to:

Lexcel? YES NO
 ISO 9001 Quality Management Systems? YES NO

Accredited from:
 Accredited from:

- 10.3 Does the Firm hold any other accreditations? YES NO

If YES, please provide details on a separate sheet.

- 10.4 Does the Firm have:

a new client procedure which involves at least one qualified solicitor and includes intake checks to detect potential money laundering and conflicts of interest? YES NO

a file audit procedure in all departments with regular review by a Principal of all files until formally closed (including other Principals' own casework)? YES NO

a centralised critical date diary system in operation with procedures in place to deal with staff absence or system failure? YES NO

- 10.5 Is any individual able to draw cheques on either the office or client account under their sole signature? YES NO

If YES, please provide details of the procedure below.

- 10.6 Has the Firm or any Principal ever exercised a controlling or financial interest in any company or organisation for which the Firm was undertaking work? YES NO

- 10.7 Has any organisation or person who is not a Principal ever exercised a controlling or financial interest in the Firm? YES NO

If YES, please explain on a separate sheet how the SRA's requirements are met and provide details of the procedures in place to avoid conflicts of interest.

11 Claims and Circumstances

- 11.1 Please provide details of all Claims and Circumstances notified to Qualifying Insurers or the Assigned Risks Pool by the Firm or any Prior Practice in the past five indemnity periods.

Indemnity Period	Qualifying Insurer/s	Claims notified?
Oct 2005 – Sept 2006		
Oct 2006 – Sept 2007		
Oct 2007 – Sept 2008		
Oct 2008 – Sept 2009		
Oct 2009 – Sept 2010		
Oct 2010 – Sept 2011		

Please provide an up-to-date Qualifying Insurer (or Assigned Risks Pool) Claims Summary for each indemnity period specified irrespective of whether claims were notified or not.

Summaries should be supplied both for the Firm and for any Prior Practice trading independently during such period.

Underwriters will not be able to provide a firm quotation without these details.

- 11.2 After full enquiry of all Principals, Solicitors and employees in the Firm:

Are you aware of any circumstances, incidents or claims that you have not reported to your current or any prior Professional indemnity insurers, or that you have notified but which have not been accepted by insurers as an effective notification?

YES NO

Please note that you have an obligation under your current Professional Indemnity policy to notify these matters to your current insurer, and that underwriters may require confirmation that you have done so and that the notification has been accepted before a firm quotation can be provided.

Are you aware of any circumstances, incidents or claims reported by the Firm or any Prior Practice in the last ten years which have arisen as a result of the dishonesty of any Principal, Solicitor or employee in that practice?

YES NO

If YES, please provide details on a separate sheet.

are you aware of any circumstances, incidents or claims which have arisen out of the work of any Principal of the Firm in previous employment (or as Principal of another solicitors' practice) during the last five years?

YES NO

If YES, please provide details on a separate sheet.

12 Significant Change

- 12.1 Does the Firm intend or contemplate any change in regulatory status in the coming year, including change to Limited Liability Partnership or Limited Company status, or transition to regulation under the Legal Services Act 2007 Alternative Business Structures regime?

YES NO

If YES, please provide details including a business plan.

- 12.2 Do you expect any significant change to, or in the Firm in the coming year?

YES NO

- 12.3 Is there any other material information which may be relevant to this proposal?

YES NO

If YES, please provide details. If you are unsure as to whether information is material you are advised to disclose it.

Declaration

By signing the Proposal Form you consent to Howden Insurance Brokers Limited using the information we may hold about you for the purpose of providing insurance advice and where appropriate assistance in relation to handling claims, if any, and processing sensitive personal data about you where this is necessary (for example, criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These third parties may include insurance intermediaries, third party claims adjusters, fraud detection and prevention services, reinsurance companies, debt recovery agents and insurance regulatory authorities. In the course of performing our obligations to you, this information may be disclosed to agents and service providers appointed by us, and to insurers (which includes their reinsurers, legal advisors, loss adjusters and agents). Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both in respect of the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and, where relevant, in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a fee) and to have any inaccuracies corrected.

I/we declare to insurers that, after full enquiry of all partners, principals, directors and staff, all claims and circumstances which may give rise to a claim have been reported to previous and/or current insurers and that the statements in this proposal form (and attachments if any) are true and complete and shall form the basis of any contract of insurance effected thereupon. I/we undertake to inform insurers of any material alterations to the information provided or any new fact or matter arising before completion of the contract of insurance which may be relevant to the contract of insurance.

Please return the completed form to:

Howden Insurance Brokers

Email: solicitors@howdengroup.com

Fax: 0870 383 5080

Post: Bevis Marks House,
24 Bevis Marks
London, EC3A 7JB

A copy of the form should be retained for your records.

Signature: _____ Date: _____

Title: _____

Firm name: _____

DEFINITION OF TERMS

Solicitor means a Solicitor of the Senior Courts of England & Wales. Where reference is made to a **solicitor in the firm** this means any solicitor employed or retained by or otherwise acting for your firm.

Principal means a regulated Principal of the firm (as defined in the Solicitors' Professional Indemnity Insurance Rules 2011) recorded by the SRA. This includes any **solicitor** trading as a Recognised Sole Practitioner (or on their own account), and any partner, LLP member or Limited Company director in the firm (whether a **solicitor** or not).

If your ownership structure is more complex, for example any independent Recognised Body has an ownership interest in the firm, we recommend you review the formal definition thoroughly and if necessary contact us for advice.

Successor Practice

Whenever a solicitors' practice ceases to be carried on as a separate business, there is potential for another practice to be deemed its successor practice. If your firm is a successor practice to any other practice then the liabilities relating to that practice may fall to be covered by your own Professional Indemnity cover and will need to be taken into account by underwriters.

The formal definition of **successor practice** in the Solicitors' Professional Indemnity Insurance Rules 2011 is complex and we can only provide a summary here. Your Firm may have become a successor practice in a number of scenarios, for example following a merger with another practice or your taking on work or staff from a ceased practice, even if you did not intend to take on the liabilities of that practice or specifically agreed that such liabilities would remain elsewhere (including under another insurance policy). We recommend that you review the formal definition thoroughly and if necessary contact us for advice.

Fee Income means your Firm's gross fee income derived from private legal practice as charged to clients (whether actually paid or not) and excluding VAT.

Net Profit means **fee income** less the costs of your Firm's business. Costs is taken to include all profit costs together with deductions for bad debt, taxation and accounting charges, but does not include any dividends or drawings.

Net Worth is calculated as total assets less total liabilities, as at the accounting year end. Liabilities in this context include all loans or charges whether short or long-term, including those due to or held by Principals of the Firm.