

Professional Indemnity

Proposal Form

Finance and Commercial Finance Brokers

Please complete the whole form to the best of your ability, clarifying any areas where necessary and continuing on a separate sheet if required.

A website, brochure or overview of the services you provide will assist underwriters

New start-ups: Please use estimated values for fees, work breakdown etc. Please also provide a current CV or full summary of relevant qualifications and experience.

Insurance Act 2015 - Proposal Forms for non-consumer contracts - Duty of fair presentation

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:
 - a) Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent insurer as to whether to accept the risk, or the terms of the insurance (including premium);
 - b) Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and
 - c) Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.
2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:
 - a) If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.
 - b) If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.
 - c) Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

Please return your completed form and any supporting documentation to:

Email: underwriting@collegiate.co.uk
Fax: 020 7459 3455
Post: 18 Mansell Street, London, E1 8FE

FINANCE AND COMMERCIAL FINANCE BROKERS

1: Company name:

2: Contact details:

Address: Post code:	Contact Name:
	Telephone:
	Fax:
	Email:
	Website:

3: FCA Authorisation:

Are you registered as an Appointed representative with the FCA for the activities you are seeking cover for? YES NO

If YES then we are unable to offer you a quotation, you should be covered by your principals PI policy.

4: Additional entities to be covered by this proposal:

Please provide the name and web address for any other companies or businesses (including trading names, associated or subsidiary companies) requiring cover, or the name and date of succession of any predecessor businesses.

Please note that you should answer all subsequent questions on this application form in relation to all parties to be insured under this policy

5: Appointed Representatives:

Does the firm have any Appointed Representative(s) or Appointed Representative Introdurers? YES NO
If YES a supplementary questionnaire will be required.

6: Date the original business was established:

7: Lenders:

Are you a lender or do you act as a lender? YES NO
e.g. do you lend your own or an associated companies / investors funds, or are you using a single provider?

If YES then we are unable to provide cover for your business

8: Total Income:

Gross income, including all fees commissions and VAT during the last financial year (estimate if new start-up).

If Finance Broking is not your main business activity **please only declare the gross income derived from the activities which are the subject of this insurance**, i.e. Finance and Insurance mediation.

Please also provide your gross fees for each of the last 5 years if you have been trading that long.

UK Work	Last complete financial year	Current year	Estimate next year
Previous years ↓	£	£	£
	£		
	£		
	£		
	£		

Do you conduct any business outside the UK?

 YES NO
9: Staff:

Please list the total number of staff you have in:

 Administration Advisors Total including Partners / Directors
Partners Directors

Name	Qualifications and number of years experience (A CV will also assist underwriters)	Number of years in office

10: Your Business Activity:

Please split your last completed financial year's income approximately between the following professional disciplines: For a new business please estimate where you expect your work to come from.

Please ensure that the total percentages entered equal 100% and every applicable column is completed.

Activity	% Of Income	Activity	% Of Income
Vehicle Finance, HP, Leasing, PCP (Personal Contract Plan) Leasing		Residential Full Status Mortgages	
Hire Purchase & Finance Leasing		Self Certification/Non Status Mortgages	
Point of Sale Finance		Sub Prime/Adverse Mortgages	
Factoring, Invoice Discounting, Asset Based Lending, Stock Finance, Trade Finance		Residential Equity Release Mortgages/Home Income Plans/Home Reversion Schemes/ Lifetime Mortgages (If any, please see question 18)	
Business Cash Advance		Ijara, Musharaka and Murabaha Home Purchase Plans	
Other Business Development Finance e.g. for MBO's or Expansion		Buy to Let Mortgages	Regulated
			Non Regulated
Peer to Peer Funding		Bridging Finance	Regulated
			Non Regulated
Crowd Funding		Second Charge Mortgages	Regulated
			Non Regulated
Sale & Rent Back*		Property Development Loans	Regulated
			Non Regulated
Structured Asset Finance*		Commercial Mortgages	
Personal Loans, Credit Card Lending, Overdrafts, Pawn Broking, Payday Loans / Cash Advances*		Mortgage Packaging Specify type of loans e.g. Full status residential or second charge	
Debt Management, Adjusting, Counselling or Collection		Other Unsecured Loans	
Introduction to 3rd Party Debt Managers		Other – Please provide details	
Insurance Distribution		Total	100%

* Cover for these activities will usually be excluded

Where "Other" is declared please describe the nature of the funding product, what its secured against and the lenders used.

11: Unsecured Loans:

Do you only use traditional lenders (Banks, Building Societies)

YES NO

If **NO** please explain;

What proportion of unsecured loans are Guarantor backed?

%

What proportion of unsecured loans are: -

Commercial %

Personal %

What is the average unsecured loan amount?

£

What is the largest unsecured loan amount?

£

12: Structured Asset Finance:

If you have arranged any structured asset finance what are the largest

£

and average loan amounts?

£

What is the purpose of the largest loan and what lenders are typically used?

13: Changes to Business:

a) Has there been any major changes in your activities / structure in the past 12 months?

YES NO

b) Are any major changes expected in the next 12 months?

YES NO

c) Is cover required for any previous activity, now ceased, which is different from that declared with the activity split above?

YES NO

14: Where you have declared **Mortgage Packaging**, please confirm whether this is Pure Packaging (non advised) or Advised Packaging, if both what is the proportion of each.

15: Factoring, Invoice Discounting and Asset Based Lending:

Are and were all firms you recommend members of the Asset Based Finance Association ABFA or UK Finance?

YES NO

16: Do you provide **Logbook Loans**?

YES NO

17: Peer to Peer & Crowd Funding:

- a) If arranged, do you only use established 3rd party platforms? YES NO Never Used
- b) What platforms do you use?

- c) Do you ever source "Peers" directly? YES NO
- d) Do you write the presentation or upload and manage the listing? YES NO

18: Equity Release and similar products:

- Have you ever advised/transacted the above business? YES NO
(if yes, please contact us and request a supplementary Equity Release questionnaire.)

19: Buyer Funded Developments:

- Have you been or do you expect to be involved in any Buyer Funded development? YES NO

20: Sale of Insurance:

- a) Are you authorised by the FCA to undertake Insurance Mediation? YES NO

- b) Where an income from Insurance sales has been declared above please break that income down as follows:

Product	% of overall Insurance sales
PPI / MPPI	
ASU / ASR	
non Investment Life Insurance, Critical Illness, Medical, Health, Income Protection	
Motor Insurance	
GAP / Extended Warranty	
Home Insurance	
Commercial Lines – Please list the products below	
	100%

Definitions

PPI	Payment Protection Insurance
MPPI	Mortgage Payment Protection Insurance
ASU	Accident Sickness Unemployment
ASR	Accident Sickness Redundancy
GAP	Guaranteed Asset Protection

- c)
- Is the purchase of Insurance ever a condition of Finance? YES NO
 - What basis is PPI, MPPI or ASU sold? -- -- -- advised or non-advised
 - Have you ever sold single premium PPI, MPPI or ASU? YES NO
 - Please confirm that you have and will continue to comply with the OFT treating customers fairly policy in relation to PPI, MPPI & ASU YES NO

- d) If you place GAP insurance, please advise which insurers you use and what their financial security rating is.

- e) Please provide details of the sales process and what records are kept to demonstrate the clients understand the cover and whether they did or did not want to take it out.

21: Do you ever use Private Equity? YES NO
If YES what is the largest loan amount raised using private equity and what was the purpose of the loan?

22: Not for Profit Services:

If you provide any not for profit services please list these below.

23: Have you ever arranged finance for a Sale & Rent Back transaction? YES NO

24: Investment Advice:

Have you ever been authorised to conduct any business under the Financial Services Act 1986? YES NO

25: Insolvency Practitioner:

Have you ever acted as or are you authorised to act as an Insolvency Practitioner? YES NO

26: Pension Led Funding:

Have you ever advised on any Pension Led Funding? YES NO

If YES please provide details including amounts terms and when this was undertaken.

27: Point of Sale Finance:

a) Do you ever transact rent to own finance for any retail goods? YES NO

b) Is taking finance ever a condition of the sale of goods? YES NO

c) What are the gross and net retained commission rates?

Gross	%
-------	---

Net Retained	%
--------------	---

28: Application Forms:

If you have ever completed a application on behalf of your clients do you always ensure that the client checks and signs the form confirming the accuracy of the answers? YES NO

29: Compliance:

a) Do you use a 3rd party compliance provider? If YES please provide the name of the firm. YES NO

b) How frequently does the compliance firm visit?

c) What percentage of files do they check?

d) Do you have adequate procedures, checks in place to ensure that all files are complete and include all relevant fact-finding and advice, warning, disclaimers as provided to the client YES NO

30: Due Diligence:

a) Prior to recommending a loan do you undertake due diligence into the lender to ascertain their financial stability and credit rating? YES NO

b) Have you ever facilitated a loan with or introduced a client to or used the services of UK Acorn Finance Ltd, UK Farm Finance Ltd, Agri Funding Ltd, Acorn Country Capital Ltd, Agricultural Management Services Ltd or any other entity associated with Desmond Phillips?

YES NO

31: Regulators:

a) Please provide details of every professional body you are registered with including regulators and associations.

b) Where required to do so, does the firm comply with the principles, rules and guidelines as set out by the Financial Conduct Authority? YES NO

c) Have you ever been investigated / disciplined / fined / expelled / censored or had your Membership request declined by any professional body? YES NO

Please provide full details, attach a separate sheet if necessary.

32: Claims:

1) In relation to your professional business activities, after reasonable enquiry are you aware of:

- a. Any matter which may lead to a claim against you.
This includes:
 - i. a shortcoming or problem in your work known to you which you cannot reasonable put right; YES NO
 - ii. a complaint about your work or anything you have supplied which cannot be immediately resolved; YES NO
 - iii. an escalating level of complaint on a particular project; YES NO
 - iv. a client withholding payment due to you after any complaint. YES NO
- b. Any loss from the dishonesty of malice of any employee or self-employed freelancer. YES NO
- c. Any loss from the suspected dishonesty or malice of any employee or self-employed freelancer. YES NO
- d. Any matter which may give rise to a claim against your predecessors in business or any past director, officer, board member, senior manager or employee. YES NO

If you answered YES to any of the above please provide details:

In relation to your professional business activities, are you after reasonable enquiry aware of

2) Has any claim, whether successful or not been made against you or your predecessors in business or any past or present partner, principal, director or employee (whether previously insured or not)? YES NO

33: Principals

Have you or any of your partners or directors at any time either personally or in any business capacity:

- a. been declared bankrupt or become insolvent or made any voluntary arrangement with creditors or been subject to enforcement of a judgment debt? YES NO
- b. been a partner, a director or had a controlling interest in any company, firm or business entity which has entered into a voluntary arrangement with creditors or been subject to any application for liquidation, administration, receivership or to enforcement of a judgment debt? YES NO

If the answer to a or b is YES please provide details on a separate sheet.

34: Previous Insurance:

Have you ever bought Professional Indemnity Insurance in the past? YES NO

If YES, please provide details:

Name of Insurer	Limit of indemnity	Excess	Premium	Renewal Date	Retroactive Date

35: Required Insurance:

Please advise the limit of Indemnity now required together with your preferred excess.

Option	Limit	Excess
A	£	£
B	£	£

DECLARATION

I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters 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.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

Signature of Principal/Partner/Director

Date

Name _____
(in capitals)

A copy of this proposal should be retained for your records.

Marketing

Collegiate would like the opportunity to send you relevant information which may be of interest to your business, including product and industry news. By ticking the boxes below, you are consenting to the use of your data for the purpose of marketing activities only. The data will be used only by Collegiate and will never be sold or passed onto third party companies for marketing purposes.

Please let us know if you would like us to contact you by any of the below means:

Yes, I would like to receive Marketing Communications by:

Post

Email

Phone

SMS

Your consent and preference options can be updated or withdrawn anytime by clicking the unsubscribe link on our communications

Data Protection

Collegiate Management Services Ltd (the Data Controller) are committed to protecting and respecting your privacy in accordance with the current Data Protection Legislation. Below is a summary of the main ways in which we process your personal data, for more information please visit our website at www.collegiate.co.uk

We may use the personal data we hold about you for the purposes of providing insurance, handling claims and any other related purposes, for offering renewal, research or statistical purposes and to provide you with information, products or services that you request from us or which we feel may interest you. We will also use your data to safeguard against fraud and money laundering and to meet our general legal or regulatory obligations.

We may disclose your personal data to third parties involved in providing products or services to us, or to service providers who perform services on our behalf. These include our group companies, affinity partners, brokers, agents, third party administrators, reinsurers, other insurance intermediaries, insurance reference bureaus, credit agencies, fraud detection agencies, loss adjusters, solicitors/barristers, accountants, regulatory authorities, and as may be required by law.

We may transfer your personal data to destinations outside the European Economic Area ("EEA"), and we will ensure that it is treated securely and in accordance with the Legislation.

You have the right to ask us not to process your data for marketing purposes, to see a copy of the personal information we hold about you, to have your data deleted (subject to certain exemptions), to have any inaccurate or misleading data corrected or deleted, to restrict processing, to ask us to provide a copy of your data to any controller and to lodge a complaint with the local data protection authority.

Your data will not be retained for longer than is necessary, and will be managed in accordance with our data retention policy. In most cases, the retention period will be for maximum period of 7 years following the expiry of our business relationship with you, unless we are required to retain the data for a longer period due to business, legal or regulatory requirements.