

Professional Indemnity insurance

APPLICATION FORM

To Ecclesiastical Insurance Office plc, Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom

You have a duty to present us with a fair presentation of the risks to be insured and must disclose every material circumstance which you know or ought to know about such risks. You do not need to disclose circumstances which reduce the risk or those which the Company already knows or ought to know.

If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled or terms changed in accordance with the policy conditions.

To be completed by the applicant or policyholder for Charity and Non-Profit organisations. Please complete in BLOCK CAPITALS and tick the boxes as appropriate. If there is insufficient space to provide your answer, please use the 'Additional information' box at the end of the form, or provide details on a separate sheet.

How we use your data

We take data protection seriously and your privacy is important to us. We will process your data in accordance with the applicable data protection law. Please ensure you read the 'How we will use your data' notice at the end of this form.

Section A Applicant details

1 Full title of the organisation

Main organisation

Business title

Trading name

Charity registration number, if applicable

Legal status

Subsidiary: (if more than one, continue under 'Additional information' at the end of the form)

Business title

Trading name

Charity registration number, if applicable

Legal status

2 Main address of the organisation

Postcode	Telephone
Email	Website

3 Date upon which the insurance is to commence:

Note: Unless we have confirmed otherwise, no insurance will be in place until we have accepted this application.

Section B Overview**4 Please indicate below the service(s) you provide or function(s) of your organisation****Tick all that apply**

- Advice on independent living
- Arts or music therapy
- Burial society
- Carers support group
- Careers or education advice
- Childcare group/parent support
- Crime prevention advice
- Disabled access audit
- Domestic fire safety advice
- Drug or alcohol rehabilitation advice/support
- General adult education/IT training
- General one to one, group or telephone counselling
- General lifestyle advice or information
- Historical or archaeological group, not including valuations
- Library or museum services, not including valuations
- Orchestra, not including tour operator services
- Pastoral counselling
- Parenting skills advice
- Religious education
- Theatre, not including tour operator services
- Training in arts and crafts skills
- Training in language skills
- Training in vocational skills
- Youth or after-school club, not including tour operator services
- Youth outreach services

Section B Overview *continued...*

- Adult sport or leisure activities/training
 - Animal training
 - Bereavement counselling
 - Befriending
 - Community transport
 - First aid/lifesaving training
 - Housing assistance
 - Information on a specific illness
 - Mediation and arbitration
 - Psychotherapy
 - Signposting
 - Third party fundraising
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- Advice to other charities where you provide legal or funding advice
 - Advocacy
 - Breeding and rearing of livestock
 - Broadcasting
 - Conference or event organisation for other charities/bodies
 - Crop research
 - Debt counselling
 - Direct payments advice
 - Direct payments handling
 - Employment advice
 - Environmental advice
 - Financial services such as loans or banking
 - General financial, legal or business advice
 - Grant management
 - Ground work trust
 - Historical or archaeological group, including valuations
 - Housing association
 - Immigration advice or application support
 - Law trust or institute services
 - Library or museum services, including valuations

Section B Overview *continued...*

- Orchestra, including tour operator services
- Portable appliance testing
- Supported employment, including arrangement of tax or contracts
- Theatre group, including tour operator services
- Transport pressure group
- Welfare benefits advice
- Youth or after-school club, including tour operator services

Other (please provide full details in the box below)

5 How many persons, including voluntary helpers, provide the services?

Full-time	<input type="text"/>
Part-time	<input type="text"/>

6 Please provide details below for all trustees and/or directors

Name	Relevant qualifications	Date(s) qualified	Years in current position

Please attach a CV for all individuals declared above if you have been established for less than 5 years or where any individual declared above has no relevant qualifications.

Section B Overview *continued...*

7 Please provide details of your revenue

	Last financial year	Coming financial year – estimated
Gross revenue £	£	

8 Do you currently have Professional Indemnity insurance in force? Yes No

If 'Yes', please provide the following details

Insurer	Limit of indemnity	£
Renewal date	Annual premium	£
Number of years cover has been continuously in force	Excess	£

9 Please state the limit of indemnity you require

£250,000
 £500,000
 £1,000,000
 £2,000,000
 £5,000,000

10 Are you aware of any change in activity or structure which will occur in the coming financial year? Yes No

If 'Yes', please provide details.

Section C Controls and procedures

11 What checks are undertaken when engaging potential employees/volunteers (references, verification of qualifications and previous experience, credit checks, convictions etc)?

12 What are your procedures in reviewing the work undertaken by employees and volunteers providing the services and functions of your organisation?

Section C Controls and procedures *continued...*

13 What procedures are in place to minimise potential litigation for libel?

14 (a) Is the conduct and procedural compliance of persons handling cash, bank currency notes or other negotiable instruments in the course of their duties subject to monthly independent checks?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(b) Do you require dual signatures on all cheques/electronic transfers?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(c) Do you have procedures in place to ensure that all money and gifts donated to you are recorded, banked and reconciled independently within seven days of receipt?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'No' to any of the above, please provide details of the controls in place to prevent abuse.

15 What procedures are in place to ensure Grants provided to you meet their specific goal?

16 In respect of fundraising activities, do you ensure you comply with statutory and regulatory obligations?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If 'No', please provide details.

Section D Claims information

17 (a) Has any insurer declined, cancelled or avoided a policy or refused renewal on any prior policy or application for Professional Indemnity insurance (or similar insurance) of your business and any party to be insured under this proposed Professional Indemnity insurance, or imposed any special terms?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Section D Claims information *continued...*

(b) Have you or any party to be insured under this proposed Professional Indemnity insurance sustained any loss due to fraud or dishonesty by any person or have you any reason to suspect any person of such activity?

Yes No

(c) Have you or any party to be insured under this proposed Professional Indemnity insurance been subject to any disciplinary or regulatory enquiry or proceeding or incurred any fines, penalties or other sanctions by a governmental, regulatory or professional body?

Yes No

If 'Yes' to any of the above, please provide details.

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(a) After full enquiry, are you aware of any claim (whether insured or not) ever having been made against your business or any party to be insured under this proposed Professional Indemnity insurance?

Yes No

(b) After full enquiry, is any person aware of any facts or circumstances which may give rise to a claim against your business or any party to be insured under this proposed Professional Indemnity insurance?

Yes No

If 'Yes' to either (a) or (b), please provide full details.

Date of claim/ circumstance	Details of claim/ circumstance	Amount paid or reserved (£)	Status of claim/ circumstance (open or closed)	Actions taken to prevent recurrence

All applicants**Duty of Fair presentation - disclosure of additional material circumstances**

Please read the paragraph about material circumstances which appears at the head of this application form. If there are any material circumstances that have not been covered by the questions set out above you must disclose them to us. Please use the box below.

Additional information

Law applicable

This policy shall be governed by and construed in accordance with the law of England and Wales unless the *Insured's* habitual residence (in the case of an individual) or central administration and/or place of establishment is located in Scotland in which case the law of Scotland shall apply.

Declaration

I/We confirm that as far as I am/we are aware the statements made by me/us or on my/our behalf in connection with this insurance are true and complete.

I/We agree to accept a policy in the Company's usual form for this class of business.

Name(s) (in BLOCK CAPITALS) on behalf of the applicant

Signature(s)

Position(s)

Date

How we use your data

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office plc ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ecclesiastical.com/privacypolicy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on **0345 6073274** or email compliance@ecclesiastical.com.

For further information on any of our products, please speak to your insurance broker.

Or visit us at

www.ecclesiastical.com

If you would like this application in large print, braille, on audio tape or computer disc please call us on

0345 777 3322.

You can also tell us if you would like to always receive literature in another format.



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