

Trustees' and management liability 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 and signed by a Director, Senior Officer or Trustee of the applicant or policyholder. 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.

Applicant details

1 Full title of charity

If more than one charity is to be included under the proposed policy, please answer questions 1 – 8 on behalf of the principal charity and then provide the same information for each of the other charities. You may wish to photocopy the relevant part of this form or prepare a separate table.

2 Please indicate the charity's status

eg body corporate, company limited by guarantee, unincorporated association, charitable incorporated organisation

3 Address of the charity's main office

Postcode

Telephone

Email

Website

4 Date the charity was established

5 What are the charity's principal charitable objectives? (continue on a separate sheet if necessary)

If the charity produces a descriptive brochure, please supply this

6 Registration

(a) Please confirm your registration number if you are registered as a charity in England, Wales or Scotland

(b) If you are not a registered charity, please confirm if you are

exempt excepted

(c) If in Northern Ireland, are you recognised as a charity by HM Revenue & Customs?

 Yes No
7 If the charity carries out any of its activities through any separately incorporated company eg a trading subsidiary, please state details for each company concerned, attaching additional sheets if necessary.

Full title

How incorporated eg under UK Companies Act

Activity and relationship to charity

8 Accounts information

Please state consolidated figures if more than one organisation is to be covered by the policy.

(a) To what date do your last accounts cover?

(b) If not 12 months, what is the period covered?

(c) Were your accounts

audited? independently examined?

(d) Did the auditors or examiners 'qualify' their opinion ie have they expressed concerns about the organisations' accounts, accounting procedures or financial position in their report?

 Yes No

If 'Yes', please send us a copy of the latest Report and Accounts

(e) What is the gross annual income shown in the accounts?

(f) What is the total gross assets (fixed assets plus investments plus current assets) in the last balance sheet?

(g) If the charity acts as a custodian trustee, what is the total of gross assets in its custody?

9 Investigations

 Yes No

Within the last five years has any charity or company to be insured or any of its present or former trustees, directors or officers been the subject of any complaint to or investigation by the Charity Commission or any other regulatory body?

If 'Yes', please state the date and details of each such complaint or investigation

10 Previous insurance

As far as you are aware, has any charity or company to be insured or any of its present or former trustees, directors or officers been refused insurance similar to the proposed insurance or has such insurance ever been cancelled?

 Yes No

If 'Yes', please state the date and details of each such refusal or cancellation

11 Claims

(a) In respect of the risks to be insured, have any claims been made against you or any of your trustees, directors or officers during the last five years?

 Yes No

(b) Are you aware (after making enquiries of your trustees, directors or officers or those acting in that capacity) of any circumstances which might lead to a claim against any of the above under the proposed insurance?

 Yes No

If 'Yes', please state the date and details

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

To be signed by a trustee of the charity or principal charity named in reply to question 1

I hereby declare that

- (a) I am authorised to complete this application on behalf of all applicants being everyone whom the insurance is intended to cover
- (b) As far as I/we are aware the statements made by me/us or on my/our behalf in connection with this insurance are true and complete
- (c) I/we agree to accept a policy in the Company's usual form for this class of business

Name

Position

Signature

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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