

**Proposal Form
for
Information Technology**

About This Proposal Form

Please have a Principal, Partner or Director of the business fill out, sign and date this form.

The information given must be accurate and all facts that may influence the Insurer's consideration of this proposal must be disclosed, as failure to do so will render this insurance void.

Please try to give as much information as possible, as the more thoroughly insurers understand your business the more specific the insurance and premium they may offer can be. Therefore, if you have any business literature it would be useful to send this along with the proposal form.

It is important that all questions are answered and that no blank spaces are left.

If there is not enough room to answer a question as fully as desired, please continue on a separate piece of paper and attach it to this form.

Filling out of this proposal form in no way obliges either you or the insurers to enter into a contract of insurance.

Business Details

1

Name	
Address	
	Postcode
Tel. No.	

2

When was your business established?

/	/
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3

Do you have any associated or subsidiary businesses?
(please delete as appropriate)

Yes
No

If so please give details below

Name	
Address	
	Postcode
Tel. No.	

Name	
Address	
	Postcode
Tel. No.	

4

Do you wish this insurance to cover the above named companies?
(please delete as appropriate)

Yes
No

If so, then the information given in this proposal form must relate to all the businesses listed above.

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- 5 If the name and/or character of your firm has changed over the last 10 years, or if you have been involved in any merger or take-over, then please give details below.

- 6 Please give the following details for all the Partners, Principals or Directors of the business(ess)

Name	Number of years experience in this field	How long a Principal, Partner or Director of this firm	Qualifications

7. If any Principal, Partner or Director has a managerial, financial or controlling interest in any other business please give details below

- 8 Please state the total number of staff you have in the following categories (Please do not include Principals, Partners or Directors in this question).

Technical staff

Administrative/secretarial staff

- 9 If cover is required for any Principal, Partner or Director for work they carried out with a previous firm then please fill out the details below.

Name	Former Firm	Period with that firm	Position held

- 10 Please fill out the table below regarding your gross income

	Past Year	Current Year	Future Year
Work carried out in Ireland	€	€	€
Work carried out in Europe, but not in Ireland	€	€	€
Work carried out outside Europe but not in the USA or Canada	€	€	€
Work carried out in the USA or Canada	€	€	€
Total	€	€	€

NB. If you carry out work outside of the USA or Canada for USA or Canadian clients and your contract with them is not strictly subject to Irish law in the Irish courts then such work must be disclosed in the box below

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- 11** Please fill out the table below, showing the amount of income received from each business activity in the current year

IT Business Consultancy / Strategic Planning	€
Bespoke Software Development for Businesses	€
Systems Software Development	€
Sales of Shrink Wrapped Software written by your Business	€
Maintenance and/or Support of Software	€
System Audit / Quality Assurance	€
Sale, Supply, Maintenance and/or Installation of Hardware	€
Sales of Shrink Wrapped Software written by a third party	€
Facilities Management	€
Whole System Supply / Turnkey System	€
IT Telecommunications Consultancy	€
Networking (including Lan/Wan)	€
Project Management (where you take responsibility for either time, budget or sub-contractors)	€
Training	€
Other (Please Specify)	€

- 12** If either of the splits of income in questions 10 or 11 does not accurately reflect the split in the past or what it will be in the future, please explain why below

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- 13** If software is designed, developed or supported please describe fully what this software does (if more than one type of software is provided please give the details for all software)

- 14** For any systems which are provided please describe fully what the system does (if more than one type of system is provided please give the details for all systems)

- 15** What percentage of your gross income do you pay to sub-contractors or outside consultants? %

- 16** Which work do you use them for?

- 17** How do you vet the quality of the sub-contractors that you use?

The question below asks you to describe certain aspects of some of your largest contracts. Taking the time to give as much information as possible will reduce the need for further questions later on.

Particularly, when describing your role in the contract, explain what you did and what you took responsibility for.

When giving the figure for the total value of the contract the figure must represent the full cost (of which your role may represent just one part) to the ultimate purchaser of the project. Sometimes this may be the same figure.

18 Please give details of your 5 largest contracts carried out over the last 5 years

Client's name	Your role in the contract	What was your fee element?	What was the total value of the contract

19. What is your average fee from a contract ?

20 If you are currently insured for Professional Indemnity please give the following details

Name of Insurer	
Limit of Indemnity bought	€
Current Excess	€
Premium	€
Expiry date	

Claims Declaration

- 1 Has any claim been brought against you arising out of the performance of your business activities or has anyone threatened to bring such a claim?

If YES, please provide full details:

- 2 Are you aware of any circumstance(s) (including any complaints or criticisms of your activities) which may lead to a claim against you in the future.

If YES, please provide full details:

- 3 Have you suffered any loss from fraud, dishonesty or malice ?

Do you currently have any grounds for suspecting that you may suffer loss through fraud, dishonesty or malice?

If YES to either please provide full details:

Material Information

Please provide us with details of any other information which may be relevant to the insurers' consideration of your proposal for insurance..

Declaration

- 1 I/We declare that this proposal form has been completed after proper enquiries of all Partners, Principals and Directors, and that the contents are true and accurate and that all facts and matters which may be relevant for consideration of our proposal for insurance have been disclosed.
- 2 I/We undertake to inform insurers before any contract of insurance is concluded of any material change to the information already provided or any new fact or matter which may be relevant to the consideration of the proposal for insurance that comes to light.
- 3 I/We agree that this proposal form and all other written information which is provided will be incorporated into and form the basis of any contract of insurance, should one be concluded.

Signature of
Principal/Partner/Director
(please delete as appropriate)

Name of signatory (in capitals)

Date