

Towergate Lifestyle Underwriting

Professional Indemnity Questionnaire

For Mortgage and/or General Insurance & Non Investment Insurance Contracts

1st April 2007 – version 3

Important Information – Please read carefully:

To prevent underwriting difficulties, and to speed up processing, it is very important that all sections are correctly completed. Any sections left incomplete will mean that the application form will be returned to you for amendments. You should be aware that you are not on cover until a fully completed application form has been received and accepted by underwriters and a quote has been accepted by you with the relevant method of payment attached, i.e. single premium cheque, credit card details or bank details have been provided. Please note that it is a FSA requirement that cheques are banked within 24 hours of receipt. The fact that a cheque has been banked does not imply that the premium and/or the proposal has been accepted and/or the Insurance is in force.

You have a duty at all times to notify us if you become aware of any circumstances that may give rise to a claim. In the event that any such circumstances occur before the proposed start date of this insurance, rates may change from those published or those already offered. Please forward all details of the circumstances or complaint, including correspondence from the complainant and any other information you feel is relevant.

Professional Indemnity (PI) policies respond on a claims-made basis, which means that cover is only provided for matters arising where Professional Indemnity Insurance is in force at the time of notification of the complaint or claim. Please note that Professional Indemnity Insurance Certificates are issued as annual contracts and you cannot cancel the Insurance mid-term.

If you require any further information or assistance in completing the application form, please contact your Insurance Broker or the Professional Indemnity team at Towergate Lifestyle.

Please keep a copy of this fully completed form for your records.

1 – General Information

Trading name(s) of the Insured/ Applicant/Proposer			
Trading Address			
Date firm established			
Please detail any previous trading names cover is required for			
Telephone:			Mobile:
Fax:			Email:
Web Site address:			
Full Names of Sole Trader / Directors / Partners	Date Of Birth	Mortgage/Financial/Qualifications	Years Experience

2 – Business details and FSA status - *please complete all the relevant boxes*

Are you an Appointed Representative			Yes	No
If yes are you an AR of (Please tick)	Pink	Sesame	Other (if 'Other' please contact the PI team before continuing)	
Are you directly authorised or applying for direct authorisation with the FSA			Yes	No
If yes please provide details of your firms FSA registration number (insert 'TBA' if currently applying)				
Are you (Please tick)	Sole Trader	Partnership	Ltd Company	Packager
				Network or Mortgage Club
How many individual sales consultants will be covered under this Insurance (include yourself if appropriate)				Consultants
If applicable - how many Appointed Representatives are tied to you or your firm				AR's
Please advise the name and qualifications of your compliance officer(s) and state how long he/she/they have held this position. (If you are a Self-Employed sole trader this will normally be yourself)			Do Not Leave Blank	

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If you have queries relating to the income sections, type of business, regulated or non regulated activities, please call us

3 - Financial Details – Regulated Mortgage Activities Gross Fee Income

Do you require cover for Regulated Mortgage activities (if yes complete the Gross Fee income details)? If cover is not required tick no opposite and go to next section.

You **must** answer this question
yes or no

Please note that this section relates only to those activities defined under the **Definition of Regulated Mortgage Income** below.

Yes

No

Definition of Regulated Mortgage Income - Gross income derived from Procuration fees, Broker Arrangement fees Completion and Packaging fees for any Regulated Residential Mortgage activities including Lifetime Equity release, Reversionary Schemes & Islamic Law Compliant Home Purchase Plans. If you have any Company Representatives and/or Appointed Representative firms you must declare their income - If you are a new business please project income for underwriting purposes.

Gross Fees/Income earned in:	Previous Year	Last Complete Financial Year	Next year (projected)
Regulated Mortgage Income	£	£	£

How many mortgages were completed last year or are projected for your first year

Mortgages

What is the largest case completed (if new start-up insert N/A)

£

4 – Financial Details – Non-Regulated Mortgage/Loan Activities Gross Fee Income

Do you require cover for any Non-Regulated Mortgage/Loan activities (if yes select the activities you require cover for from the list below and complete the Gross Fee income details)? If cover is not required tick no opposite and go to next section.

You **must** answer this question
yes or no

IMPORTANT NOTE – Cover will only be provided for the activities you have selected and where you have declared the relevant gross income below.

Yes

No

Tick below if Cover required

Residential Buy to Let Mortgages	
Commercial Mortgages	
Secured Loans	
Unsecured Loans	
Bridging Finance	

Definition of Non-Regulated Mortgage / Loan Income - Gross income for the activities you have selected above and derived from Procuration fees, Broker Arrangement fees Completion and Packaging fees for Residential Buy to Let Mortgage, Commercial Mortgage/Finance, Secured & Unsecured Loan and Bridging Loan/Finance activities. If you have any Company Representatives and/or Appointed Representative firms you must declare their income for all activities selected - If you are a new business please project income for underwriting purposes.

Gross Fees/Income earned in:	Previous Year	Last Complete Financial Year	Next year (projected)
Non-Regulated Mortgage/Loan Income	£	£	£

How many individual cases were completed last year or are projected for your first year

Mortgages/Loans

What is the largest case completed (if new start-up insert N/A)

£

If you require cover for any Non Regulated additional activities, can you warrant that you operate good practice and compliance procedures for non-regulated products similar to that for regulated products when providing advice and throughout the sales process? If you cannot confirm that you operate such procedures, please detail why in the notes section below.

Yes

No

Notes section - Please use this space for additional information:

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5 – Financial Details – Non Investment Insurance Contracts					
Do you require cover for General Insurance and Non Investment Life activities (if yes complete the Gross commission income details and complete the % split of income)? If cover is not required tick no opposite and go to next section.			You must answer this question yes or no		
If you have any Company Representatives and/or Appointed Representative firms you must declare their income for all activities selected.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">Yes</td> <td style="width: 50%; text-align: center; padding: 5px;">No</td> </tr> </table>	Yes	No
Yes	No				
<p>Unless otherwise agreed, General Insurance Professional Indemnity cover is limited to Personal Lines Insurance being a Regulated Non Investment product purchased by individuals in their private capacity (and not purchased for their trade, business or profession) including Buildings Insurance, Contents Insurance, Accident Sickness and Unemployment plans (MPPI or ASU or ASR or IIU), Personal Accident, Private Motor, Private Motor GAP and PPI, Individual or Family Travel Insurance, Pet Insurance and Individual Let property Insurance arranged on Residential properties. Commercial Insurance Activities can be included by ticking the appropriate box below.</p> <p>Non Investment Life and Pure protection business Professional Indemnity cover is limited to Term Assurance, Family Income Benefit, Critical Illness (CI), Private Medical Insurance (PMI), Permanent Health Insurance (PHI), Non Investment Premium Backed Long Term Care Insurance and Death in Service (DIS), (note, group PMI, CI, PHI & DIS are also allowable). Pension Term Assurance is automatically covered but is subject to a retroactive date of 6th April 2006 in all cases.</p> <p>(Please note that cover under this section excludes FSA Regulated Investment activities and is NOT suitable for Independent Financial Advisers conducting Personal Pension and Investment business)</p>					
<i>Commission income earned in:</i>	<i>Previous Year</i>	<i>Last Complete Financial Year</i>	<i>Next Year (projected)</i>		
GI & Non-Investment Life income	£	£	£		
<i>Please complete the percentage of income split for each of the following activities in the last financial year or if you are a new start up business show projected split for the next 12 months</i>			<i>Percentage of income</i>		
Home Insurance business (Buildings and Contents)			%		
Accident Sickness & Unemployment insurance - (MPPI, ASU, ASR, IIU)			%		
Other Personal Lines business as detailed above			%		
Non Investment Life/Protection business – see definitions note above			%		
			100 %		
If you require cover for Commercial General Insurance please tick the box opposite (acceptance/cover is subject to an additional questionnaire in all cases - * Limited cover applies – see below) - Make sure the income for this activity is included in the income declaration above.			<i>Tick this box</i>		
<p>* Limited Cover applies - Please note that Commercial General Insurance is limited to 15% of the income declared above - if outside this criteria, cover may still be available but not without referral to Towergate Lifestyle. Please note the self-insured excess for Commercial General Insurance activities will be a minimum of £2,500 in all cases.</p>					
Please tick if you use	CETA	Paymentshield	Select & Protect		
	Source	D & D			
When calculating the premium, we will add together all income declared in sections 3, 4 and 5					
6 – Additional Activities – Will Writing					
Will Writing (Limited Cover can be included as an additional activity under section 5 above provided that 5 years claims free experience can be shown and fees are less than £5,000 per annum) if outside this criteria, cover is not available – Please note the additional Premium is £100 plus IPT			If you require Will Writing cover please Tick this box		
7 - Please select (tick) the Limit of Indemnity required					
	<i>Tick</i>				
£500,000 in the aggregate		<i>This minimum limit is available for Mortgage/Loan activities in isolation and, subject to your income, is compliant with FSA requirements</i>			
£1 million in the aggregate		<i>£1 million normally required to satisfy lenders packager agreements</i>			
£1.5 million in the aggregate		<i>This limit is for stand alone General Insurance or combined Mortgage and GI activities and, subject to income, is compliant with FSA requirements</i>			
<i>Please note that high incomes may require individual quotations with higher limits of indemnity.</i>					

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8 - How do you wish to pay your premium? - Whatever payment method you have chosen, please note that payment will not be taken until you have been provided with and accepted our written quotation.

Single Premium Cheque	Monthly Instalment Facility	Annual Premium by Credit/Debit Card
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Please complete one of the following payment methods

I enclose a cheque made payable to Towergate Lifestyle for the annual premium of:	£
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Please note that if you have sent us payment by cheque, it is a Financial Services Authority requirement that cheques are banked within 24 hours of receipt. The fact that a cheque has been banked does not imply that the premium has been accepted and/or the proposal has been accepted and/or the Insurance is in force. In view of this FSA requirement please **do not** POST DATE cheques or they will be returned to you.

Or I prefer to pay the premium by instalments using the monthly payment option below

The Premium Instalment Facility administered by Premium Credit Ltd is a Finance Agreement, is payable over 10 months and is subject to an 8% (23.1% apr) additional charge, which is included in the monthly payment detailed on the quotation. If you have chosen this option, please complete the details below:

Bank Name & Address	
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Sort Code	
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Account Number	
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Account Name	
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If you choose to pay by Monthly Instalments you will be entering into a Finance Agreement with Premium Credit Ltd. On acceptance of your application for premium instalments, **Premium Credit Ltd** will write to you enclosing details of your **Finance Agreement** and a schedule of monthly payments. Your first instalment will be collected on or around the commencement date of this Professional Indemnity Insurance.

Please note that if your Bank or Building Society does not honour your direct debit request for any reason, **Premium Credit Ltd** will charge an administration charge in line with current clearing bank charges. A schedule outlining default fees will be included in the welcome pack from **Premium Credit Ltd** when you take out each new loan. Any default fees will be added to the collection amount when your original payment is re-presented to your bank. If the second or subsequent request for payment fails, your account with **Premium Credit Ltd** will be closed and all cover under the Insurance will lapse. It is very important that you notify us if you change your address or move your bank account.

You should be aware that dependent on the start date of this Insurance and the date the finance agreement commences, two payments may be collected in one month. Call us if you require further information.

The account holder must sign and date the box opposite to confirm their agreement to the collection of monthly payments from the above bank account.

Print Name	
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Signature	
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Date	
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You should only sign if you agree to maintain payments.

Or I prefer to pay the Annual premium payment by Credit or Debit Card details below

Premiums paid by Credit or Debit Card are subject to a 2.5% additional charge – Please complete the details below (Please note this option cannot be used for monthly payments)

Please indicate Type of Card	Access / MasterCard	Visa	American Express	Debit Card
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Card Number	Expiry Date
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Start Date (if given on Card)	Issue Number (Switch Only)
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Name as it appears on the Card

Signature of Card Holder	Date
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For Towergate Lifestyle Office Use Only

Insured name	Client Ref	Certificate No	Premium
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			£
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9 – When do you want this Insurance to start (Insert start date or tick one other box & do not backdate)

Start Date	or on renewal date of existing Towergate Lifestyle PI Insurance	Or T.B.A.
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10 - Please read and answer the following questions carefully

Will you and/or your firm act in full compliance of the FSA Guidelines?	Yes	No
Have you or your firm or any individuals therein ever been subject to MCCB, FSA or any other disciplinary procedures? (If yes, you must attach full details - in this event, rates may change from those published).	Yes	No
Have you or your firm or any individuals therein ever had any complaints or claims made against you/them or are you/they aware of any circumstances that may give rise to a claim? (If yes, you must attach full details - in this event, rates may change from those published).	Yes	No
Has any insurer ever declined to offer insurance, imposed any special terms or cancelled / voided an Insurance policy for the Firm, Proposer, any Partner, Principal or Director? (If yes, you must attach full details - in this event, rates may change from those published).	Yes	No
Please provide details of your previous Professional Indemnity Insurance (PII)	Name of Insurer	PII Number
		Expiring Premium

Towergate Lifestyle would like to keep you informed by telephone, post or email of selected products and services available from us and carefully chosen suppliers. If you don't wish us to do so, please tick.

Important Information - This questionnaire forms the basis of the insurance contract – so before signing the declaration please complete any section that has been left blank before returning. Any agreement entered into by you with any third parties (including Insurers) may prejudice your cover in the event of a claim. We draw your attention to exclusion 8 of the policy terms and conditions (available on request or from our website). You are also reminded that all claims or circumstances must be notified to us in accordance with the policy terms and conditions.

11 – Declaration

I / We hereby warrant that all advice has been / is / will be given in strict accordance with the terms and provisions of the Mortgage Code as published and updated by the MCCB and/or those as published and updated by the FSA and I / We also warrant that if cover is required for non-regulated products I / We operate good practice and compliance procedures for non-regulated products similar to that for regulated products when providing advice and throughout the sales process.

I / We declare that I / We have answered this questionnaire honestly and to the best of my/our knowledge and after **full enquiry** of all Principals, Partners, Directors, Employees and Consultants, I / We declare that I / We **are not** aware of any circumstance or matter that may give rise to a claim.

I / We declare that I / We have not withheld any material information that would affect the underwriters judgement of this insurance and I / We undertake to inform Towergate Lifestyle of any material alteration to these facts occurring before the completion of the contract of insurance.

I / We understand that in the event that the Insurance is not renewed, is cancelled or withdrawn by the underwriters, the current regulator will be notified.

Full Name	Sign
Position	Date

N.B. APPLICATIONS MUST BE SIGNED WITHIN 30 DAYS OF THE PROPOSED START DATE AND CANNOT BE BACK DATED

Please take a couple of minutes to check the information on the proposal form

Notes section - Please use this space for additional information: