

PROPOSAL FORM

1. Proposer Details

1. Practice Title(s) (including service companies) _____

2. (a) Principal address, including post code _____

Tel No. _____ Fax No. _____

Web-site address _____

(b) Please list any branch office(s) including city/town (for which cover is required) together with details of the Partner(s) responsible for each one

(d) Date Principal Practice was established _____

3. Is the Practice represented in any way in the USA and its territories and possessions or Canada? Yes No

If "yes", state how (e.g. by a local office, local representative, by any person or concern who holds a power of attorney, or by client referral agreements) on a separate sheet of paper.

Please attach a copy on Practice letterhead of any reciprocal client referral agreement the Practice has with a firm in USA or its territories and possessions, or Canada.

4. (a) Please attach on Practice letterhead a list of all Solicitors consisting of Full Name, Qualifications, Date Qualified, Period with Practice and position.

(b) Number of Partners (including salaried):

This Year _____ Last Year _____ Two years ago _____

(c) Number of Assistant Solicitors:

This Year _____ Last Year _____ Two years ago _____

(d) Number of Other fee earning employees

This Year _____ Last Year _____ Two years ago _____

(e) Annual average percentage rate of staff turnover in last five years? _____ %

(f) Is the Practice planning any decrease in the total number of staff detailed above other than through ordinary retirement within the next twelve months? Yes No

If "yes", please provide full details: _____

5. (a) During the past 6 years has any other practice been purchased or any merger or consolidation taken place? Yes No

If "yes", please list on Practice letterhead all such transactions including the name of any practice of which this Practice is a successor, the date of such transaction, claims experience including SIF and the fee income of the Prior Practice.

(b) Is the Practice planning any merger or consolidation with another Practice within the next twelve months? Yes No

If "yes", please provide details: _____

6. Please state in the columns provided:

(a) Please state in the columns provided the gross fees (£) for the last 5 complete financial years (please insert month/ year):

Fee Income					

(b) Please state the estimated fee income for the next financial year £ _____

(c) Please state in the columns provided the geographical percentage split of fee income:

	% of Fee Income for the last complete Financial Year	Estimated % of Fee Income for the next Financial Year
(i) in the United Kingdom and Europe (excluding (iii) below)	%	%
(ii) in the USA and its territories and possessions or Canada	%	%
(iii) in the UK or elsewhere (excluding (ii) above) for persons, companies, firms or organisations having an address in the USA and its territories and possessions or Canada	%	%
(iv) in Australia and its territories and possessions	%	%
(v) elsewhere (please state countries and amounts involved on practice letterhead)	%	%

If any income is derived from any office domiciled overseas for which coverage is required, please complete the income breakdown in the Premium Tax Supplementary Questionnaire attached, in order to calculate applicable taxes to apply.

2. Professional Services

7. (a) Please provide an estimate of the percentage of total annual fees from the last complete financial year for each Area of Practice below:

Criminal Law	%	Personal Injury - litigant	%
Debt Collection	%	Personal Injury - defendant	%
Children	%	Financial Advice and Services	%
Immigration	%	Commercial & Corporate - Securities	%
Employment	%	Commercial & Corporate - Non-Securities	%
Property Selling	%	Intellectual Property Rights Infringement (excluding Patent)	%
Conveyancing - Residential	%	Patent	%
Conveyancing - Commercial	%	Taxation	%
Landlord & Tenant	%	Environmental	%
Town and Country Planning	%	Litigious - other than previously specified	%
Trust & Probate	%	Non - Litigious - other than previously specified	%
Matrimonial	%		
Other - please specify			%

(b) Is the work split above representative of the Firm(s) make up over the previous three years? Yes No

If "no", please provide details: _____

(c) Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months? Yes No

If "yes", please provide an explanation: _____

8. (a) Please split the Practices business between the following market sectors:

Private Client	%	Entertainment & Sport	%
Financial Institutions / Banking	%	Privately Held Companies (other than above)	%
Government	%	Publicly Held Companies (other than above)	%
Construction	%	Insurance	%
Other (please specify)			%

(b) Is the work split above representative of the Firm(s) make up over the previous three years? Yes No

If "no", please provide details: _____

(c) Are any substantial changes in the percentage amounts shown above anticipated during the next 12 months? Yes No

If "yes", please provide an explanation: _____

(d) Please provide your largest and average transaction in the last 6 years for Residential and Commercial conveyancing:

	Average	Largest
Commercial work	£	£
Residential work	£	£

(e) Personal Injury Work

(i) Please specify the average and largest settlements on behalf of any claimant in the last 5 years:

	Average	Largest
Personal Injury Settlements	£	£

(ii) In the past 6 years has the Practice undertaken any work related to group litigation orders or managed litigation? Yes No

If "yes" please provide details of the average and largest claimant settlement in the last 12 months:

	Average	Largest
Group / Managed Litigation Settlements	£	£

(iii) What percentage of your work do Legal Expense Insurers back? _____

(iv) Has the Practice ever undertaken any Personal Injury work referred by The Accident Group, Claims Direct and/or any other claims management or promotional companies? Yes No

If "yes" please request a copy of the **AIG Claims Management Questionnaire**.

(f) Has the Practice ever carried out any regulated activities as defined by the Financial Services and Markets Act 2000, or acted as an Introducer in respect of such activities? Yes No

If "yes", please provide full details on separate sheet.

9. Please provide details of the Practices five largest clients in the past three years:

Year	Name of Client	Business of Client	Description of Work Undertaken

3. Risk Management

10. What Legal Services Commission Quality Mark or other quality standards (e.g. LEXCEL or Investors in People) is your Practice currently accredited with? _____

11. (a) Does the Practice have a management structure in place? Yes No

(b) If the Practice is managed by either a Management Committee or Executive Committee or the like, how often do they meet?

Weekly Monthly Other (please specify) _____

(c) Has there been any change to the internal management structure of the Practice in the last three years? Yes No

12. (a) Does the Practice have written risk management procedures? Yes No

(b) Are these regularly reviewed and circulated? Yes No

13. Does the Practice have case management systems in place? Yes No

14. Does the Practice have a formal Money Laundering policy for which training has been provided to all Partners and Employees? Yes No

15. Does the Practice always obtain written references preceding the employment of Employees and Partners? Yes No

16. Does the Practice require two signatures on monetary transactions and drawing down on clients accounts above £25,000? Yes No

17. Does the Practice use or have:

(a) Client and new business vetting which prohibits any individual Solicitor from accepting a new client or matter without the approval of the Practice's management structure? Yes No

(b) A written policy specifying the conflicts of interest procedures which include a cross check system and back up? Yes No

18. (a) Does the Practice use engagement letters which contain a scope of services? Yes No

(b) If the scope of services are amended, are these confirmed in writing in the form of an amendment to the original engagement letter? Yes No

19. (a) Does the Practice operate a centralized diary system with appropriate manual or electronic back up? Yes No

(b) Please confirm that the Practice makes regular checks to ensure that all key dates are met and that the system caters for absenteeism? Yes No

20. (a) Does the Practice use a file review system which requires randomly selected files to be audited by a Solicitor other than the Solicitor handling the file? Yes No

(b) Does the file review system include Partner to Partner auditing? Yes No

21. Does the Practice designate or employ an individual with responsibility for dealing with complaints, actual or potential claims and other such matters? Yes No

If "yes" to any of the above Insurance Years, please provide claims information from other Qualifying Insurers or the Assigned Risks Pool for all claims or circumstances since 01/09/2000 by your Practice.

29. After enquiry of all Solicitors and employees of the Practice does any person know of any circumstance or unreported claim which could result in an action against the Practice, any predecessor practice, or any past or present Solicitor or employee of the Practice? Yes No

If "yes" please provide details: _____

Section 41 of Insurance Act 1938 (Prohibition of rebates)

1. No person shall allow or offer to allow either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer."
2. Any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakh rupees.

Section 64 VB of the Insurance Act 1938

Commencement of risk cover under the policy is subject to receipt of premium by Tata AIG General Insurance Company Limited.

AML declaration

1. I/we hereby confirm that all premiums paid / payable in future will be from bonafide sources and not paid out of proceeds of crime and that such premiums are not disproportionate to my/our income. I / we understand that the Company has the right to call for documents to establish sources of funds and to cancel the insurance policy in case I / we are found guilty by any competent court of law under any of the statutes, directly or indirectly governing the prevention of money laundering law in India.
2. I/we are not Politically Exposed Persons * nor are their close relatives. I / we shall keep the company informed if we subsequently become a Politically Exposed Person.

"Politically Exposed Persons" shall have the meaning assigned to it under sub clause (xii) of 3(b) of Chapter I of Master Direction - Know Your Customer (KYC) Direction, 2016 issued by Reserve Bank of India (RBI), as amended from time to time

Contact details of TAGIC and TAGIC CIN

Tata AIG General Insurance Company Limited

Registered Office: Peninsula Business Park, Tower A, 15th Floor, G.K. Marg, Lower Parel, Mumbai - 400 013, Maharashtra, India.
24x7 Toll Free No: 1800 266 7780 | Visit us at www.tataaig.com | IRDA of India Registration No: 108 | CIN:U85110MH2000PLC128425

IRDA Approved Product Name & Product UIN no. IRDAN108P0006V01200607

Declaration

Please read carefully the following statements prior to signing where indicated.

The completion of this Proposal form does not bind the Practice or Insurers to effect a contract of insurance, but if a policy is issued, this proposal form, together with any other information supplied prior to inception shall form the basis of any Contract of Insurance effected thereon.

Any liability of Insurers, under any policy issued, to provide insurance cover over and above the minimum limit of insurance cover required by the Law Society will be subject to the terms and conditions specifically applicable to such 'Excess' cover, which terms and conditions may differ from the Minimum Terms and Conditions of Professional Indemnity Insurance for Solicitors in England and Wales as specified by the Law Society of England & Wales. In particular but without limitation, in the event that the Practice fails to disclose and/or misrepresents circumstances known to it at any time prior to the inception of Excess cover (and not merely at the date that this proposal is signed) which may give rise to a claim, the Insurers reserve the right to take whatever action is deemed appropriate and necessary in accordance with the terms and conditions applicable to the Excess cover.

I/We declare that the statements and particulars in this proposal are true and that no material facts have been mis-stated or suppressed after enquiry. I/We agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I/ We undertake to inform the Insurers of any material alteration to those facts occurring before the completion of the contract of insurance

