



Sport & social clubs and
not for profit organisations
Directors & officers liability
select proposal

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Thank you for choosing Allianz Insurance plc. We are one of the largest general insurers in the UK and part of the Allianz Group, one of the world's foremost financial services providers

With Allianz Insurance plc, you can be confident that you're insured by a company which is relentless in its commitment to protecting and serving you. You can trust us to insure your business, as we've been providing leading insurance solutions in the UK for over 100 years.

We work in partnership with your insurance adviser to ensure you receive the highest levels of product and service excellence. Our technical experts understand how best to protect you against the risks your business faces.

If you need to make a claim you will be in safe hands. Our professionally trained staff aim to treat you, as you would expect, both promptly and fairly. By listening to you, and understanding your needs we will provide you with the most appropriate solutions to get your business trading again as quickly as possible.

To assist you in completing this proposal form you may wish to read our separate Policy Overview. This contains a summary of the main benefits, terms and conditions of our policy.

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IMPORTANT
Should you need further details or have any questions your insurance adviser will be delighted to help.

Sport & social clubs and not for profit organisations directors & officers liability select proposal form

Important Notes

Please read before completing this Proposal Form:

- a** A director or officer of the Organisation must complete the proposal and make all the necessary enquiries of their fellow directors or officers
- b** Wherever we ask questions on this Proposal Form and Declaration about you or your Organisation, we mean any directors or officers or any former directors or officers of any Organisation for which cover is required
- c** Please answer every question fully. If you do not have enough space attach separate sheets with information which can be incorporated into your proposal
- d** Please complete in ink using BLOCK CAPITALS, and tick boxes as appropriate
- e** Sign and date the Declaration and state your authority to sign e.g. position held.

Proposal

General Information

1 Name of the Organisation to be insured

2 Your postal address

3 Address of your Organisation (if different from above)

4 Is your Organisation registered in the United Kingdom?

Yes No

Yes No

5 Have you been in operation for more than 24 months?

If 'No', to questions 4 or 5 above please provide details

6 Please provide a full description of all activities undertaken by your Organisation

7 Please state the total number of committee members or trustees

8 What was your annual income/turnover at the last financial year end?

£

9a Is your organisation a private company?

Yes No

If 'No', please go to question 9b

If 'Yes', have you reported a net loss (that is a loss after tax) within the last two financial years?

Yes No

If 'Yes', please provide full details

9b Is your organisation non-profit making?

Yes No

If 'Yes', have you made a surplus (that is your income was greater than your expenditure) within the last two financial years?

Yes No

If 'No', please provide full details

General Information (continued)

10 Have you previously been insured for Directors & Officers (D&O) cover and has such cover remained in force until the commencement date for this proposal? Yes No

If 'Yes', please provide details

A Please state the policy number and name of the insurer

B Does this policy have a retro-active date? Yes No

If 'Yes' please supply the retro-active date

11 Please state the limit of indemnity you require £

12 Entity Cover

Unless we advise you otherwise, standard D&O cover will automatically extend to include Entity Cover for the Organisation. A standard sub-limited of £500,000 or 50% of the Limit of Liability whichever is the lower will apply. A standard deductible of £5,000 will apply

Note that Entity Cover automatically excludes Employment Practice Cover

If you do not wish to have Entity cover please tick

13 Entity Employment Practice Cover

If you have Company Entity Cover it can be extended to include Entity Employment Practice Cover. A standard sub-limit of £50,000 and a deductible of £5,000 will apply.

Is Entity Employment Practice Cover required? Yes No

If 'Yes' Please confirm that

13.1 all your employees are employed in the United Kingdom Yes No

13.2 you do not have more than 75 employees (including part time/seasonal) Yes No

If 'No' please state the number of employees

13.3 you have not undertaken any redundancies in the last 12 months Yes No

13.4 you are not considering making any redundancies in the next 12 months Yes No

13.5 your employee turnover has not exceeded 30% in the last 12 months Yes No

13.6 you have a written Human Resources procedures manual in place and it is regularly reviewed/updated Yes No

13.7 you issue a written employee handbook to all employees containing information on your Human Resources policies and procedures Yes No

13.8 your Organisation, its Directors, Officers or employees are not presently subject to any judicial or administrative order, decree judgement or conciliation agreement relating to employment Yes No

13.9 after enquiry, no claim has been made in the past 5 years, nor are you or any person for whom the proposed insurance is to apply, aware of any circumstances or incident which could give rise to a claim whether or not the circumstance or incident has been notified to an insurer Yes No

Declaration

1 I/We warrant to the best of my/our knowledge and belief that all the information contained in this Proposal is true and includes all material facts*.

2 I/We further warrant that if information supplied herein changes between the date of this Proposal and inception date of this cover

I/We will immediately notify the Insurer of such change and accept that in such circumstances the quotation may be modified or withdrawn.

3 I/We agree that this proposal and declaration and any information given separately shall be the basis of the contract between Allianz Insurance plc (Allianz) and myself/ourselves.

4 I/We agree to accept Allianz's standard form of policy for this type of insurance.

5 I/We understand that Allianz reserves the right to decline any proposal.

6 I/We have read the Fair Processing Notice and the Consent for Special Categories of Personal Data contained within this proposal and consent to data being used for the purposes specified.

Authorised Signature

Date

Position in company

Important:

*Material facts are those facts which are likely to influence us in the acceptance or assessment of this proposal and it is essential that you disclose them. If you are in doubt about whether a fact is material, you should disclose it, since failure to do so could invalidate your policy.

Your Records

You should keep a record (including copies of letters) of all information you supply to Allianz about this Proposal.

Privacy Notice Summary

Please find below a summary of our Privacy Notice.
The full notice can be found on the Allianz UK website:
allianz.co.uk/privacy-notice.html.

If you would like a printed copy of our Privacy Notice, please contact the Data Rights team using the details below.

Allianz Insurance plc is the data controller of any personal information given to us about you or other people named on the policy, quote or claim. It is your responsibility to let any named person know about who we are and how this information will be processed.

Allianz Insurance plc, Allianz Engineering Inspection Services Limited, Petplan Ltd and VetEnvoy are companies within Allianz Holdings.

Anyone whose personal information we hold has the right to object to us using it.

They can do this at any time by telling us and we will consider the request and either stop using their personal information or explain why we are not able to.

If you wish to exercise any of your data protection rights you can do so by contacting our Data Rights team:

Telephone: **0208 231 3992**
Email: datarights@allianz.co.uk
Address: Allianz,
57 Ladymead, Guildford,
Surrey, GU1 1DB

Any queries about how we use personal information should be addressed to our Data Protection Officer:

Telephone: **0330 102 1837**
Email: dataprotectionofficer@allianz.co.uk
Address: Data Protection Officer, Allianz,
57 Ladymead, Guildford,
Surrey, GU1 1DB

Employers' Liability Tracing Office

If your policy provides Employers' Liability cover information relating to your insurance policy will be provided to the Employers' Liability Tracing Office (the "ELTO") and added to an electronic database, (the "Database") in a format set out by the Employers' Liability Insurance: Disclosure by Insurers Instrument 2011.

The Database assists individual consumer claimants who have suffered an employment related injury or disease arising out of their course of employment in the UK whilst working for employers carrying on, or who carried on, business in the UK and as a result are covered by the employers' liability insurance of their employers, (the "Claimants"):

- i** to identify which insurer (or insurers) was (or were) providing employers' liability cover during the relevant periods of employment; and
- ii** to identify the relevant employers' liability insurance policies.

The Database and the data stored on it may be accessed and used by the Claimants, their appointed representatives, insurers with potential liability for UK commercial lines employers' liability insurance cover and any other persons or entities permitted by law.

The Database will be managed by the ELTO and further information can be found on the ELTO website elto.org.uk.

Allianz Insurance plc.

Registered in England number 84638
Registered office: 57 Ladymead, Guildford,
Surrey GU1 1DB, United Kingdom.

Allianz Insurance plc is authorised by the
Prudential Regulation Authority and regulated
by the Financial Conduct Authority and
the Prudential Regulation Authority.

Financial Services Register number 121849.