



Directors & Officers Liability Select proposal



Client Details

Cover does not attach until this proposal has been accepted by Allianz Insurance plc. Please supply the following details. Use **BLOCK CAPITALS** and tick boxes where appropriate. If you do not have enough room please use a separate piece of paper.

Full Name of Policyholder

Policyholders registered address

Postcode

Please answer all the following questions.

IMPORTANT:

This form should only be completed and signed by a senior executive, official, director or partner authorised to sign on behalf of the Policyholder.

Directors & Officers Liability

- 1** Is your business registered in the United Kingdom? Yes No
- 2** Is your business privately owned and not listed on any stock exchange? Yes No
- 3** Have you been in operation for more than 24 months? Yes No

If **No** to questions **1**, **2** or **3** above please provide details

- 4** Have you acquired any company in the last year which has total assets greater than 50% of your total assets at the time of acquisition? Yes No
- 5** Have you any planned acquisitions in the next 12 months where the company to be acquired has total assets exceeding 50% of your total current assets? Yes No

If **Yes** to questions **4** or **5** above please provide details

Directors & Officers Liability (continued)

6 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

7 Have you reported a net loss within the last two financial years? Yes[†] No

8 Have you had any claims made against any Director or Officer or your company in the past three years? Yes[†] No

[†] If you have ticked **Yes** to question **7** or **8** above, please provide full details

9 Are you aware of any circumstances or incidents in the past three years that could give rise to a claim being made against a Director or Officer or your company whether or not the circumstance or incident has been notified to a D&O insurer? Yes No

If **Yes**, please provide full details

10 What was your total annual turnover at the last financial year end?

11 Do you have any revenue from or subsidiaries in the USA/Canada? Yes No

If **Yes**, please provide details

12 What Limit of Liability do you require? (min. £100,000/max. £10m)

Directors & Officers Liability (continued)

13 Company Entity Cover

Unless we advise you otherwise, standard D & O cover will automatically extend to include Entity Cover for the Company. A standard sub-limit matches the Directors & Officers Limit of Indemnity up to a maximum of £5,000,000 in the aggregate. A standard deductible of £2,500 will apply.

Note that Company Entity Cover automatically excludes Employment Practice Cover

If you do not wish to have Company Entity cover please tick

14 Company Entity Employment Practice Cover

If you have Company Entity Cover it can be extended to include Entity Employment Practice Cover in respect of employees in the United Kingdom. A standard sub-limit shall be 50% of that specified under the Directors & Officers Limit of Indemnity, with a minimum of £100,000 in the aggregate up to a maximum of £2,500,000 in the aggregate. A standard deductible of £2,500 will apply.

Is Company Entity Employment Practice Cover required?

Yes No

If 'Yes', please confirm that

14.1 all your employees are employed in the United Kingdom

Yes No

14.2 you have less than 75 employees (including part time/seasonal)

Yes No

If No please state number of employees

14.3 you have undertaken redundancies in the last 12 months

Yes No

14.4 you are considering making redundancies in the next 12 months

Yes No

14.5 your employee turnover has exceeded 30% in the last 12 months

Yes No

14.6 you have a written Human Resources procedures manual in place and it is regularly reviewed/updated

Yes No

14.7 you issue a written employee handbook to all employees containing information on your Human Resources policies and procedures

Yes No

14.8 your company, 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

14.9 after enquiry, no claim has been made in the past five 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 fact

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 the 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 Insurance Plc, 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.