

The Insurance  
**Supermarket**



Personal Touch Financial Services Ltd

Trinity 3  
Trinity Park  
Birmingham  
B37 7ES  
Tel:0121 767 1070  
Fax:0121 767 1015  
Email:pi@personaltouchfs.com

**Professional Indemnity Proposal Form – Stockbrokers**

**Personal Touch Financial Services Ltd is authorised  
and regulated by the Financial Services Authority**

[REDACTED]

**THE INSURED**

1. a) Full name and address of Primary Company to be insured.
- b) Name of all Subsidiary and affiliated Companies to be covered by this Policy.
- c) List of all operating addresses to be covered by this Policy.

**THE PARENT (where appropriate)**

- d) State full name of parent organisations.  
Supply Family Tree where necessary.
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**THE BUSINESS**

2. a) State fully all Activities to be covered by this Policy.
  - b) What work is undertaken on behalf of Parent Company?
  - c) Does Parent Company provide Data Processing or other Services to you? If so, give details.
  - d) Do you contract out Data Processing? If so, name Contractor.
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3. Give the total number of persons engaged in the business under the following categories:-

	UK	USA/Canada	Elsewhere
a) Principals and/or Directors			
b) Registered Representatives			
c) Traders			
d) All Other Employees			
<b>Total</b>			

4. Please give estimates of the following:-

- a) Previous year's Gross Income.
- b) Forthcoming year's Gross Income.
- c) Combined total Salaries and bonuses.
- d) What is the date of the Companies Financial Year End?
- e) Operating profit in the last financial year.

5. a) When engaging new staff, do you take up written references for the preceding three years? If not, what system is employed.

b) Are you aware if any employee presently employed by you has committed any act of fraud or carried out any unauthorised dealing during the last five years (whether resulting in a loss to the firm or not)?

If "yes", state which Principal will supply Insurers with information on the subject.

6. a) What limits are imposed on transactions by employees?

b) What review procedures are adopted and by whom to ensure that employee transactions comply with internal rules?

7(a) Please state the approximate value of funds under Management.

	Discretionary	Non-Discretionary
i) Private		
ii) Institutional; excluding Pension Funds		
iii) Pension Funds		
iv) Others		

8. a) Are all open balances of whatever nature reconciled and checked against Stock Exchange or CREST accounts?
- b) Are reconciliations for all sundry and suspense accounts prepared by a senior employee and reviewed each account?

9. a) Are procedures adopted to ensure that the firm complies with the Financial Services Authority rules on client monies?
- b) Are reconciliations of client money accounts carried out at least each account period?
- c) What review procedures are in place over controls set up under client money rules? (Indicate the level of seniority of the individual responsible for reviewing such procedures.)
- d) Are advances ever made to clients against security? (If so, state the level at which such advances are authorised.)

#### DISCRETIONARY ACCOUNTS

10. a) Do you have Discretionary Clients?
- b) Do you have Discretionary Clients whose terms of settlement are other than either cash against delivery or settlement on account days?

11. a) Do you have any Discretionary or other clients whose transactions, securities and settlement are exclusively controlled by one employee?
- b) Are letters of authorisation obtained and renewed annually in all cases by Principals?
- c) Are all Discretionary Clients' deals under the immediate supervision of a Principal?
- d) Is there an inspection of their clients' deals and statements by a Principal for each Stock Exchange Account?
- e) Do you keep separate ledgers of all Discretionary Accounts within your office records and/or computer records?
- (f) Do you have a Register of Staff who have Dealing Authority for Discretionary Clients?

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12. i) Has any claim been made against or by the proposers during the past five years in respect of any of the risks covered by the following? If so, please state briefly the nature of the losses sustained, the amount involved, the date when they occurred and the outcome and also give details of any known circumstances or incident which could give rise to such a claim.
- a) Direct Financial Loss ("In and Out") Policy.
- b) Computer Crime.
- c) Errors and Omissions or Professional Indemnity Policy.
- ii) a) Have you, in the last three years, been subject to any official investigation ordered or commissioned by an official body including a self regulatory organisation. If yes, please give details.
- b) Has the company suffered a loss from any unauthorised trading activity. If yes, please give details of date and amount.
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13. Are any of the Partners/Principals, AFTER ENQUIRY, aware of any CIRCUMSTANCES which may give rise to a claim against this Practice or their predecessors in business or any of the present or former Partners/Principals.

YES/NO

If yes, please give details

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14. Has the renewal of any policy been declined or not invited or policy cancelled or Insurers required an increase in premium or imposed special condition?

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15. Please give details of any of the following Insurance carried during the past year.

Insurer      Limit      Excess      Expiry Date

- a) Direct Financial Loss
- b) Computer Crime
- c) Errors & Omissions

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16. What Limits of Indemnity do you require for:-

Indemnity

Direct Financial Loss	£
Computer Crime	£
Errors & Omissions	£

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17. We warrant that the above statements made by us on our behalf are true and complete and that nothing materially affecting the risk has been concealed and we agree that this proposal shall be incorporated in and taken as the basis of the proposed contract between us and the Insurers.

We agree to accept policies in the Insurers' usual form for these classes of insurance.

Signature of two Principals:

Senior Principal .....

Date .....

Principal .....

Date .....