

Rendell & Partners Ltd

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e-mail: enquiries@rendellandpartners.co.uk

Solicitors' Professional Liability Insurance

Proposer Details

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

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

Tel No. _____

Fax No. _____

E-mail 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

(c) Please provide details of any company with which the Practice is associated pursuant to a waiver of the Law Society's Separate Business Code, stating whether cover is required or not

(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 letter head 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. 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 letter head all such transactions including the name of any practice of which this Practice is a successor, the date of such transaction, the number of solicitors employed and the fee income of the previous practice

(a) 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) Gross fees declared in the last 5 years under the Law Society's Gross Fees Rules for 12 months for the periods ending (please insert date dd/mm)___/___

Last Return	200___	200___	200___	200___
£	£	£	£	£

(b) Please provide a split of Gross fees as below for the Last Return and the Estimate for this year:

In respect of work done:	A	B
	(Last return)	(Estimate)
(i) in the United Kingdom (excluding (iii) below)	£ _____	£ _____
(ii) in the USA and its territories and possessions or Canada	£ _____	£ _____
(iii) in the UK or elsewhere (excluding (ii) persons, companies, firms organisations having an address in the USA and its territories and Canada) £ _____	_____ £	above) for or possessions or
(iv) elsewhere (please state countries and amounts involved on practice)		letterhead) _____

7. Areas of Practice (work split)

Please provide an estimate of the percentage of total annual fees from last return for each Area of Practice below:

Criminal Law	%	Personal Injury - litigant	%
Debt Collection	%	Personal Injury – defendant	%
Children’s	%	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			%

8. Please estimate the Practice's client base:

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

9. (a) Please provide the following details of the Practice's five largest clients in the last three years: years as a client, client's business and description of the work undertaken

Year	Name of Client	Business of Client	Description of work undertaken

(b) Are the percentage amounts shown in answers to questions 7 & 8 representative of the Practice make-up over the previous three years?..... Yes No

If **Yes**, please provide a detailed explanation _____

(c) Are any substantial changes in the percentage amounts shown in answers to questions 7 & 8 anticipated during the next 12 months?..... Yes No

If **Yes**, please provide a detailed explanation_____

(d) Please provide details of any major new activities or changes planned for the next 12 months

(e) Do you provide "legal services" over the Internet? Yes No

If **Yes**, please provide details_____

Risk Management

10. What is the management structure of the Practice?

Managing Partner Managing Executive

Management Committee Executive Committee

Other (please specify) _____

Have there been any material changes in the management structure within the last three years?

11. If the Practice is managed by either a Management Committee or Executive Committee or the like, do they meet?

Weekly Monthly Other (please specify)_____

12. Does the Practice employ a full time non legal administrator? Yes No

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

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

(b) Does the Practice use or have:

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

Engagement letters Yes No

Non engagement letters Yes No

Disengagement letters Yes No

Scope of service letters Yes No

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

A policy which requires prior approval in writing for a Solicitor to serve as an Officer and/or a Director of a client or third party? Yes No not applicable

Diary system with if appropriate manual back up? Yes No

Are periodic checks made to ensure that the diary system is being strictly followed?..... Yes No

Does the diary system provide for Solicitors being absent or on holiday ensuring that time deadline are not missed? Yes No

A file review system which requires randomly selected files to be audited by a Solicitor other than the Solicitor handling the file? Yes No

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

Please provide any additional narrative in respect of your file review system to the above two questions which will assist our understanding of the file review system currently being used

(c) Are the risk management procedures outlined in 14(a) and 14(b) regularly reviewed, circulated and/or discussed within the Practice and have all Solicitors been made aware of them? Yes No

15. Does the Practice undertake any professional services for any client in which any Partner or Solicitor holds a partnership/directorship or have any other financial interest?..... Yes No

If **Yes**, please provide details

16. Has the Practice had a risk management seminar or audit conducted within the last 3 years by an external risk management specialist?..... Yes No

If **Yes**, have all recommendations been implemented by the Practice? Yes No

If **No**, why not? _____

17. Has the firm completed the "Self assessment Questionnaire in Risk Management" issued by the SIF? Yes No

If **yes**, did any Section rating result in a score of 0? Yes No

(Please provide copies of the relevant Sections and your proposed action to remedy any perceived shortcomings in your Practice risk management)

18. Does the Practice offer and promote Solicitors' continuing training? Yes No

If **Yes**, who is responsible for overall supervision and control of the training?

19. Does the Practice use a formal review system to evaluate, at least annually, the performance of all Solicitors and legal staff within the Practice? Yes No

Previous Coverage

20. Has the Practice remained with the same qualifying Insurer since 1st September 2000? Yes No

If **No**, what were the reasons for transferring cover?

21. (a) Please specify your current Qualifying Insurer and the Limit of Indemnity and deductible:

Qualifying Insurer (not broker) _____

Limit of Indemnity £.....

Deductible requested £.....

Aggregated Deductible requested £

(b) Please specify the Limit of Indemnity and deductible you are requesting:

Limit of Indemnity £.....

Deductible requested £.....

Aggregated Deductible requested £.....

Claims and Circumstances

Please provide detailed answers to this section otherwise we will be unable to offer terms.

Where a practice has dissolved and the proposing practice is successor to the whole or part of the original, practice details should also be given of claims against the original practice in which partners of the proposing practice were principals.

22 Has any Solicitor of the Practice been refused a practising certificate or granted a conditional practising certificate, or been the subject of a costs or penalty order or reprimand by any Disciplinary Tribunal?
..... Yes No

If **Yes**, please provide full details _____

23. Has the Practice been involved in any fee dispute actions within the past five years? Yes No

If **Yes**, please provide details _____

24. After enquiry, is the Principal, or are any of the Partners of the Practice(s), aware of any claims ever been made against the Practice(s), its predecessor(s), relating to the provision of legal services within the past five years? Yes No

If **Yes**, please complete the following information on Practice headed paper providing as much detail as possible regarding the actual or alleged claim together with the remedial action taken to prevent a similar matter.

Year claim made	Claimant's Name	Area of Practice e.g. Conveyancing, Landlord & Tenant	Details of actual or alleged claim and remedial action taken	Total Payment/ (PML) Reserve or Quantum of claim inclusive of deductible which should also be specified
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25. 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

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

Signed

Title

(to be signed by Managing Partner, Principal
or equivalent)

Practice

Date

**Please return form to: Rendell & Partners Ltd
Peek House
20 Eastcheap
London
EC3M 1EB**

Alternatively Fax: 020 7929 3600