

2011/2012

Solicitors' Professional Indemnity

Proposal Form

To complete this form electronically, please click on the fields and type in your answers.
Once complete, please save or print a copy for your records.

Additional Information Checklist

- | | | | |
|----|------------|---|--|
| 1 | Q1(a) | If the firm is established less than 2 years, provide a business plan and CVs for Principals/Partners | <input type="checkbox"/> |
| 2 | Q1(c) | If a branch office has no resident Principal, provide CV(s) of the solicitor(s) or registered lawyer(s) based in the branch office | <input type="checkbox"/> |
| 3 | Q2(a) | If your firm's headed paper refers to any other firm or Preceding Practices that have not been included in Q1, provide details and a copy of your letter head | <input type="checkbox"/> |
| 4 | Q3(c) | If any fee earner, including any Partner or Principal, obtained their first legal qualification outside the Republic of Ireland, provide an up-to-date CV for each person | <input type="checkbox"/> |
| 5 | Q4(h) | Provide details and reports where applicable if the firm or any prior practice (or a Preceding Practice as defined in any applicable Minimum Terms and Conditions) has:

<i>a</i> Been the subject of an investigation (eg following a complaint) that has resulted in any adverse findings, by the Law Society of Ireland, the Solicitors Disciplinary Tribunal or any other recognised body

<i>b</i> Received any inspection visits from the Law Society Regulation Department

<i>c</i> Been the subject of an Irish Financial Regulator investigation or proceedings commenced by the Central Bank of Ireland

<i>d</i> Ever been convicted of (or charged with but not yet tried for) any criminal offence involving fraud or dishonesty

<i>e</i> Ever failed to pay any insurance premium or excess contribution

<i>f</i> Ever been declined Professional Indemnity Insurance by any insurer or applied to the Assigned Risks Pool

<i>g</i> Had a material change in the Firm in the last 3 years including, but not limited to, legal entity, nature of work or location

<i>h</i> Where there are expected to be any significant changes to or in the firm in the coming year | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 6 | Q9(a) | If your firm or any Preceding Practice, within the last 6 years, ever sold a financial product or provided advice in connection with financial services where such activity is regulated by the Central Bank of Ireland, a separate questionnaire will be required which will be supplied on receipt of your completed proposal form or can be downloaded from the website | <input type="checkbox"/> |
| 7 | Q10(a) | If, between 2005 and 2009, more than 10% of your conveyancing turnover derived from a single source or referrer, provide details in a covering letter | <input type="checkbox"/> |
| 8 | Q11(a)(ii) | If you have applied for, or achieved, any risk management or quality standard, provide a copy of your report and details of the following:

<i>a</i> The standards you have applied for or achieved

<i>b</i> Any scores awarded

<i>c</i> The date(s) accreditation was achieved

<i>d</i> When your accreditation expires | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 9 | Q13(a) | Attach your current claims report provided by the relevant qualifying insurer(s) or the Assigned Risks Pool.

If this is not yet available, provide claims/circumstances details on the attached supplementary claims form | <input type="checkbox"/>
<input type="checkbox"/> |
| 10 | Q13(b) | If any Principal or Partner is aware, after careful enquiry, of any loss or claim or circumstance which may give rise to a loss being sustained or claim being made against or involving any person or persons to be included in this insurance, their predecessors in practice or any past partners, directors or members, where such has not been previously notified to past or present insurers, provide full details on a separate sheet. | <input type="checkbox"/> |

Please provide a full answer to every question and use supplementary sheets if necessary.
 The more information you give us, the more we will understand your firm to negotiate with the insurer on your behalf.

A Principal/Partner of the firm must sign this form along with any additional sheets.

*Note: In this proposal form the word 'Principal' means the Sole Practitioner in the firm.
 In this proposal form the word 'Partner' means Partner in the firm.*

1 Your firm's details

a All practising titles including associate companies, nominee companies and service companies

Please mark type against each: 'S' for Sole Practitioner, 'P' for Partnership.

	Type

Primary address _____ _____ _____ _____ _____ Professional Indemnity Contact <input type="text" value="Mr/Mrs/Ms"/>	Telephone <input type="text" value="STD code"/> <input type="text" value="number"/> Fax <input type="text" value="STD code"/> <input type="text" value="number"/> DX number _____ Email _____ Website _____ Mobile number _____ Date established <input type="text" value="/"/> <input type="text" value="/"/> <input type="text" value=""/>
Law Society firm number <input type="text"/> _____ _____	<i>If less than 2 years please provide business plan and CVs for Principal/Partners</i>

**b Please list the Town for any branch office(s) for which cover is required, together with the percentage of fees generated from each branch office.
 If there is no branch office(s) please tick 'None'** None

Location	Resident Partner	%	Location	Resident Partner	%
Principal office (If no branch office(s) this should be 100%)					%
Total for all must equal to 100% including Principal office					100 %

c Please provide full details of how each office is supervised. If there is no resident Principal, provide CV(s) of the solicitor(s) or registered lawyer(s) based in the branch office – please complete page 11 (additional information)

2 Succeeding Practice

a Does your firm's headed notepaper refer to any other firm or Preceding Practices not detailed above? Yes No

If yes, please provide details and a copy of your letter head

b Has the firm become a Succeeding Practice (as defined in any applicable Minimum Terms and Conditions)? Yes No

If you have answered yes, please complete question 2c

c Please provide details of all Preceding Practices to which the firm is a Succeeding Practice (as defined in any applicable Minimum Terms and Conditions).

Name of firm(s)	Run-off was purchased for Preceding Practice	Date established	Date of succession	Number of Solicitors who joined the firm
	Yes <input type="radio"/> No <input type="radio"/>	/ /	/ /	
	Yes <input type="radio"/> No <input type="radio"/>	/ /	/ /	
	Yes <input type="radio"/> No <input type="radio"/>	/ /	/ /	

3 Your staff details

Please state number of staff:	2011 Full-Time	2011 Part-Time	2010 Full-Time	2010 Part-Time	2009 Full-Time	2009 Part-Time	2008 Full-Time	2008 Part-Time
Principals/Equity Partners								
Salaried Partners								
Solicitors and Consultants								
Legal Executives								
Other fee earners								
Other staff*								

*Excluding cleaning, maintenance and other manual employees

Please provide all information requested for each fee earner listed in the table above of the firm, even if you are a **Sole Practitioner/Principal**.

	Solicitor number (if applicable)	Full name	Years as a Partner in the firm (if applicable)	Date qualified (if applicable)
1		(Principal)		/ /
2				/ /
3				/ /
4				/ /
5				/ /
6				/ /
7				/ /
8				/ /
9				/ /
10				/ /

a Do all Partners and Principals in the firm devote all of their work time and attention to the business of the firm? Yes No
If no, please provide full details including number of hours worked in respect of each relevant Partner on page 11 (additional information).

b Are any Partners or Principals in the firm also a Partner or Principal in

- i another firm of solicitors Yes No
- ii other business activity Yes No
- iii any financial interest in any other business activity Yes No

If yes, please provide full details in respect of each relevant Partner or Principal on page 11 (additional information).

c Did any fee earner, including any Partner or Principal, obtain their first legal qualification outside the Republic of Ireland? Yes No
If yes, please attach an up-to-date CV for each person mentioned below.

	Solicitor number	Name	Place of qualification
1			
2			
3			

d **References**
Does the firm carry out full recruitment checks in respect of all Partners, Principals and employees, including the taking up of written and/or verbal references and including, where relevant, questions about an individual's claims record and enquiries as to whether they have any disciplinary record with, inter alia, the Law Society of Ireland or any other relevant body? Yes No

NB If you do not currently have any staff, would you be able to say yes to this question if and when you were to recruit? If yes, please tick yes above

If no, please provide details

e Does the firm have a valid Employer's Liability policy? Yes No Expiry date /

4 General questions

- i Has the firm or any prior practice (or a Preceding Practice as defined in any applicable Minimum Terms and Conditions):
- a Been the subject of an investigation (eg following a complaint) that has resulted in any adverse findings, by the Law Society of Ireland, the Solicitors Disciplinary Tribunal or any other recognised body? Yes No
- b Received any inspection visits from the Law Society Regulation Department? Yes No
- c Been the subject of an Irish Financial Regulator investigation or proceedings commenced by the Central Bank of Ireland? Yes No
- d Ever been convicted of (or charged with but not yet tried for) any criminal offence involving fraud or dishonesty? Yes No
- e Ever failed to pay any insurance premium or excess contribution? Yes No
- f Ever been declined Professional Indemnity Insurance by any insurer or applied to the Assigned Risks Pool? Yes No
- g Has there been a material change in the Firm in the last 3 years including, but not limited to, legal entity, nature of work or location? Yes No
- h Do you expect there to be any significant changes to or in your firm in the coming year? Yes No

If you have answered yes to any of the above questions please provide details including reports where applicable.

- i Is your business that of a Solicitors' practice only? Yes No

If no, please provide details of any non-regulated business, e.g. separately constituted financial services adviser operating outside of the Law Society regulations.

- ii Has any present Principal, Partner or consultant:
- a Been the subject of any investigation (eg following a complaint) that has resulted in any adverse finding by the Law Society of Ireland, the Solicitors Disciplinary Tribunal, or any other recognised body? Yes No
- b Previously been, or is currently the subject of a Petition for Bankruptcy or any judgements or decrees which remain unsatisfied in whole or in part? Yes No
- c Ever been refused a Practising Certificate or granted a Conditional Practising Certificate or been the subject of a finding of misconduct by the Solicitors Disciplinary Tribunal? Yes No

5 Your gross fees (exclusive of VAT)

- a Do you have any US domiciled interests to be insured under this policy? Yes No
For example – having a US office that is a subsidiary or branch office of a Republic of Ireland parent, or having a US registered address, would count as having a US domiciled interest, whereas providing services to a US client from a Republic of Ireland office (even if it requires you to visit the US) would not.
- b Do you have any other overseas domiciled interests to be insured under this policy? Yes No
If yes, please provide full details on page 11 (additional information)

Please provide gross fees exclusive of VAT for the last five completed accounting periods and an estimate for the current year:

	Year ending	Republic of Ireland	USA/Canada*	Any other jurisdiction*	Total
LAST ANNUAL accounting period	/ /2010/11	€	€	€	€
ESTIMATED current year	/ /2011/12	€	€	€	€
Annual accounting period before last	/ /2009/10	€	€	€	€
Annual accounting period but two	/ /2008/09	€	€	€	€
Annual accounting period but three	/ /2007/08	€	€	€	€
Annual accounting period but four	/ /2006/07	€	€	€	€

* Please also provide details of the work on page 11

- The largest total fee that you have charged in the last 12 months €
- The average fee charged in the last 12 months €

- c Does any one client or group of clients generate 20% or greater of your annual fees? Yes No
- d Has your fee income changed by more than 30% in any of the last 3 years? Yes No
If yes, to any of the above please provide full details on page 11 (additional information) or confirm it is due to the recession.
- e Does the firm provide advice in relation to any law other than the law of the Republic of Ireland? (For the avoidance of doubt, Republic of Ireland law includes European Union law to the extent that it forms part of the law of the Republic of Ireland) Yes No
If yes, please confirm under which jurisdictional law the work is undertaken and state Gross Fee income for the last accounting period together with full details of these activities on page 11 (additional information).

6 Type of work

- a Please provide a percentage breakdown of the gross fee income for the last accounting period into the following categories:

Acting as arbitrator, adjudicator or mediator	(02)		%
Commercial conveyancing	(20)		%
Commercial and Corporate – Securities	(46)		%
Commercial and Corporate – Non-securities	(47)		%
Criminal law	(01)		%
Debt collection (judgement debts over €10,000)	(25)		%
Defendant litigious work for insurers	(28)		%
Employment	(12)		%
Family excluding Children	(23)		%
Financial advice and services	(26)		%
Immigration	(06)		%
Intellectual property rights infringement (excluding Patent)	(43)		%
Litigation and arbitration (other)	(29)		%
Landlord and tenant	(21)		%
Mergers and acquisitions	(45)		%
Patent	(44)		%
Personal Injury – Defendant	(24)		%
Personal Injury – Litigant	(31)		%
Principal Private Residential conveyancing (PPR)	(19)		%
Tax	(42)		%
Wills, Trust & Probate	(22)		%
Other non litigious	(30)		%
Other low risk work*	(40)		%

* Low risk work (40) includes, debt collection under €10,000, children, mental health tribunal, welfare, administering oaths and taking affidavits, lecturing and related activity, expert witness, and planning

Other work (state nature of work and %)				
	(99)		%	
	(99)		%	
		%	=	%
		Total (must equal 100%)		100 %

- b Please estimate the Practice's client base:

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

7 Nature of work – “No foal, no fee” arrangements

- a Has the firm ever entered into “no foal, no fee” type arrangements which have led to deductions from personal injury damages for solicitor/own client charges? Yes No
If no, please move straight to Question 8.
- b Do you use a standard written risk assessment procedure before accepting any such arrangements? Yes No
- c Does one or more Partner(s) agree each “no foal, no fee” type arrangement before it is offered to the client? Yes No
If you have answered no, to b or c above please provide full details on page 11 (additional information)

8 Nature of work – Personal injury

Has your firm:

- a Been part of any referral network, claims management or promotional group? Yes No
- b Conducted work for or on behalf of a Trade Union or similar body? Yes No
If you have answered yes, to any of the above please provide full details on page 11 (additional information)

c Please specify the largest & average settlements on behalf any claimant in the last 5 years:

	Average	Largest
Personal Injury Settlement	€	€

d Please estimate the number of Personal Injury cases you currently have where the expected Settlement exceeds €250,000:

9 Nature of work – Financial services

- a Has the firm or any Preceding Practice, within the last 6 years, ever sold a financial product or provided advice in connection with financial services where such activity is regulated by the Central Bank of Ireland? Yes No
If yes, a separate questionnaire will be required which will be supplied on receipt of your completed proposal form or can be downloaded from the website

b Describe the financial advice and services provided

- c Does the firm hold escrow accounts in relation to investment related services? Yes No

If yes, what procedures are in place to prevent unauthorised withdrawals/inappropriate use of funds contain in such escrow accounts

10 Nature of work – Conveyancing

- a Between 2005 and 2009, has more than 10% of your conveyancing turnover derived from a single source or referrer? Yes No
*If yes, please provide **details in a covering letter***
- b In the last five years, has the firm undertaken any Principal Private Residential conveyancing (PPR) and/or commercial conveyancing? *If no, please move to Question 10c.* Yes No
- i Has the firm ever been removed from a lender’s panel for any reason connected to your professional work i.e. other than by reason of a lack of instructions or a decision on the lender’s part not to instruct sole practitioners? Yes No
- ii Over the last five years, have you acted for multiple buyers of property in the same development or in the same building? Yes No
- iii Over the last five years, have you acted for a single buyer purchasing multiple properties? Yes No

If you have answered yes to Question 10b(i) or (ii) or (iii) please provide full details on page 11 (additional information)

iv Please provide fees derived from both Principal Private Residential conveyancing (PPR) and commercial conveyancing for the last five completed accounting periods and an estimate for the current year:

	PPR conveyancing	Commercial conveyancing	Total conveyancing	Number of transactions	Gross fees	Number of undertakings given by your Practice that CURRENTLY remain undischarged
Estimate for current year	€	€	€		€	
Last accounting period	€	€	€		€	
Annual accounting period before last	€	€	€		€	
Annual accounting period but two	€	€	€		€	
Annual accounting period but three	€	€	€		€	
Annual accounting period but four	€	€	€		€	

v Are all conveyancing transactions directly supervised by a Partner or Principal of the Firm? Yes No

If 'No', please advise who is responsible for the supervision process and how this works

vi Has the practice ever given an undertaking in a situation where they are knowingly not in a position to fully discharge? Yes No
This includes a situation where the firm is not in receipt of stamp duty, or stage payment transactions

vii Please provide for the last five years:

■ Approximate number of PPR transactions	<input type="text"/>	■ Approximate number of commercial conveyancing transactions	<input type="text"/>
■ Highest PPR transaction value	€ <input type="text"/>	■ Highest commercial conveyancing transaction value	€ <input type="text"/>
■ Average typical PPR transaction value	€ <input type="text"/>	■ Average typical commercial conveyancing transaction value	€ <input type="text"/>

viii In the last 6 years have fees been received in connection with commercial or PPR conveyancing? Yes No

If yes, please state the approximate number of transactions in the last 3 years

Approximately, what percentage of these transactions relate to	Last accounting period Commercial	Last accounting Period PPR	Annual accounting period before last Commercial	Annual accounting period before last PPR	Annual accounting period but two Commercial	Annual accounting period but two PPR
First mortgages	%	%	%	%	%	%
Remortgages	%	%	%	%	%	%
Sub prime loans	%	%	%	%	%	%
Buy to let	%	%	%	%	%	%
New build for developers	%	%	%	%	%	%

ix Please provide the names of all sub prime lenders the Practice/firm has acted for in the past five years

x Has your firm received any requests for Conveyancing files or information from Conveyancing files over the last 24 months from a lender or a lender's representative, other than in accordance with normal business (e.g. standard audit)? Yes No

If yes: How many?

Have you reported such requests to your insurer? Yes No If no, please provide details on page 11 (additional information)

Have any potential notifications made by you been declined by your insurer? Yes No If yes, please provide details on page 11 (additional information)

xi Have any file requests resulted in a claim being made against you? Yes No

If yes: How many? Estimated total cost €

Have they been reported to your insurer? Yes No If no, please provide details on page 11 (additional information)

Have any claim notifications been declined by your insurer? Yes No If yes, please provide details on page 11 (additional information)

xii Have you made a block notification to your current insurer or any other previous insurer of all claims and circumstances that have arisen out of requests for your conveyance files by a particular lender or in respect of a particular fee earner? Yes No

c Are you aware of any disputes, questions or queries arising from the provision of Undertakings given or accepted by your firm? Yes No

d Have you received correspondence from any bank or financial institution threatening legal action or a report to the Law Society in relation to a delay or non-compliance with an Undertaking given by your firm? Yes No

e Are you aware of any actual or possible claim or circumstances against your firm arising from the transfer of any client assets to NAMA? Yes No

f Is any person in your firm a partner with, a director of, or engaged in any commercial partnerships or venture, which has as its primary objective investment in commercial or residential property, with any client? Yes No

If you have answered yes to any of the above questions please provide full details on page 11 (additional information)

g Have you always followed Law Society Guidelines when issuing Undertakings? Yes No
If no, please provide full details on page 11 (additional information)

h Do you have systems in place to ensure timely compliance with Undertakings? Yes No
If no, please provide full details on page 11 (additional information)

i Did you issue undertakings to financial institutions in respect of commercial property transactions during the period 1st December 2009 to 30th November 2010? Yes No

If yes, how many

j Did you obtain additional cover for such transactions? Yes No

11 Risk Management Procedures

Please answer "Yes" if you have implemented the relevant policy or procedure and can verify the same if required. "Please answer No" if you have not implemented the relevant policy or procedure. If no, please provide full details on page 11 (additional information)

For your assistance, guidance notes are shown in blue.

Guidance: If the answer to any of the questions in this section is no, but your firm is working toward achievement of this objective, please provide full details on page 11 (additional information) on what your firm has done so far to achieve this objective, what your firm plans to do to fully achieve the objective and within what time scale.

a i Have you applied for, or achieved, any risk management or quality standard? Yes No

ii If yes, please attach a copy of your report and provide details of:

- The standards you have applied for or achieved;
- Any scores awarded;
- The date(s) accreditation was achieved;
- When your accreditation expires?

Guidance: Accreditation to a risk management standard is valid for one year

b i Has the firm:

- Established what services it offers at both a generic and detailed level; Yes No
- Identified what services it does not offer at both a generic and detailed level; Yes No
- Communicated this to all fee earning and support staff? Yes No

Guidance: Generic means an overall work category, detailed means specific types of work within that category.

For example, you might 'generally' offer Personal Injury work but, at a specific level, may exclude Road Traffic Accident work.

ii Prior to acceptance of instructions, are new matters subjected to a written risk assessment to establish whether:

- The matter is within the firm's capability and capacity; Yes No
- The matter has unusual or higher risk factors than normal; Yes No
- The risk assessment been signed off by a partner? Yes No

Guidance: High/unusual risk factors should be defined for each work-type. These might include, for example, unusually high transaction values, tight limitation/key dates, taking files over from other firms, complexity and/or a higher number of parties involved than normal.

iii Does the firm have formal, written procedures for engaging a new client which includes:

- Terms and conditions; Yes No
- Defining the scope of the transaction; Yes No
- Limiting liability under s.44 Civil Law (Miscellaneous Provisions) Act 2008; Yes No
- Standard file opening form to capture all relevant client details; Yes No
- Conflict of interest checks in relation to conflicts between clients and also between clients and the firm; Yes No
- Money laundering and client identity checks; Yes No
- Checks by a partner/principal to ensure that the matter is within the competence of the firm; Yes No
- Confirming changes of instructions in writing? Yes No

11 Risk Management Procedures *continued*

- c i Does the firm have a named Partner or Supervisor (or a self-supervising Principal) for each category of work it undertakes who is qualified to supervise, based on technical competence, experience and ability? Yes No

Guidance: One Supervisor may be responsible for more than one area of work.

ii Does the firm:

- Carry out regular file audits of all current files, including Partners' files; Yes No
- Use a formal file review form when auditing these files; Yes No
- Carry out detailed file reviews on current files? Yes No

Guidance: A file audit is where a file is audited according to specific criteria, a form is used and generally the file is scored. Fee earners/Partners do not audit their own files. A file review is a quick, frequent review of files to monitor progress which can be done by fee earners on their own files or by a supervising Partner.

iii To what monetary limit may cheques be signed by a sole signatory?

iv Is anyone other than a Principal or equity Partner authorised to sign cheques? Yes No

d i Does the firm ensure that legible attendance notes confirming verbal instructions and/or written client instructions are held on the file, instructions confirmed in writing and that they include:

- Requirements and objectives; Yes No
- Agreed billing and charge out arrangements, in a format and level of detail sufficient to comply with the firm's obligations under section 68 of the Solicitors (Amendment) Act, 1994; Yes No
- Issues raised and advice given; Yes No
- Options and associated risks; Yes No
- Action the firm will take; Yes No
- Timescales to complete action; Yes No
- Any action the client should take? Yes No

ii Has the firm identified the limitation periods that apply to each type of work it undertakes and does it ensure that key dates are researched and identified as soon as possible at the outset of a matter and noted on the file? Yes No

iii Does the firm note key dates prominently on file and, in addition:

- Enter them into a back-up system, which identifies the client, matter number and activity; Yes No
- Inform the client in writing of key dates; Yes No
- Use countdown dates to remind fee earners of imminent key dates; Yes No
- Cater for absenteeism; Yes No
- Operate a key date reminder system? Yes No

iv Does the firm have in place established procedures for the control of undertakings, which include:

- A central register of undertakings; Yes No N/A
- A definition of what an undertaking is; Yes No N/A
- The authority required for giving undertakings; Yes No N/A
- How undertakings should be worded; Yes No N/A
- Where they should be recorded, i.e. on the case file and in a central register; Yes No N/A
- Timescales for confirming oral undertakings in writing? Yes No N/A

If you have in place established procedures for the control of undertakings, when were these established?

Guidance: You may only answer N/A if the firm only offers services where undertakings are never given.

v Does the firm have a concluding checklist which ensures that:

- There is evidence of the return and receipt of client and third party property; Yes No
- The file has been checked for outstanding undertakings? Yes No

Guidance: The object of the concluding checklist is to ensure that claims do not arise from loose ends being left unattended.

11 Risk Management Procedures *continued*

- e** Does the firm have written risk management procedures and are these reviewed at least annually? Yes No
- f i** Does the firm offer and promote solicitors' continuing training? Yes No
- ii** If the firm offers and promotes solicitors' continuing training, who is responsible for overall supervision and control of the training?
- g** Does the Practice reconcile all bank accounts (client and office) at least once a month? Yes No
- h i** Has any solicitor acting in your firm ever been involved in a transaction which was/is resting in contract? Yes No
- ii** If yes, has an undertaking been furnished to the client lending institution? Yes No N/A
- iii** If the firm has been involved in a resting in contract transaction which has subsequently been completed, has the firm received written confirmation from the relevant lending institution confirming they have been released from the undertaking? Yes No N/A
- i** Has the Practice complied with all its obligations under the Solicitors Accounts Regulations? Yes No
- j** Do regular Principal/Partners meetings take place which are properly minuted? Yes No
- k** Does the Practice have procedures for ensuring that all staff members remain up to date with any changes to their regulatory compliance obligations? Yes No
- l** Does the Practice use any Limitation of Liability language in the firm's terms and conditions/engagement letters? Yes No

12 Cover required for 2011/2012

The statutory minimum cover is €1.5 million each and every claim.

Please state your choice of limits of indemnity (up to a maximum of 3).

€	m	€	m	€	m
---	---	---	---	---	---

Please state your choice of excess each and every claim (up to a maximum of 3).

€	€ 3250	€
---	--------	---

Please provide details of your current insurance placement.

Total limit of cover	Excess	Insurer	Broker
€ m	€		

13 Claims and circumstances

- a** Has your firm or any Preceding Practice made any claim or reported any circumstances in the last ten years? Yes No

If yes, please complete the following

Please provide details of all claims and circumstances including notifications made to insurers that are dormant for each of the following years of experience, including firms referred to in Question 2

Please do not leave this section blank, if you have no claims please state 'No claims'

	Name of qualifying insurer/Assigned Risks Pool	No claims/circumstances	Claims/circumstances attached
2001–2002			
2002–2003			
2003–2004			
2004–2005			
2005–2006			
2006–2007			
2007–2008			
2008–2009			
2009–2010			
2010–2011			

Please **attach to this form your current claims report** provided by the above qualifying insurer(s) or the Assigned Risks Pool. If this is not yet available, please **provide claims/circumstances details on the attached supplementary claims form.**

- b Is any Principal or partner aware, after careful enquiry, of any loss or claim or circumstance which may give rise to a loss being sustained or claim being made against or involving any person or persons to be included in this insurance, their predecessors in practice or any past partners, directors or members, where such has not been previously notified to past or present insurers? Yes No
If yes, please provide full details on a separate sheet
- c Are there any matters notified by your firm (or any Preceding Practice) to qualifying insurers or the Assigned Risks Pool that have not been accepted as an effective notification? Yes No
If yes, please provide full details on page 11 (additional information)

d Please give details of all claims and circumstances not already notified to your insurers that may give rise to a claim. *If none, please tick*

Date of claim/ circumstance	Claimant's name	Type of work eg conveyancing, family etc.	Estimated cost of claim
/ /			
/ /			
/ /			
/ /			
/ /			
/ /			

Please confirm all matters have now been notified to your current insurer Yes No N/A

If yes, what date were they notified

Duty to disclose material information

Material information is information that would influence an insurer in deciding whether a risk is acceptable and, if so, the premium, terms and conditions to be applied. Insurers cannot avoid or repudiate claims for the cover required under the minimum terms, but if they later find you have not disclosed something material they may charge an additional premium or, in the event of prejudice, seek recovery of the claim from you. For claims above the statutory minimum limit, failing to disclose such information could result in the policy being rendered void so that that claims would not be paid.

All material information must be disclosed to insurers to enable terms to be negotiated and cover arranged. This is not limited to answering specific questions that may have been asked in this proposal form. Any changes, which may occur or come to light after a quotation has been given, must also be notified.

To ensure the cover is not prejudiced, please refer to your broker if there is any doubt as to what information needs to be disclosed.

Declaration

I/We hereby declare that:

I/We undertake to inform insurers of alterations to this proposal occurring before completion of a contract of insurance. I/We are satisfied that after careful enquiry of all Principals, consultants and employees, the above details are correct to the best of our knowledge and belief and that we have not suppressed or mis-stated any material facts. I/We understand that any fraudulent suppression or fraudulent mis-statements of any material facts will be reported by insurers to the Law Society of Ireland. I/We authorise prior insurers of the practice to release to your broker any information that they may require including all claims information which may be requested by insurers pursuant to this proposal for insurance. I/We understand that the information I/we provide will be passed to or used by your broker and insurers for the purpose of providing insurance, underwriting, processing, claims handling and preventing fraud.

I/We acknowledge that, by submitting this proposal, I/we hereby consent to insurers carrying out any enquiries into our financial standing (including, but not limited to, a credit search with one or more (licensed) credit reference or fraud prevention agencies) to check our identity and credit status. Such enquiries may be made either before or during the existence of the contract of insurance.

I/We acknowledge and agree that, by submitting this proposal, I/we hereby consent, in the event of the legal practice carried on by me/us ceasing during or on expiry of any period of insurance provided by insurers, to your broker or insurers requesting and obtaining data (including but not limited to personal data as defined in the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 (the "Data Protection Acts") from relevant regulatory bodies and to your broker or insurers processing such data for purposes in connection with providing run off cover in accordance with the insurance policy conditions and/or regulatory requirements on such cessation.

Print name	Signature of Principal/Partner	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature not required if submitting electronically

The completion of this proposal form does not bind the proposers or insurers to complete 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.

Please save or print a copy for your records.

For additional information