

Professional Risks

Media Short Proposal Form



Information

1. Please provide the following details:

Company name

Address including postcode

Telephone number

Email

Website address

2. What was your fee income / turnover in the last complete financial year?

Year End

Fee / Turnover

3. What is your estimated fee income / turnover for the coming year?

Year End

Fee / Turnover

4. What percentage of your fee income/turnover is derived from the US?

%

5. Split of turnover including fees in the past year or if a new firm your anticipated figures:

Production of Advertisements		
a) Commercial TV		£
b) Other Media		£
Media Spend (whether purchased by you or by media independent relative to your creative work)		£
Production of corporate/promotional videos		£
Post Production Services		
Printed literature / documents		£
Direct marketing	Mail shots	£
	Postage costs	£
	Telemarketing	£
	Database management and list broking	£
Sales promotion		£
Marketing consultancy including digital marketing		£
Market Research		£
Graphic Design		£
Corporate identity and brand development		£
Photographers/Videographers		£
Animator/Cartoonist/Illustrator		£
Creative Consultant including fashion design		£

Conference/Exhibition/Event Managers	£
Authors Agents	£
Talent Agents	£
Other work, please give details	£
Total turnover including fee income*	£

*Please note this figure should be as per answer to question 2 for the last complete year

6. Please advise what your 2 largest contracts have been in the last 12 months including start and end dates, nature of contract, name and business of client, total contract value and income to you ?

7. Please confirm you work only under your standard contract and that any deviations to the contract are signed off by the client? Yes No

8. Please confirm what your editorial procedures, controls and risk management processes are?

9. In respect of any of the risks to which this proposal relates:

i. Has any claim been made (whether successful or not) against you, any predecessor, any past or present principals, directors, partners? Yes No

ii. Has any loss been suffered by you or any predecessor as a result of the dishonesty or malice of any past or present principals, directors, partners, employees or self-employed person? Yes No

iii. Are you, after full enquiry aware of any circumstance which is likely to give rise to a claim or loss against you, any predecessor or any past or present principal, director, partners? Yes No

iv. Are you, after full enquiry aware of any shortcoming in your work for a client who is likely to give rise to a claim against you? Yes No

If **YES** to any of the above, please provide details on a separate sheet.

Please read this paragraph carefully before signing the declaration

It is essential that every Proposer or Insured when seeking a quotation to take out or renew any insurance discloses to the prospective Insurers all material facts and information (including all material circumstances) which might influence the judgement of an underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so may in certain circumstances entitle the Insurers to avoid the contract of insurance from inception and repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

Declaration

On behalf of the proposer/s, I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurer.

Signature of principal / director / partner:

Date:

Data Protection Notice

Tokio Marine HCC respects your right to privacy. In our Privacy Notice (available at <https://www.tmhcc.com/en/legal/privacy-policy>) we explain who we are, how we collect, share and use personal information about you, and how you can exercise your privacy rights. If you have any questions or concerns about our use of your personal information, then please contact DPO@tmhcc.com.

We may collect your personal information such as name, email address, postal address, telephone number, gender and date of birth. We need the personal information to enter into and perform a contract with you. We retain personal information we collect from you where we have an ongoing legitimate business need to do so.

We may disclose your personal information to:

- our group companies;
- third party services providers and partners who provide data processing services to us or who otherwise process personal information for purposes that are described in our Privacy Notice or notified to you when we collect your personal information;
- any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your interests or those of any other person;
- a potential buyer (and its agents and advisers) in connection with any proposed purchase, merger or acquisition of any part of our business, provided that we inform the buyer it must use your personal information only for the purposes disclosed in our Privacy Notice; or
- any other person with your consent to the disclosure.

Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country. We transfer data within the Tokio Marine group of companies by virtue of our Intra Group Data Transfer Agreement, which includes the EU Standard Contractual Clauses.

We use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

You are entitled to know what data is held on you and to make what is referred to as a **Data Subject Access Request ('DSAR')**. You are also entitled to request that your data be **corrected** in order that we hold accurate records. In certain circumstances, you have other data protection rights such as that of **requesting deletion, objecting to processing, restricting processing** and in some cases **requesting portability**. Further information on your rights is included in our Privacy Notice.

You can **opt-out of marketing communications** we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. Similarly, if we have collected and processed your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent. You have the **right to complain to a data protection authority** about our collection and use of your personal information.

Contact Us

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