



TOKIOMARINE
HCC

Professional Risks

Authors Proposal Form



Important Notice

This proposal must be completed and signed by a principal, partner, director of the proposer/s. The person completing and signing the form should be authorised by the proposer to do so and should make all reasonable enquiries to enable all the questions to be answered.

All questions must be answered to enable a quotation to be given.

Completing and signing this proposal does not bind the proposers or insurers to enter a contract of insurance.

If there is insufficient space to answer questions, please use an additional sheet and attach it to this form (please indicate section number).

General information

1. Name of proposed insured

2. Address including postcode

Email

3. Please provide the title or tentative title of the book you plan to publish within the policy period

4. Please provide a brief synopsis of the work you intend to publish

5. Please advise type of "work" - tick all that apply

Genre		Genre	
Children's	<input type="checkbox"/>	Social / political / religious	<input type="checkbox"/>
Educational	<input type="checkbox"/>	History / classics	<input type="checkbox"/>
Legal / finance	<input type="checkbox"/>	DIY books	<input type="checkbox"/>
Medical / scientific	<input type="checkbox"/>	Academic	<input type="checkbox"/>
Investigative / exposé	<input type="checkbox"/>	Lifestyle	<input type="checkbox"/>
Biographical / autobiographical	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Fiction	<input type="checkbox"/>		

6. Type of distribution

Traditional publisher

Self-publisher

How will work be distributed? Eg. book, magazine, online or other format

7. Will the work be serialised or published in an abridged version during the proposed policy term?

Yes No

8. Please state:

Financial year end date / / 20

	Last complete year	Estimate for whole current year	Estimate for coming year
a. Gross revenue including any advances:			
b. Percentage split of your revenue for			
United Kingdom	%	%	%
US / Canada not subject to US / Canadian law	%	%	%
US / Canada subject to US / Canadian law	%	%	%
Rest of world	%	%	%

Risk management

9. Will your publication be cleared and reviewed by a legally qualified individual or firm?

Yes No

If **NO**, please advise why not

10. Have written releases been obtained from persons or organisations appearing in your publication, including photographs, references and quotes?

Yes No

If **NO**, please advise why not

11. If you used copyrighted content in your publication, such as photos, artwork, or third party contributions, have you obtained the necessary licenses, permissions, or consents to use such material? Yes No

12. If you have entered into a contract with a publisher, are you required to indemnify the publisher from any claims or lawsuits arising out of your work? Yes No
 N/A (I don't have a contract)

13. Has any actual claim or lawsuit been made against you arising from your publications in the last 5 years? Yes No

Date of claim / loss	Brief details of each claim / loss	Cost of claim / loss	Estimated cost of claim / loss outstanding

14. What steps have been taken to prevent a recurrence?

Please read this paragraph carefully before signing the declaration

It is essential that every proposal, 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 Insurer 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 entitles the Insurers, if they so wish, to avoid the contract of insurance from inception and so enables them to 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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