

# Information Technology Short Proposal Form



## Information

**1. Please provide the following details (including all trading names and subsidiaries):**

Name

Address including postcode

Establishment date

Website

**2. Please complete the following:**

a. Financial year end date / / 20

	Last complete financial year	Current year	Estimate for coming year
b. Total turnover including fee income	£	£	£
c. Estimated percentage split of your turnover including fee income for:			
i. Work carried out for UK clients	%	%	%
ii. Work carried out for US / Canadian clients not subject to US / Canadian law	%	%	%
iii. Work carried out for US / Canadian clients subject to US / Canadian law	%	%	%
iv. Work carried out for clients anywhere else in the world	%	%	%
v. Operating profit	£	£	£

**3. Please give a full description of activities, with percentage breakdown (estimated if no historical data):**

**4. Are you working as a contractor?**

Yes  No

If **YES**, Is all work carried out under your client's supervision?

Yes  No

If **NO**, please provide details on a separate sheet

**5. Please give details of your three largest contracts in the last five financial years (give details of current projects if new start-up):**

Start date / end date	Name of client / business client	Nature of contract	Total contract value	Income to you

**6. Is the failure of any of your products or services liable to result in any of the following outcomes:**

- a. Loss of life or injury to a person?  Yes  No
- b. Destruction or damage to physical property?  Yes  No
- c. Immediate and large financial loss?  Yes  No
- d. Significant cumulative financial loss?  Yes  No
- e. Insignificant financial loss (more of a nuisance)?  Yes  No

If **YES** to a. - d. above, please provide details on a separate sheet

**7. When entering into contracts please confirm:**

- a. You carry out work only under your standard contract, signed by every client?  Yes  No
- b. All contracts are vetted by a legally qualified person before being agreed?  Yes  No

If **NO** to any of the above, please explain why not on a separate sheet

**8. When entering into contracts do you always:**

- a. Exclude liability for consequential, special or indirect damages, loss of profits and liquidated damages?  Yes  No
- b. Cap your overall liability at a reasonable level?  Yes  No
- c. Work to a written specification with your clients outlining the scope of each job?  Yes  No
- d. Ensure that changes to the scope of work are reflected in a written variation of the contract?  Yes  No

If **NO** to any of the above, please explain why not on a separate sheet

- 9. Do you currently purchase professional indemnity insurance  Yes  No

**10. What limit/s of indemnity do you require? £**

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**11. 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.

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- 12. Do you have any grounds, after reasonable enquiry, for suspecting that any past or present principal, director, partner, employee or self-employed person has acted dishonestly or maliciously?**  Yes  No

If **YES**, please give details on a separate sheet

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**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:**

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**Date:**

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ADDITIONAL INFORMATION

## 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](mailto: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.

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## Contact Us

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[tmhcc.com](http://tmhcc.com)

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