

## Employment and Recruitment Agency Proposal Form

This proposal form must be completed, signed and dated by a principal, partner or director of the firm who has been duly authorised by all principals, partners or directors for this purpose.

It is your duty to disclose all material facts to underwriters. A material fact is one that is likely to influence underwriters' judgement and acceptance of your proposal.

Please answer all general and underwriting questions and then answer questions relevant to the sections for which you require cover. If there is insufficient space, please provide details on a separate sheet. In addition you are required to complete the declaration on the last page of the proposal form.

### Please attach a copies of:

- A
  - i The **normal** terms of business you provide to clients.
  - ii Any variants of the above (A.i) which are not Standard Terms of Business (see page 2).
- B
  - i Your contract with your temporary workers.

### General Information – Your details

1. Date insurance cover to commence:
2. Proposer's name in full:
3. Trading styles and titles:
4. Address:
5. Tel No/Mobile No:
6. Email address:
7. Date established:
- 8.a The Business description will be: **Employment Agency Business as defined in the Employment Agencies Act 1973 and subsequent legislation**
- 8.b Please advise all of your activities that are outside the above Business description:

9. Employee Reference/PAYE Number (ERN):

10. Company Registered Number (Companies House):

11. Current Insurance

	Insurer	Renewal date	Premium	Quote required
Combined Liability			£	Use this form
Drivers Negligence			£	Use this form
Professional Indemnity			£	Use this form
Office			£	Yes / No
Personal Accident for Temps			£	Yes / No
Legal Expenses			£	Yes / No

### Underwriting Information

**Standard Terms of Business** means terms of business which contain an agreement that any Contractor you supply shall be under the direction, supervision and control of your end client so far as concerns responsibility for legal liability incurred;

- to such Contractors and;
- to any other party as a result of the acts or omissions of such Contractor.

**Contractor** means any individual person (whether trading in his/her own name or as a limited liability company) placed on a temporary contract or assignment by the Insured but only in respect of such temporary contract assignment

12. **Business Profile** – General information about your Business

i. **Turnover:**

	Temporary Placements	Permanent Placements	TOTAL
Actual <b>Turnover</b> for last financial year	£	£	£
Estimated <b>Turnover</b> for the next 12 months	£	£	£

ii. What percentage of your Estimated Turnover will result from placements in the USA and Canada and/or from contracts subject to the laws of either the USA or Canada?

1ii. Number of temps/contractors supplied at any one time:

iv. Estimated **payroll** in respect of the agency's own staff:

- vii. Please split your estimated **payroll** between temps and contractors supplied under terms of business that are a) Standard and b) Non-Standard:

	<b>a) Standard</b>	<b>b) Non-Standard</b>
Clerical / Administration / Managerial	£	£
Computing and IT	£	£
Professions / Technical (non-manual)	£	£
Medical / Nursing / Care (not domiciliary)	£	£
Domiciliary care	£	£
Manual (Drivers / warehouseman / light industrial)	£	£
Manual (Construction / heavy industrial)	£	£
Safety critical rail work	£	£
Welders / Work involving the use of heat	£	£
Offshore (e.g. oil rigs / platforms)	£	£
Other (please give full details on a separate sheet)	£	£
<b>Totals</b>	£	£

13. **Employers, Public and Products Liability**

- i. Do you require this cover? Yes  No  If No, please go to Q17

ii. Limits of Indemnity

a **Employers Liability - The limit of indemnity is £25,000,000**

b Public / Products liability – Please select the limit(s) of indemnity you require below

£1,000,000  £2,000,000  £5,000,000  £10,000,000

iii. Is it possible that you would supply manual temps under **non-standard terms of business**:

a to the aviation, nuclear, power generating or petrochemical industries Yes  No

b any of the following work:

- demolition Yes  No
- construction, alteration or repair of bridges, towers, steeples, chimney shafts, blast furnaces, viaducts or mines, Yes  No
- pile driving, tunnelling or quarrying, Yes  No
- involving the use of explosives for any purpose, Yes  No
- involving excavations below the depth of 5 metres Yes  No
- carried out at a height in excess of the height of 15 metres Yes  No

c If Yes to any of the above, please provide payroll estimates and copies of each relevant terms of business.

**14. Drivers Negligence**

i. Do you require this cover? Yes  No  If No, please go to Q18

ii. Estimated maximum number of drivers to be supplied on any one day:

iii. Names of clients to whom you will be offering this cover.  
(if there is insufficient space below, please use a separate sheet)

	Contract name	Indemnity required	Estimated No. of Drivers
a			
b			
c			
d			
e			

**15. Professional Indemnity**

Do you require this cover? Yes  No  If No, please go to the Declaration

ii. Please select the limit(s) of indemnity you require: £100,000  £250,000   
£500,000  £1,000,000  £2,000,000  £5,000,000  £10,000,000

iii This Section **AUTOMATICALLY** includes the following extensions, up to the aggregate limits shown. Please specify any increased limits in the final column against the appropriate extension:  
(The Limit for each of the following extensions is Any One Claim and in the Aggregate in the Period)

Extensions	Standard Limit of Indemnity	Limit(s) Required
Directors & Officers Liability	£250,000	£
Cyber Liability	£250,000	£
Fraud and Dishonesty of your contractors (£5,000 excess)	£50,000	£

iv. If you require an increased limit for dishonesty of contractors, please provide following details:  
(if there is insufficient space below, please use a separate sheet)

	Contract Name	Type of Goods Handled	Contract Indemnity Required	Contract Turnover
a				
b				
c				
d				
e				

**Declaration**

- A. Are you aware of any incidents over the last 5 years that have given rise to a claim, or loss, or may give rise to a claim, or loss, or which would have been covered by the proposed insurance had such a policy been in force? Yes  No

If Yes, Please give full details:

- B. After enquiry, are there any pending claims or circumstances that, might reasonably be expected to give rise to a claim or loss against
- a the firm
  - b the firm’s predecessors in business, or
  - c any persons proposed for insurance
- that would fall within the scope of this insurance? Yes  No

- C. Have you, the proposer, or any principal, director or partner under a current or previous trading title:
- a been declared bankrupt or insolvent? Yes  No
  - b been convicted of arson or any other criminal offence (other than motoring offences) or is any prosecution pending? Yes  No

- D. Has any insurer declined to accept, cancelled, refused to continue or agreed to continue only on special terms any insurance for the proposer? Yes  No

***If you have answered YES to any of B, C or D, please provide details on a separate sheet.***

- E. I/We declare that the above statement and particulars are true to the best of my/our knowledge and I/we have not suppressed or misstated any material facts. Yes  No

Signed <input style="width: 90%;" type="text"/>	Dated <input style="width: 90%; text-align: center;" type="text" value="/ /"/>
Print FULL Name <input style="width: 90%;" type="text"/>	Position <input style="width: 90%;" type="text"/>

**NOTE:** This declaration must only be signed by a principal, partner or director of the above named firm who has been duly authorised by all principals, partners or directors for this purpose.

**Please remember to attach copies of the documents required at A & B on Page 1 of this Proposal.**

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