



**Professional Indemnity Proposal Form**  
**For**  
**MISCELLANEOUS E&O PROFESSIONS**  
**Part 2 - Additional Information**

1. Describe in detail the nature of your business :

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2. STAFF COMPLEMENT

Total number of :

a) Partners / Principals / Directors \_\_\_\_\_

b) All Other Staff \_\_\_\_\_

<b>Names of all Directors / Partners</b>	<b>Qualifications</b>	<b>Year Obtained</b>	<b>How long a Director / Partner in Firm</b>	<b>If less than 5 years practical experience in this occupation, please give details of previous occupations.</b>

c) If Sole Director / Partner, is this a part time occupation ?

YES  NO

If YES; please give brief details of present full time occupation.

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3. Does the Firm perform work outside Kenya. or work for clients outside Kenya ?

YES  NO

If YES; please give details, including proportion of fees from this work.

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4. Are any major changes in the Firm's activities planned or expected within the next two years ?

YES  NO

If YES; please give details.

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5. Does the Firm use a standard form of contract, agreement or Letter of appointment ?

YES  NO

If YES; please enclose copies.

6. Does the Firm issue any Brochure, Leaflets, Books etc. describing the Firm's services or offering any service or facility ?

YES  NO

If YES; please enclose copies.

7. Is any work put out to sub-contractors ?

YES  NO

a) Does the firm require sub-contractors to carry Professional Indemnity insurance and for what Limits of Indemnity ?

YES  NO  \_\_\_\_\_ Kshs.

b) What percentage of the Firms' fees is paid to sub-contractors ?

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8. Is the Firm or any of the Directors / Partners connected or associated (financially or otherwise) with any other Firm, Company Organisation ?

YES  NO

If YES; please give full details.

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9. QUOTATIONS REQUIRED

Limit of Indemnity
Kshs.
Kshs.
Kshs.

Do you require one or two reinstatements of the Indemnity during the period of insurance ?

YES  NO

Number of Reinstatements ?

ONE  TWO

10. DEDUCTIBLE (EXCESS)  
(The amount carried by the Insured per claim)

Excess
Kshs.
Kshs.
Kshs.

11. FEE INCOME  
(This question must be completed accurately as the figures are used for rating purposes)

a) Please give gross fees received during the past five years :

Year	Gross Fees	Year	Gross Fees
	Kshs.		Kshs.
	Kshs.		Kshs.
	Kshs.		

b) Please give the estimated fees for the coming 12 months. Kshs. \_\_\_\_\_