

## Professional Indemnity Proposal Form For CHARTERED ACCOUNTANTS etc.

### Part 2 - Additional Information

#### 1. STAFF COMPLEMENT

Total number of :

	Name of all Partners	Number
a)	Partners / Principals / Directors	
b)	Professional Staff (Other than (a))	
c)	All Other Staff	
d)	Total Complement	

#### 2. DIVISION OF WORK

Please indicate the approximate percentage of the total income derived from :

	Name of all Partners	Percentage
a)	Audit Fees	%
b)	Accounting and Secretarial	%
c)	Taxation Only	%
d)	Management Consultancy	%
e)	Other Consultancy	%
f)	Share Registration	%
g)	Executors and Trusteeship	%
h)	Voluntary Liquidations	%
i)	Insolvencies, Compulsory Liquidations, Judicial Management & Receiverships	%
j)	Other (Please specify)	

#### 3. COMPANIES THROUGH WHICH PROFESSIONAL SERVICES ARE RENDERED

##### 3.1 DETAILS OF COMPANIES

Name of Company	Directors	Activities	%	Annual Income	
				Of the Company	Accruing to the Insured

3.2 OWNERSHIP

Details of any financial interest in any Company named above of any person other than a nominee. of the partners of the Insured.

[Redacted area]

3.3 MANAGEMENT AND CONTROL

Name of Partner responsible for activities of each Company

[Redacted area]

Does any Company employ staff directly ?

Yes  No

[Redacted area]

Any functions of the Company exercised exclusively by partners / employees of the Insured ?

[Redacted area]

3.4 CLIENTELE AND CONTRACTUAL RELATIONSHIPS

Does any Company :

(i) offer its services (directly or through the Insured) to persons who are NOT clients of the Insured?

Yes  No

(ii) enter into direct contractual relationships with clients ?

Yes  No

...3.5 OUTSIDE KENYA BUSINESS ACTIVITIES

(i) Do you or your firm do any business for your clients in the United States of America, Canada or any other countries / states governed by their laws ?

Yes  No

If YES; how many visits have been made to U.S.A. / Canada or any other countries / states governed by their laws, during the past twelve months ? \_\_\_\_\_

(ii) How many working days have been spent in U.S.A. / Canada or any other countries / states governed by their laws, during the past twelve months ? \_\_\_\_\_

4. INTER PARTNERSHIP ARRANGEMENTS

a) Have you any inter-partnership arrangements with other accountants, or firms of accountants ?

Yes  No

b) If YES; do these firms carry out work in the name of your firm or vice-versa ?

Yes  No

c) Do they have a similar professional indemnity policy and for what Limit of Indemnity ?

Yes  No

d) If they carry out work in your name, please submit a declaration from them that their partners are after enquiry not aware of any circumstances which may result in any claim being made in connection with work undertaken on your behalf.

5. QUOTATIONS REQUIRED

Limit Indemnity

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

Yes  No

Number of Reinstatements ?  One  Two

6. DEDUCTIBLE (EXCESS)

(The amount carried by the Insured per claim)

Excess

7. 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 :

Gross Fees	Year

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