

NATIONAL ASSOCIATION FOR COUNCILS OF VOLUNTARY SERVICE LEGAL EXPENSES INSURANCE SCHEME

PROPOSAL FORM

*Please provide answers to all questions in Sections 1 and 2, together with sections 3,4,and 5 if you wish to have the full cover. Please note that the declaration in Section 6 must be also be completed in all cases. Where questions are marked with a *, please delete as applicable.*

SECTION 1

- 1. Name of the Proposer.....
- 2. Address for correspondence.....
.....Postcode.....
- 3. Estimated turnover for the next 12 months: £.....
- 4. Estimated payroll for the next 12 months: £.....
- 5. Have you had to initiate or defend any claim or legal proceedings (including hearings before Employment Tribunals) in the last 5 years? YES/NO*
- 6. Are you aware of any circumstances that might give rise to a claim under this policy?YES/NO*
- 7. Have you ever been refused legal expenses insurance, or have special terms been applied to your policy? YES/NO*

If you have answered 'yes' to any of the questions above, please provide details below. Continue on a separate sheet if necessary.....

SECTION 2 - EMPLOYMENT DISPUTES

- 1. a) Does the Proposer have an established disciplinary procedure? YES/NO*
b) Is this procedure recorded in writing? YES/NO*
c) Does it comply with ACAS guidelines? YES/NO*
- 2. Does the Proposer recognise any trade union or employee association? YES/NO*
If 'Yes', please give the name/s of the organisation/s.....
- 3. Do all the Proposer's employees have written particulars of the terms and conditions of their employment? YES/NO*
- 4. Has the Proposer made changes to employees' terms and conditions of employment in the last 2 years (whether or not involving job location) or is any such change intended in the next 12 months? YES/NO*
If 'Yes', please give details.....
- 5. Give details of any employees who are subject of a verbal or written warning at the time of writing including details of any redundancy programme due to be implemented within the next 3 months: *(if none, please state 'NONE')*.....
- 6. Has the Proposer issued any final written warning or placed any employee on disciplinary suspension in the last 6 months? YES/NO*
If 'Yes', please give details including name of employee, type of disciplinary measure and date dispensed.....
- 7. Has the Proposer dismissed any employee for any reason whether or not involving redundancy in the last 6 months? YES/NO*
If 'Yes', please give details including name of employee, reason for dismissal and date.....

8. Does the Proposer anticipate any possible dismissal of any employee whether or not by reason of redundancy in the next 6 months? YES/NO*
If 'Yes', please give details including the name of employee, reason for dismissal and date

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Please note that all information provided will be treated as confidential

SECTION 3 - PROPERTY DISPUTES

Please list the addresses of the properties which the Proposer owns or occupies.

<u>Address of Property</u>	<u>Use to which property is put</u>
.....
.....
.....

Are any of the properties subject to a lease or tenancy agreement? YES/NO*
If 'Yes', please give the date of the expiry/s.....

SECTION 4 - TAXATION

1. a) Are the Proposer's accounts audited or compiled annually by a member of one of the recognised accountancy associations? YES/NO*
If 'Yes', please give the name and address of the practice.....

b) Has the Proposer made all the necessary returns to the relevant authorities within the required time limits? YES/NO*

If the answer to 1 a) or b) is 'No', please give details or reasons.....
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SECTION 5 - CONTRACT

1. a) Does the Proposer use standard written terms of trade? YES/NO*
b) If 'Yes', are they in accordance with the form laid down by a relevant trade association? YES/NO*
If 'Yes', please supply a copy

2. a) Please advise the value of the largest contract entered into in the last 12 months: £.....
b) Is more than 10% of the Proposer's turnover attributable to one customer? YES/NO*
c) Has the percentage of the Proposer's turnover attributable to one customer changed by more than 5% in the last 12 months? YES/NO*

If the answer to 2 b) or c) is 'Yes', please give details including percentage value and name/s of customer/s

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3. Please give details of usual credit checks made on prospective customers.....
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SECTION 6 - DECLARATION

Remember that you must provide the Insurer with all material information which is likely to influence the acceptance of this proposal or the premium and other terms imposed. Failure to give this information may give the Insurer the right to reject any claims made or to void the policy altogether. If you are in any doubt about a particular fact you should disclose it.

I/we declare that to the best of my knowledge and belief that the above statements are true and I/we have not withheld or concealed anything affecting the proposed insurance. I/we agree that the proposal shall be the basis of the contract between me/us and the Insurer and to accept the Insurer's policy applicable to this insurance. If anyone else has completed this proposal they acted as my/our agent.

Signature..... Date.....

LADBROOK Chartered Insurance Practitioner 5A County House, Waterside Business Park, Rotherham Road, Dinnington, SHEFFIELD S25 3QA Tel: 01909 565858 - Fax: 01909 55084