



# Professional Indemnity Insurance for members of the Federation of Tax Advisers

These days even numbers are open to interpretation – protect your bottom line with the Pavey Group and Hiscox Insurance Company Limited

#### Internal use only

Hiscox branch	Bristol
Agent number	HU 0002201
Scheme reference code	BSQ/21

## You're risks

Your client is more likely to sue you than ever before. Clients seek your specialist advice because they view you as an expert. Unfortunately, when things go wrong it's often the expert that bears the blame and as a result you could very easily find yourself in an unpleasant legal situation.

That's where we come in. When things go wrong our Professional Indemnity Insurance will protect your financial interests. Our specialist policy can also protect your professional reputation and, most importantly, your relationship with your clients.

## You're covered

Our policy has been specially designed to protect the unique relationship which a professional adviser has with their client and therefore has several outstanding features which you would not find under a standard policy.

Our plain English policy wording includes:

- **broad civil liability cover** - if it's not excluded, it's covered
- **fidelity** - we cover you for your own losses arising from the dishonesty of your employees or contractors
- **dishonesty** - we cover your liabilities arising from the dishonesty of your employees or contractors
- **outstanding fees** - we will pay your outstanding fees where we feel we can avoid a larger claim being made under the policy
- **sub contractors fees** - we will pay sub contractors you are committed to paying where we feel we can avoid a larger claim being made under the policy
- **loss of documents** - we provide rectification cover for important professional documents
- **cover** on an any one claim basis giving you unlimited protection as to the amount you can recover under the policy
- **cover** for any civil liability arising from the professional business, unless clearly listed under 'What is not covered' in your policy. This is much wider than the standard 'negligence' cover provided under certain PI policies
- **cover** for both the legal costs of defending an action and any subsequent damages awarded.

## A flexible approach

- Payment is by monthly interest-free Direct Debit (a significant saving compared to some other insurers).
- Option to add other complementary insurance modules from the Professional Insurance Portfolio.
- Cover is on a continuous basis, removing the need to undertake a time consuming renewal process each year.
- Access to a commercial and legal helpline to advise on contract, employment and related business matters.

## What is not covered

- The cover is on a claims made basis, requiring the claim to be first made and notified to us during the period of insurance shown in your policy schedule.
- You will normally have to pay an initial amount for each claim made against you under the policy. These excesses may vary by your choice and/or our underwriters' criteria. The standard excess applicable to members of the Federation of Tax Advisers is £250.
- Any onerous contractual terms which go beyond the duty of care you owe at common law are excluded.
- Any type of work you undertake which has not been declared to and accepted by us will not be covered.
- Any claims, circumstances or shortcomings in your work which you know about or ought reasonably to have known about prior to inception of the policy are excluded.
- Any claims caused by transmission of a computer virus are excluded.
- All of the above are standard market exclusions for PI.
- Any special conditions, limitations or terms that may apply to an individual risk will be clearly shown in your individual schedule.

## Proposal form

This insurance policy has been specifically designed by Hiscox for members of the Federation of Tax Advisers who have gross fee income below £100,000 per annum. We are providing cover on the basis that the activities of your business are the provision of taxation advice.

Business name

Federation of Tax Advisers membership number

Address

Postcode

County

Email

What was your gross fee income for the last financial year (or estimate for forthcoming year if you are a new business)?

£

Have you ever undertaken any work in the following areas:

- For any off-shore companies or off-shore funds/ investments (including Isle of Man and Channel Islands)?  
Yes  No
- Financial services: investment business as defined by the FSMA 2000 (and subsequent legislation)?  
Yes  No
- Insolvency, liquidations and receiverships; mergers, acquisitions and disposals; audit and accountancy work for quoted companies?  
Yes  No
- In relation to non-UK tax matters?  
Yes  No

### Claims or circumstances

Has any person for whom insurance is now sought ever been the subject of disciplinary proceedings by a professional organisation or been the subject of bankruptcy proceedings?

Yes  No

Has any claim, whether successful or not been made against you or your predecessors in business or any past or present partner, principal, director or employee (whether previously insured or not)?

Yes  No

In relation to your professional business activities, are you after reasonable enquiry aware of:

- any shortcoming in your work which may lead to a claim against you.
- any matter which may give rise to a claim against your predecessors in business or any past partner, principal, director or employee?

Yes  No

**If you have answered Yes to any of the above questions then you are not eligible to proceed with cover on the terms outlined on this form - please contact Jonathan Cox at the Pavey Group on 01392 350100 for further information.**

### Cover required

Please indicate the limit of indemnity required:

Limit of indemnity	£50,000	£100,000	£250,000
Gross fee income <£50,000	£250 <input type="checkbox"/>	£295 <input type="checkbox"/>	£350 <input type="checkbox"/>
<£100,000	£315 <input type="checkbox"/>	£365 <input type="checkbox"/>	£425 <input type="checkbox"/>

An excess of £250 applies to each claim or loss. Rates include Insurance Premium Tax\*.

\*UK Insurance Premium Tax of 5% has been included.

Inception date

Have you continuously held a professional indemnity policy in the past?

Yes  No  If Yes, since when?

### Payment

Please complete the attached Direct Debit Mandate and return the original to us together with the completed form in the envelope provided.

### Please read carefully and sign

#### Material information

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details.

#### Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Hiscox Insurance Company Ltd to avoid this insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

I/We understand that no cover will be given until the proposal is accepted and the total premium paid, or until Hiscox have received your completed DDM. Underwriters reserve the right at any time to vary or withdraw the terms offered by this insurance prior to their formal acceptance.

Signature

Date

A copy of this form should be retained for your records.

## Confidentiality and Data Protection

By signing this proposal form you consent to Hiscox using the information we may hold about you for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover.

These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

## Cancellation rights

You may cancel the insurance by giving us 30 days' notice in writing of your intention to do so and paying the appropriate administration fee. We may cancel the insurance by giving you 30 days' notice in writing of our intention to do so. In both cases, we will return to you the amount of premium which relates to the unexpired period, minus a reasonable administration charge, provided that no claims have been notified under the insurance. If a claim or claims have been notified, then we will only return any premium if we (and not you) are cancelling the policy.

## Claims service

If you suffer a loss and need to make a claim you should contact the Pavey Group immediately. If this is not possible, then you can call us directly using our 24-hour emergency claims number on 0845 2138899.

You will need to provide your Hiscox policy number and full details of the claim, including the date, amount and circumstances of loss. It is when you make a claim that you really find out how good your insurer is and we are confident that you will not find a better service in the UK. Hiscox prides itself on its fast, efficient, fair and sensible claims service, offering access to expert legal teams.

## Questions and complaints

Pavey Group is the appointed broker for the Federation of Tax Advisers Professional Indemnity scheme. If you have any questions on your application or require advice on your insurance arrangements please contact us. Our terms of business can be found on our website at [www.paveygroup.co.uk](http://www.paveygroup.co.uk). If you have a question or complaint, please speak to your insurance agent or contact us directly using the details below:

Hiscox Customer Services  
1 Great St Helen's  
London  
EC3A 6HX  
Tel. 0870 084 3777

If you are not satisfied with the way your complaint has been handled, you may ask the Ombudsman to review your case without affecting your statutory rights. Hiscox Insurance Company Ltd and Pavey Group are authorised and regulated by the Financial Services Authority.