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An Authorised Financial Services Provider: License Number – 31213

## PROFESSIONAL INDEMNITY PROPOSAL FORM - ACCOUNTANTS

- 1) **NAME/S** (including trading names) of the Proposer/s: (use a separate sheet if necessary)

Name	Date Commenced

- 2) Is cover required for predecessor practices to the Proposer/s?

YES		NO	
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**IF YES**, please provide full details:

Name of Predecessor	Date Commenced	Date Ceased	Reason for Cessation

- 3)

Name in full of all Principals	Qualifications	Date Qualified	How long as a Principal with Proposers

- 4) Is cover required for the previous business activities of any Principal?

YES		NO	
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**IF YES**, please ask for a supplementary questionnaire.

Name of Principal			
Name of Previous Firm			
Period	From / / To / /	From / / To / /	From / / To / /
Fees for Last 3 Yrs	20 R 20 R 20 R	20 R 20 R 20 R	20 R 20 R 20 R
Reason for Leaving			
Position in Firm			

**SHARING THE LIGHT TO GROW OTHERS**

Is there separate insurance covering the activities of this Firm for the Period stated above?			
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5) **ADDRESS/ES** of Proposer/s

All addresses must be shown together with the Principal responsible for the work at each office:

Address	Principal in charge	Approx % of total fees

6)

Name of current insurers	
Name of your broker	
Renewal date	
Limit of indemnity	
Premium	
Excess	

7) Is cover required for any past Partner or Principal?

YES		NO	
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IF YES, please give:

Name	Qualifications	How long with Proposer/s

8) Please state total numbers of:

Principals	
Qualified staff	
Others	

9) (a) Do you sub-contract work to any outside party?

YES		NO	
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IF YES, please provide details:

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(b) Do you require any sub-contractor to be indemnified under your insurance arrangements?

YES		NO	
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IF YES, please state:

Name	Qualifications	Fees Paid (last financial year)

10) State for the whole Proposer/s

(a) Gross fees received:

	Last Complete Year	Current Year	Forthcoming Year
Year End	/ /20	/ /20	/ /20
Total Fees	R	R	R
Average Fee	R	R	R
Largest Fee	R	R	R

(b) Split of Gross Fees in the last complete financial year:

Audit, Accountancy and Company Tax for quoted companies	%
Other Audit and Accountancy (including related Tax work)	%
Personal Taxation only	%
Other pure Tax work	%
Management Consultancy	%
Secretarial and Share Registration	%
Executorships and Trusteeships	%
Insolvencies, Liquidations and Receiverships	%
General Insurance Commissions	%
Stock Exchange Commissions	%
Directorships	%
Computer Consultancy	%
Mergers, Acquisitions, Disposals	%
Other Consultancy only	%
Other Work - please give full details	%
	<b>100%</b>

(c) What proportion of fees in last complete financial year derived from "small" client work of fee value below R350,000 per client?

%

11) Has any overseas work been carried out in the past?

YES  NO

IF YES, please state gross fees in respect of this work:

	Last Complete Year	Current Year	Forthcoming Year
Year End	/ /20	/ /20	/ /20
USA/Canada	R	R	R
Other	R	R	R

Please give brief details, including countries:

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

YES		NO	
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(b) Has the Proposer/s at any time undertaken work of any description for Lloyd's of London or any Lloyd's managing or members' agent?

YES		NO	
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(c) Does any person for whom insurance is now sought act as trustee of any pension fund?

YES		NO	
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(d) Has the Proposer/s at any time undertaken work of any description for clients in the entertainment industry?

YES		NO	
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(e) In the last complete financial year, did more than 20% of fee income derive from one client?

YES		NO	
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**IF YES** to any of the above, please give full details (including amounts, fund values etc):

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13) Is the Proposer/s authorised for investment business?

YES		NO	
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**IF YES**, please identify regulator and type(s) of business for which authorised:

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14)(a) Are satisfactory written references obtained from former employers for at least three years prior to the engagement of any employee responsible for money, accounts or goods?

YES		NO	
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(b) Has the proposer/s suffered any loss in the last 6 years through fraud or dishonesty?

YES		NO	
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**IF YES**, state date, circumstances, amount and steps taken to prevent a recurrence:

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(c) Do all cheques drawn for more than R175,000 require at least two signatures?

YES		NO	
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(d) Is cash in hand and petty cash checked independently of the employees responsible at least monthly and additionally without warning at least every six months?

YES		NO	
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(e) Are bank statements, receipts, counterfoils and supporting documents checked at least monthly against the cash book entries independently of the employees making cash book entries or paying into the bank?

YES		NO	
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(f) Are employees receiving cash and cheques in the course of their duties required to pay in daily?

YES		NO	
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**15)** For what Limit/s of Indemnity are quotations required?

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There will be a minimum level of uninsured excess. Is a quotation required with a voluntary excess to achieve a premium saving? If so, for what level of excess?

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**16)(a)** In respect of **ANY** of the risks to which this proposal relates, has any Claim been made (whether successful or not) against the Proposer or any past or present Principal?

YES		NO	
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(b) Has any loss been suffered by the Proposer, any predecessor or any past or present Principal in respect of **ANY** of the risks to which this proposal relates?

YES		NO	
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**IF YES**, please give details:

Date of claim/losses	Brief details of each claim/loss	Cost of claim/loss	Estimated cost of claim/loss outstanding

(c) What steps have been taken to prevent a recurrence?


17) Is any Principal, **AFTER FULL ENQUIRY**, aware of any circumstance which might:

(a) give rise to a claim against the Proposer, any predecessor or any past or present Principal?

YES		NO	
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(b) cause any loss to the Proposer, any predecessor or any past or present Principal?

YES		NO	
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(c) Has any proposal for similar insurance made on behalf of the Proposer or any of the present or past partners, directors or principals, or on behalf of any predecessor to the Proposer ever been declined or has any such insurance ever been cancelled or renewal refused?

YES		NO	
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(d) otherwise affect the consideration of this proposal for insurance?

YES		NO	
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**IF YES** to any of the above, please give details:


Please read this paragraph carefully before signing the declaration:

It is essential that every Proposer or Assured when seeking a quotation to take out or renew any insurance discloses to the prospective Underwriters all material facts and information (including all material circumstances) which might influence the judgement of an Underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Underwriters, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance, please do not hesitate to ask for advice.

**DECLARATION**

I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform Underwriters.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20**\_\_\_\_\_

**Signature of Principal:**

A copy of this proposal should be retained by you for your own records.

**PLEASE NOTE: This Proposal Form should be completed by YOU and signed by YOU. If the Proposal Form has been completed by your BROKER, review the Proposal Form before signing it. DO NOT sign a BLANK Proposal Form.**

**PLEASE A SEPARATE PAGE FOR ANY ADDITIONAL INFORMATION**