

# Exclusively Recruitment Proposal

The following notes are provided to assist in completion of this proposal form. The policy is only available to Recruitment and Employment Agencies. The policy gives full details of the cover provided and a specimen of the policy wording is available on request. Please provide all the required information in each sub-section for which cover is required.

## Cover Options

Employers' Liability and Public & Products Liability cover is provided as standard under this policy.

All other (Professional Indemnity and Drivers Negligence) is optional.

If there is insufficient space for answers anywhere in this document, please use the Additional Information page at the end for further information. The Additional Information page is deemed to be a part of this proposal form.

## Data Protection Act

For Data Protection Act purposes, we will hold and process your personal data for insurance administration. For this purpose, the information may also be passed to selected third parties and reinsurers. You consent to our processing sensitive data about you and other persons who may be insured under the contract. You understand that all personal data you supply must be accurate, and you have the specific consent of those other persons insured to disclose their personal data.

No cover is in force until confirmed by Ageas Insurance Limited.

If you are a sole trader you have the right to choose the law applicable to this contract.

From the answers given we will usually be able to give your proposal adequate assessment however there may be other material information or facts known to you which could influence our assessment and acceptance of the risk and which has not been catered for either fully or in part by the questions. It is extremely important that you disclose all material information and facts as failure to do so could invalidate the insurance. If you are in doubt as to whether or not any information or fact is material then it should be disclosed. You should keep your own record (including copies of letters) of all information and facts supplied to us for the purpose of entering into this contract. Please check the accuracy of all your answers particularly if the proposal has not been completed in your own hand and satisfy yourself that all questions have been truthfully and fully answered. Ageas Insurance Limited operates procedures to reduce fraudulent claims. In dealing with your application for insurance we may make enquiries of credit reference agencies and other insurers who may note that an enquiry has been made about you.

TELEPHONE CALLS MAY BE RECORDED.

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|            |
|------------|
| Agent      |
| Agent code |
| Policy No. |

|                          |               |
|--------------------------|---------------|
| Insurance to commence on | for 12 months |
|--------------------------|---------------|

Proposer's name  
 Show the full name, including any subsidiary companies to be insured. If not a limited company show the full names of all principals and partners and any trading name.

|                             |                               |
|-----------------------------|-------------------------------|
| Company Registration Number | Date business established / / |
|-----------------------------|-------------------------------|

|        |                 |
|--------|-----------------|
| Tel No | Website address |
|--------|-----------------|

|               |                    |
|---------------|--------------------|
| Email address | Number of branches |
|---------------|--------------------|

Postal address

Postcode

Business description  
 Please provide a full description of your business activities including those of any subsidiary companies to be insured.

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are you a fully paid member of the Recruitment & Employment Confederation (REC)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Is all your business conducted under Terms of Business similar to the Model Terms of Business recommended by the REC ("Standard Terms of Business")? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

If No, please provide the following details for all current "Non-Standard" contracts:

| Name of contract | Type of work undertaken | Wageroll applicable to the contract | Turnover applicable to the contract |
|------------------|-------------------------|-------------------------------------|-------------------------------------|
|                  |                         |                                     |                                     |

|                                       |   |
|---------------------------------------|---|
| Please attach copies of your current: | <input type="checkbox"/><br>Standard Terms of Business<br><input type="checkbox"/><br>Contract terms with Temporary Workers<br><input type="checkbox"/><br>Non-Standard Contracts (if applicable) |
|---------------------------------------|---|

Please provide the following details of your current insurance:

|  | Insurer | Expiry date | Premium |
|--|---------|-------------|---------|
| Employers' & Public/Products Liability |         |             |         |
| Professional Indemnity                 |         |             |         |
| Drivers Negligence                     |         |             |         |

Please provide the following information:

|  |          |          |
|--|----------|----------|
| Number of Temporary Workers (which includes contractors) supplied at any one time: | Average: | Maximum: |
| Estimated Turnover and Wageroll information for the next 12 months:                |          |          |

| Category of work               | Turnover             |                            |                        | Wageroll                   |                        |
|--------------------------------|----------------------|----------------------------|------------------------|----------------------------|------------------------|
|                                | Permanent placements | Temporary workers          |                        | Temporary workers          |                        |
|                                |                      | Standard Terms of Business | Non-Standard Contracts | Standard Terms of Business | Non-Standard Contracts |
| Clerical & administrative      |                      |                            |                        |                            |                        |
| I.T. and telecommunications    |                      |                            |                        |                            |                        |
| Drivers/Warehousemen           |                      |                            |                        |                            |                        |
| Nursing/Care workers           |                      |                            |                        |                            |                        |
| Industrial/Manufacturing       |                      |                            |                        |                            |                        |
| Construction                   |                      |                            |                        |                            |                        |
| Other (please provide details) |                      |                            |                        |                            |                        |
| <b>TOTAL</b>                   |                      |                            |                        |                            |                        |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you have any offices or parent or subsidiary companies outside the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, please provide details (including countries) below:               |                              |                             |
|   |                              |                             |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you place any non-UK Nationals to clients for work outside the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, please provide details (including countries) below:           |                              |                             |
|   |                              |                             |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Are these placements under your Standard Terms of Business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

| Are you involved or likely to become involved in the supply of Temporary Workers to the following industries? |                              |                             |
|---|------------------------------|-----------------------------|
| Offshore installations?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Aviation?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Power generation: nuclear or otherwise?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Petrochemical plants, refineries or storage depots?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Railways?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Ports or docks?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Mining?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

|   |                               |                                   |
|---|-------------------------------|-----------------------------------|
| If Yes to any of the above, are these desk based or non-desk based positions? | Desk <input type="checkbox"/> | Non-desk <input type="checkbox"/> |
|---|-------------------------------|-----------------------------------|

| Will any Temporary Workers be involved in the following?  |                              |                             |
|---|------------------------------|-----------------------------|
| Handling or removal of asbestos?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The use of electric or oxy-acetylene welding or flame cutting equipment, blow lamps or torches? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Domiciliary care?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| If you have answered Yes to any questions above, please provide full details below: |                         |                                     |                             |
|---|-------------------------|-------------------------------------|-----------------------------|
| Name of contract  | Type of work undertaken | Wageroll applicable to the contract | Number of Temporary Workers |
|   |                         |                                     |                             |

## Employers' Liability

Employers' Liability cover is limited to £10,000,000 in respect of any one occurrence

## Public and Products Liability

Please indicate the limit of indemnity required:

£1,000,000

£2,000,000

£5,000,000

## Professional Indemnity

Is cover required?

Yes

No

Please indicate the limit of indemnity required in respect of any one claim:

£500,000

£1,000,000

£2,000,000

Other (please specify £ \_\_\_\_\_)

Have you previously held Professional Indemnity insurance?

Yes

No

If Yes, please provide the Retroactive Date:        /        /

If you supply Drivers and/or Warehousemen, is cover for Fidelity Bonding required?

Yes

No

If Yes, please provide full details below:

| Name of contract | Types of goods handled | Amount of indemnity required | Annual contract turnover |
|------------------|------------------------|------------------------------|--------------------------|
|                  |                        |                              |                          |

## Drivers Negligence (only available with Public and Products Liability cover)

Is cover required?

Yes

No

Please state the maximum number of drivers placed under temporary contracts at any one time during the past 12 months:

Please indicate the limit of indemnity required in respect of each claim:

£5,000

£10,000

Estimated maximum number of drivers to be supplied at any one time over the next 12 months:

Please provide the names of clients to whom you will be offering Drivers Negligence indemnity under contract:

| Name of contract | Amount of indemnity required | Estimated number of drivers |
|------------------|------------------------------|-----------------------------|
|                  |                              |                             |



## Declaration

- 1 I/We declare that to the best of my/our knowledge and belief all statements and particulars given by me/us are true and complete and that no material information or fact has been withheld or suppressed.
- 2 I am/We are authorised to sign on behalf of all proposers.
- 3 I/We agree
  - that this proposal will be the basis of the contract between me/us and Ageas Insurance Limited
  - that if any answers have been written by another person then for that purpose such person will be regarded as my/our agent and not the agent of Ageas Insurance Limited
  - to be bound by the terms and conditions of the policy.
- 4 I/We understand that
  - the liability of Ageas Insurance Limited does not commence until this proposal has been accepted by them
  - Ageas Insurance Limited reserve the right to decline any proposal.
- 5 I/We agree to the seeking of information from credit and other agencies in connection with this proposal.

|                      |
|----------------------|
| Proposer's signature |
|----------------------|

|                     |
|---------------------|
| Status of signatory |
|---------------------|

|      |
|------|
| Date |
|------|

**Please return your completed proposal form with copies of the additional documents required, to your agent.**

### Ageas Insurance Limited

*Registered office address*  
Ageas House, Hampshire Corporate Park,  
Templars Way, Eastleigh, Hampshire SO53 3YA

[www.ageas.co.uk](http://www.ageas.co.uk)

Registered in England and Wales No. 354568

Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

