



MANAGEMENT &
PROFESSIONAL RISKS

Management & Professional Risks Insurance for Investment Managers

Proposal Form

To be solid, insurance must be flexible.

Management Risks Insurance for Investment Managers

Note to the Applicant: Signing or completing this proposal does not bind the Proposer, or any individual or entity he or she is representing to complete this insurance. Please provide by addendum any supplementary information which is material to the response of the questions herein. All answers should be given as a group response i.e. if any subsidiary company has different responses these should be provide separately.

Policyholder Details

- 1. Policyholder :
- Address :
- Website address :
- Date policyholder established :
- Purpose of the policyholder and its subsidiaries :
- What is the legal structure of the policyholder? :

Please complete the 'General Information' section at the end and those sections of this proposal form for which cover is required.

Directors & Officers Insurance

- 2. During the last five years has the structure of the policyholder changed? Yes/No
- 3. Please state all registers, whether in the United Kingdom or abroad, which the policyholder is registered on (e.g. FCA, Companies House, Registry of Friendly Societies kept by FCA).
- 4. Please give the total gross assets of the policyholder's subsidiaries domiciled in the United States of America:
\$ _____

Professional Liability

- 5. Fee income/revenue for last two financial years

Year: ___/___/___	Year: ___/___/___
Fees _____	Fees _____
AUM _____	AUM _____
- 6. Are any fees derived from advice or services provided outside the UK or to clients domiciled outside the UK? Yes/No
If Yes, please provide % split by territory

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7. Client Profile: Please provide split (%):

Retail:				
High Net Worth:				
Institutional:				

8. Client Profile: Please provide geographical split (%):

UK:				
Europe:				
USA:				
Rest of World:				

9. Please provide details of the funds under management

Fund Name	FUM	Strategy	Start Date	Performance

Please provide prospectus(s) and performance report(s) for each fund proposed for cover

10. Does the Policyholder operate any discretionary accounts? If answer is Yes, please provide details: Yes/No
11. Have any of the funds proposed for cover had any significant investor redemptions? Yes/No
12. Does the policyholder and its subsidiaries all:
- (a) perform internal audits? Yes/No
 - (b) have a business resilience plan in the event of significant staff changes? Yes/No
 - (c) operate a formal due diligence process Yes/No
 - (d) are NAV calculations undertaken independently and on fair value basis? Yes/No
 - (e) have an established process to ensure adherence to regulatory requirements? Yes/No
 - (f) provide investors with regular performance reports? Yes/No
 - (g) have a policy in place to monitor suitability of investments to investor profile? Yes/No
 - (h) operate a preventative trading system to ensure adherence to investment parameters? Yes/No

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- | | | | |
|-----|-----|--|--------|
| | (i) | have a compliance officer? | Yes/No |
| | (j) | have an established procedure for customer or client complaints? | Yes/No |
| | i) | Number of complaints in the last 12 months | |
| | i) | Of received complaints how many are unresolved? | |
| 13. | | Are standards contracts or letters of engagement used for all clients? | Yes/No |
| | | Do the contracts include limits of liability and disclaimers? | Yes/No |

Crime Insurance (only to be answered if higher optional limits are selected for this cover).

14. Please answer for the policyholder and its subsidiaries:
- | | | | |
|--|-----|---|--------|
| | (a) | Are accounting procedures consistent at all locations? | Yes/No |
| | (b) | Are duties segregated so that no individual can control any of the following activities from start to finish without referral to others | Yes/No |
| | | Signing cheques or authorising payments? | Yes/No |
| | | Issuing funds transfer instructions? | Yes/No |
| | | Amending funds transfer procedures? | Yes/No |
| | | Opening new bank accounts? | Yes/No |
| | | Investment in and custody of securities and valuables? | Yes/No |
| | (c) | Do you have multi-factor authentication for your email system? | Yes/No |
| | (d) | Is remote access to your network allowed? | Yes/No |
| | | If 'Yes; do you have VPN Multi-factor authentication for remote access users? | |
| | (e) | Does a Social Engineering Fraud risk management strategy exist and has the applicant informed and alerted relevant staff at all locations of Social Engineering Fraud (Social Engineering Fraud includes 'Fake President' fraud, payment diversion fraud and customer/manager impersonation fraud)? | Yes/No |
| | (f) | Do you have a process in place at all locations where unusual payment instructions purporting to come from the applicant's senior management are followed up by call backs to senior management at a previously known and pre-designated phone number to confirm payment instructions and check authenticity? | Yes/No |
| | (g) | Do you have a process in place at all locations where requests for authentication of bank account details or for information on bank account details purporting to come from bank officials are raised with the applicant's senior management and followed up with previously known bank contacts to confirm authenticity of such requests? | Yes/No |

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General Information

15. In the last 5 years, has any person or organisation to be insured by the policy given notice to an insurer of any claim (or circumstance which could give rise to a claim) or any other insured situation under any policy affording cover of the following type:
- | | |
|----------------------------------|--------|
| Directors & Officers Insurance | Yes/No |
| Professional Liability Insurance | Yes/No |
| Crime Insurance | Yes/No |

If Yes, has been answered to 15 above, please attach a statement with full details.

16. After enquiry, is any person or organisation proposed for cover aware of any facts or circumstances which might lead to a valid claim by any insured under any part of the Policy which is sought or indicate the probability of such claim? Yes/No

It is agreed that if known facts or circumstances exist any matter arising from them is excluded from the proposed cover.

Signature:

Date:

Name of Signatory:

Title of Signatory: Chairman of the Board / CEO / President (delete as applicable)

Warning It is important that, when applying for the Policy, the applicants tell the insurers all facts which are material to the insurance. A material fact is one which might influence the insurers in deciding whether to accept the application or on what terms to insure. If in any doubt as to whether a fact is material, then the applicants should disclose it. They should keep a record (including copies of all letters and forms) of all information supplied to the insurers.