



## Keeping our eyes on your business

### PENSION TRUSTEE

### Proposal Form

**PLEASE ENCLOSE WITH THIS PROPOSAL FORM:**

The last audited Annual Report & Accounts for each pension fund, if applicable

Your Pension Trustee Insurance Certificate is issued on a CLAIMS MADE basis.

**When completing this Proposal Form...**

- Please answer all questions giving full and complete answers

It is the duty of the Proposer to provide all information that is requested in the proposal form as well as to add additional relevant facts.

A relevant fact is such known fact and/or circumstance that may influence the evaluation of the risk by the insurer. If you have any doubts about what a relevant fact is, please do not hesitate to contact your broker.

- If the space provided on the Proposal Form is insufficient, please use a separate signed and dated sheet in order to provide a complete answer to any question
- The proposal form must be completed, signed and dated by a person, who must be of legal capacity and authorised for the purpose of requesting trustee insurance for the firm who acts as a Proposer.

This proposal form does **NOT BIND** the Proposer to complete the insurance but will form part of any insurance.

DUAL Corporate Risks Limited is authorised and regulated by the Financial Services Authority

140 Leadenhall Street London EC3V 4QT United Kingdom

Tel: +44 (0)20 7337 9888 Fax: +44 (0)20 7337 9889 Email: [reception@dualcorporaterisks.com](mailto:reception@dualcorporaterisks.com) [www.dualcorporaterisks.com](http://www.dualcorporaterisks.com)

Part of the DUAL International Group Registered in England and Wales under company registration no. 4160680 Registered office as above

**SECTION 1: DETAILS OF THE PROPOSER**

1. Name of the Company:

2. Address of Head Office:

Post Code:

3. Country of Registration:

4. a. Number of Pension Plans

b. Total market value of all Pension Plans

c. What is the current level of funding of all Pension Plans

5. Is any plan in the process of being wound up or merged with another plan? Yes  No 

If the answer is YES to the above question, please provide details below (use separate sheet if necessary):

**SECTION 2: TRUSTEES**1. Please tick "Yes" to confirm that the employer company and its subsidiaries DO NOT act as trustee(s) Yes  No If "No" is any subsidiary a Corporate Trustee Company? Yes  No 2. Please tick "Yes" to confirm that one third of the trustees are nominated and selected by members of the plan or that alternative procedures have been agreed by the members Yes  No 3. Are procedures in place to assess suitability of persons appointed to act as trustees? Yes  No 4. Is the pension scheme(s) subject to an annual audit? Yes  No   
If the answer is "Yes":

a. How often are the procedures carried out?

b. Are physical assets valued against book value? Yes  No 

c. Who receives these reports?

d. Have all recommendations been implemented? Yes  No c. Does the Proposer have a Human Resources Department? Yes  No

5. How frequently do the trustees meet?
6. Is "Dual Control" required for:  
*("Dual Control" means that one person does not have sole responsibility for initiating and authorising transactions from inception to completion).*
- a. signing cheques above £2,500? Yes  No
- b. disbursement of assets or funds of the Pension Scheme? Yes  No
- c. investments in and custody of securities and other valuables? Yes  No
- d. the granting of a pension scheme loan? Yes  No
- e. issuing amendments for fund transfer procedures? Yes  No
7. What procedure is used to issue and authorise fund transfer instructions?
- 
- a. are these all on a pre-formatted basis? Yes  No
- b. are the banks required to authenticate any instructions before payment? Yes  No
- c. are all instructions confirmed in writing within 24 hours? Yes  No
8. Does the pension scheme enter into any stock lending activities? Yes  No   
*If the answer is "Yes", what procedures are in force to ensure the authenticity of the other parties and to ensure the return of the original stock?*
- 
9. Are passwords used to afford varying levels of entry to the computer system? Yes  No
- a. are these regularly changed when there is any turnover in personnel? Yes  No
- b. is there an error and exception log which is regularly reviewed and which identifies terminals and used identification numbers? Yes  No

### SECTION 3: MANAGEMENT / INVESTMENT

---

1. Are all Pension Plan assets held in custodianship independently from the employer company and investment manager? Yes  No
2. Have the trustees prepared a Statement of Investment Principles in respect of all plans? Yes  No
3. Please tick "Yes" to confirm that any self investment in the employer company by any plan DOES NOT exceed 5% of the plan assets Yes  No

**SECTION 4: INSURANCE DETAILS**

---

- 1. Has there been pending any claim or legal proceeding against any Trustee, Director, Officer, Partner or Employee, or against the Employer Company or Corporate trustee company or any subsidiary arising out of any pension plan? Yes  No
- 2. Is the proposer aware, after enquiry, of any circumstance, incident or investigation which may give rise to a claim? Yes  No
- 3. Has any similar trustee insurance or fidelity insurance ever been refused, cancelled or non-renewed? Yes  No

*If the answer is "Yes" to any of the above 3 questions, please provide details below*

**SECTION 5: INDEMNITY LIMIT**

---

Please select the amount of indemnity required

£1,000,000	<input type="checkbox"/>
£2,000,000	<input type="checkbox"/>
£5,000,000	<input type="checkbox"/>
£10,000,000	<input type="checkbox"/>
Other – please specify	<input style="width: 150px; height: 20px;" type="text"/>

**SECTION 6: DECLARATION**

---

**SIGNING THIS PROPOSAL FORM DOES NOT BIND THE PROPOSER OR THE INSURER TO COMPLETE THIS INSURANCE**

We declare that the statement and particulars in this Proposal form are true and that no material facts have been misstated or suppressed after enquiry. We agree that should any of the information given by us alter between the date of this Proposal and the inception date of the insurance to which this proposal relates, we will give immediate notice thereof. We agree that this Proposal, together with any other information supplied by us shall form the basis of any contract of insurance effected thereon.

**TO BE SIGNED BY A PERSON AUTHORISED BY THE BOARD ONLY**

<b>SIGNATURE</b>		<b>DATE</b>	
<b>NAME</b>			
<b>POSITION</b>			

DUAL Corporate Risks Ltd recommends that you keep a record of all information supplied for the purpose of entering into an insurance contract (including copies of this Proposal Form and correspondence).