Important Notice

1. This is a proposal for a contract of insurance. You have a legal duty to provide a fair presentation of the risk. Failure to do so may make the contract of insurance voidable or severely prejudice your rights in the event of a claim.

2. This proposal must be completed signed and dated. All questions must be answered to enable a quotation to be given but completion does not bind you or insurers to enter into any contract of insurance. If space is insufficient to answer any questions fully, please attach a signed continuation sheet. You should retain a copy of the completed proposal (and of any other supporting information) for future reference.

3. You are recommended to request a specimen copy of the proposed policy wording from your insurance broker and to consider carefully the terms, conditions, limitations and exclusions applicable to the cover.

Section A: General Information

1. (a) Name of company

2. (b) Country of registration

3. (c) How long has the company continuously carried on business?
   If less than 12 months please supply a copy of the business plan

Section B: The Company and its shares

1. (a) Type of company? E.g. private, public

2. (b) Have these activities materially changed in the past 12 months? Yes ☐ No ☐
   If YES, please provide full details:
(c) Is the company listed on any stock exchange or any other form of securities market?  Yes □  No □
If YES, please state the name and country of exchange:

(i) On what date was the company first listed?

(ii) Please advise any shareholder who owns more than 20% of the company, whether singularly or in consortia with related parties

(d) During the last five years has
(i) The company, or any of its subsidiaries, restated its financial results?  Yes □  No □
(ii) The company been in breach of its debt covenants or loan agreements?  Yes □  No □
If the answer to either (i) to (ii) above is YES, please provide full details:

(e) Has the company publicly revealed that it has under consideration at the present time any acquisitions, tender offers or mergers?  Yes □  No □
If YES, please provide full details

(f) Are there at the present time any proposals of which the company is aware relating to its acquisition by or merger with any other company?  Yes □  No □
If YES, please provide full details
Section C: United States of America (USA)

1. (a) Does the company have subsidiaries, assets or employees in the USA?  
Yes ☐  No ☐

If YES, please complete this Section C, otherwise please proceed to Section D

(b) Does the company have any of its stock, shares, debentures, bonds or any other debt equity instruments in the USA?  
Yes ☐  No ☐

If YES

(i) On what date was the last offer/tender/issue made?  

(ii) Was the offer subject to any securities legislation in the relevant territory?  

If YES, please give full details including territory, relevant legislation and percentage of shares traded  

(iii) What level of listing is held in the USA? E.g. NYSE, ADR levels I, II or III?  

(iv) What percentage of total market capitalisation is listed in the USA? %

Section D: Claims Declaration

1. Please provide full details of all claims (including all prosecutions, proceedings or investigations) involving the company and/or its present or former directors and/or officers and/or any other person proposed for cover under this policy in the past ten years. Please provide details of the type of allegation, the court or agency involved and any determination, judgment, claims payments (including without prejudice or ex gratia payments) and defence costs for each Claim. The proposer’s attention is drawn to the definition of “Claims” on page 1 of this Proposal.

2. After enquiry is the company and/or its directors and/or officers and/or any other person proposed for cover under this policy aware of any facts, circumstances, allegations or incidents which they have reason to suppose could give rise to a claim under the proposed policy?

If YES, please provide full details
Section E: Other Material facts

1. (a) After enquiry, is/are the company and/or any of its directors and/or any of its officers aware of any other material facts? Yes ☐ No ☐

If YES, please provide full details

A material fact is one likely to influence assessment of this risk, the premium charged or the terms and conditions imposed by underwriters. If your proposal is a renewal, it should include any change in facts previously advised to underwriters. If you are in any doubt as to whether a fact would be considered material, you should disclose it. All the information requested in this proposal is material. Failure to disclose a material fact could prejudice your rights to recover in the event of a claim or allow underwriters to avoid the policy. Please contact your broker if you require any guidance.
Declaration

I declare that I am authorised to complete this proposal and I confirm that, after appropriate enquiry, it is completed truthfully. I undertake to inform insurers of any alteration or addition to these statements or particulars which occur prior to the commencement of the period of insurance. It is hereby acknowledged and agreed that the terms, conditions, limitations and exclusions of the policy may be subject to alteration at any time prior to the commencement of the period of insurance should any such material alterations or additions arise. I also give consent to insurers to use the information. Signing of this proposal does not bind insurers to offer or the applicant to accept insurance.

Signed*

Name

Company position

Date

*the signatory should be a director or senior officer of, or a partner of, the company.
Your Personal Information

The basics
We collect and use relevant information about you to provide you with your insurance cover and to meet our legal obligations.
This information includes details such as your name and address and may include more sensitive details such as information about your health and any criminal convictions you may have.
The way insurance works means that your information may be shared with fraud prevention agencies and used by a number of third parties in the insurance sector – but only in connection with the insurance cover that we provide to you.

Other people’s details you provide to us
Where you provide us with details about other people, you must provide this “Your Personal Information” notice to them.

Group policies
We will process individual insured’s details, as well as any other personal information you provide to us in respect of your insurance cover, in accordance with our privacy notice and applicable data protection laws.
To enable us to use individual insured’s details in accordance with applicable data protection laws, we need you to provide those individuals with certain information about how we will use their details in connection with your insurance cover.
You agree to provide to each individual insured this notice, on or before the date that the individual becomes an individual insured under your insurance cover or, if earlier, the date that you first provide information about the individual to us.
We are committed to only using the personal information we need to provide you with your insurance cover. To help us achieve this, you should only provide to us information about individual insureds that we ask for from time to time.

Want more details?
For more information about how we use your personal information please see our full Markel privacy notice, a copy of which is available online at http://www.markelinternational.com/foot/privacy-policy/ or on request.

Contacting us and your rights
You have rights in relation to the information we hold about you, including the right to access your information. Please contact us at dataprotectionofficer@markelintl.com or in writing to the Data Protection Officer, 20 Fenchurch Street, London, EC3M 3AZ if you wish to exercise your rights, discuss how we use your information or request a copy of our full Markel privacy notice.
NOTICE TO THE PROPOSER

The Underwriters
The underwriters will be either Markel International Insurance company Limited or Markel Syndicate 3000 at Lloyd's together with any other subscribing insurer(s).

Prior to any placement being concluded, the proposer will be advised which insurer(s) is/are to write this contract of insurance.

The Law of the Insurance Contract
The parties to this proposed insurance are free to choose the law applicable to the insurance contract. Unless specifically agreed otherwise with underwriters, the proposed contract will be governed by English law.

General Enquiries
If at any time you have any questions or concerns about your policy or the handling of a claim you should, in the first instance, contact Claims Manager, Professional Liability Division, 20 Fenchurch Street, London EC3M 3AZ.

Complaints Procedures

We are committed to providing a high quality and professional service and to maintain fair outcomes for our customers.

If you are dissatisfied or have any complaints about your policy which was issued by:

Markel International Insurance Company Limited (MIICL);
Markel Syndicate 3000 at Lloyd's; or
Markel Insurance SE (MISE);

You should, in the first instance, contact Legal, Regulatory & Compliance on the following contact details:

By telephone: +44 (0)20 7953 6020
By email: complaints@markelintl.com
By writing to: Legal, Regulatory & Compliance, Markel International, 20 Fenchurch Street, London, EC3M 3AZ

Or, if your policy has been issued by:

Lloyd's Insurance Company S.A (LBS) in Brussels

You should, in the first instance, contact the Service Manager on the following contact details:

By telephone: +32 (0)2 227 39 39
By email: enquiries.lloydsbrussels@lloyds.com
By writing to: Service Manager, Operations Team, Lloyd's Insurance Company S.A, Bastion Tower, Marsveldplein 5, 1050 Brussels, Belgium

The aim of this procedure is to settle the complaint fairly and as quickly as possible. We will use our best endeavours to comply with the timeframes set out by your local insurance regulator:

- A complaint received by us (whether by letter, facsimile, e-mail, telephone conversation or other oral representation) will be allocated to an appropriate person to carry out an independent review of the justification of the complaint.
- Complaints will be acknowledged promptly in writing. That acknowledgement will include the name of the person who will be reviewing the complaint and when you should expect to receive our final response.
- We will try to resolve a complaint within the timeframe set out by your local insurance regulator and give a written final response, or send an interim response explaining why we are not yet in a position to resolve matters.
- If you do not receive a final response or, after receiving our acknowledgement of the complaint and our final response, you are not satisfied with the outcome, you may be entitled to refer your complaint to your local External Dispute Resolution (EDR) service or to Lloyd's, London for review. We will provide you with the contact details who you may be able to refer your complaint to.

If you were sold this product online or by other electronic means and within the European Union (EU) you may refer your complaint to the EU Online Dispute Resolution (ODR) platform. Upon receipt of your complaint the ODR will escalate your complaint to your local resolution service. This process is free and conducted entirely online. You can access the ODR platform on http://ec.europa.eu/odr