

**PROPOSAL FORM -  
ERRORS & OMISSIONS INSURANCE**



**Registered and Corporate Office :** 8th & 9th Floor (South Side), Commerz International Business Park, Oberoi Garden City, Off Western Express Highway, Goregaon East, Mumbai 400063. Email : [contactus@universalsompo.com](mailto:contactus@universalsompo.com)

This proposal form must be completed by a Partner, Principal or Director of the Company. All questions must be answered in full. If there is insufficient space to answer any question fully, please attach additional sheets as may be required. Please attach your Company's brochure(s); marketing collaterals and attach a copy of your standard contract terms, conditions, agreements or letters of appointment which you have with your clients.

The completion and signature of this proposal does not bind cover nor will it be considered as a Contract of Insurance.

**Important:** These are the minimum requirements to be furnished by You. We may seek any other information as desired for underwriting purposes.

1) Please tick the boxes wherever applicable. Please fill in CAPITALS. 2) Failure to disclose facts material to the assessment of the risk or providing misleading information may render the contract void. 3) All the items proposed must be free of any defects and must be in perfect condition at the time of inception of the Insurance cover. 4) All fields are mandatory.

Intermediary Name, Contact No, Code & Email		Intermediary Sales Persons Name, Contact No & Code	
Source Code/POS UID Aadhar No./PAN		Policy Issuing Office Address & Code	

**Section 1 – Your Company and Staff**

a) Name of Individual or Company(s) ('You') for whom cover is required:																					
Applicant's web address:																					
Email Id & Contact No																					
How long has the Applicant continuously carried on business?																					
b) Address of all offices, including those of any overseas local offices or representatives:																					
<table border="1"> <thead> <tr> <th>Address</th> <th>Name of Partner, Principal or Director responsible</th> </tr> </thead> <tbody> <tr> <td>Registered or principal office</td> <td></td> </tr> <tr> <td>Second location (if any)</td> <td></td> </tr> <tr> <td>Third location (if any)</td> <td></td> </tr> </tbody> </table>		Address	Name of Partner, Principal or Director responsible	Registered or principal office		Second location (if any)		Third location (if any)													
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c) Address Proof:	Aadhar Card <input type="checkbox"/> Driving License <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID <input type="checkbox"/> Others <input type="checkbox"/>																				
d) CKYC No:																					
<input type="checkbox"/> I confirm that there is no change in my existing KYC details which I have shared earlier. In case any change in my KYC details, I undertake to inform you in writing.																					
e) Do you have an EIA Account? If Yes, Account Details : _____ If No, I would like to apply for EIA with _____ Karvy <input type="checkbox"/> CAMS <input type="checkbox"/> NSDL <input type="checkbox"/> CSDL <input type="checkbox"/>																					
Are you a Politically Exposed Person? Yes <input type="checkbox"/> No <input type="checkbox"/> (Definition of PEP: "PEP are individuals who are or have been entrusted with prominent public functions, domestically/in an international organisation /in a foreign country. This would include individuals who have or have had positions of Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials". "Close relations of PEP: Family members are individuals who are related to a PEP either directly (consanguinity) or through marriage or similar (civil) forms of partnership. Close associates are individuals closely connected to a PEP, either socially or professionally")																					
f) Please provide details of all Partners, Principals or Consultants (attach their CV's):																					
<table border="1"> <thead> <tr> <th>Names in full of all Partners /Directors/ Principals</th> <th>Age</th> <th>Qualifications</th> <th>Date(s) qualified</th> <th>Number of Years with this company</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Names in full of all Partners /Directors/ Principals	Age	Qualifications	Date(s) qualified	Number of Years with this company															
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g) Details of Your memberships of Trade Associations or Professional Bodies (if any)?	1) _____ 2) _____ 3) _____																				
h) Have you or any person employed by you ever been subject to disciplinary proceedings by any Professional Body? If 'YES', please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/>																				
i) If you are a sole principal, please provide details of the arrangements for office supervision during your absence:																					
j) Do you work to a professional code of practice?	YES <input type="checkbox"/> NO <input type="checkbox"/>																				
k) Do you have written checklists / procedures for the services which you provide?	YES <input type="checkbox"/> NO <input type="checkbox"/>																				
l) Do you have standard contract terms and conditions which you use in every case? (If 'YES', please provide us with copies, if 'NO', please explain why and detail the alternative methods you use to confirm terms of engagement with your clients)	YES <input type="checkbox"/> NO <input type="checkbox"/>																				

**Section 2 – Your Activities**

a) Please provide a full and clear description of your activities including any features of your work which you believe may be of interest to Insurers:																					
b) Please state your gross income/fees (including those paid to sub-contractors) for each of the last three financial years and an estimate for the next financial year in respect of income/fees billed to clients based in India & Abroad:																					
<table border="1"> <thead> <tr> <th>Year</th> <th>India</th> <th>Overseas</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>200 to 200</td> <td></td> <td></td> <td></td> </tr> <tr> <td>200 to 200</td> <td></td> <td></td> <td></td> </tr> <tr> <td>200 to 200</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Next</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Year	India	Overseas	Total	200 to 200				200 to 200				200 to 200				Next			
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200 to 200																					
200 to 200																					
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Next																					
Financial Year Ending (e.g. 1/4/ ): /																					
c) Do you enter into any contracts where legal jurisdiction is anything other than India?	YES <input type="checkbox"/> NO <input type="checkbox"/>																				
If you have declared fees from any territory other than the India or answered 'YES' to Question c) please give full details including nature of contract, dates, countries involved, contract values and jurisdiction applicable:																					
d) Please provide details of your 3 largest contracts undertaken in the past 5 years and/or to be undertaken within the next 12 months:																					
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Declaration

1.I/We desire to insure with Universal Sompo General Insurance Company and confirm that the statements as contained in this application are true and accurate representations to the best of my knowledge.  
2.I/We undertake that if any of the statements are found to be false or incorrect, the benefits under this policy would stand forfeited.  
3.I/We agree that this application and declaration shall be promissory and shall be the basis of the contract between me/us and Universal Sompo General Insurance Company Limited.  
4.I/We confirm that I/We have read and understood the coverages, the terms and conditions and agree to accept the company's policy of insurance along with the said conditions as prescribed by the Company.  
5.I/We also declare and undertake that if any additions or alterations are carried out by me/us in this proposal form or if there is any change in the information as submitted by me/us after the submission of this proposal form then the same would be conveyed to Universal Sompo General Insurance Company Limited immediately failing which it is agreed and understood by me/us that the benefits under the policy would stand forfeited.  
6.I/We agree that the insurance would be effective only on acceptance of this application by the Company and the payment of the requisite premium by me/us in advance. In the event of non-realization of the cheque or non-receipt of the amount of premium by the Company the policy shall be deemed cancelled 'ab-initio' and the Company shall not be responsible for any liabilities of whatsoever nature under this Policy".  
7.I am/We are aware that the complete terms and conditions of this insurance policy are available at the official website of the insurer ([www.universalsompo.com](http://www.universalsompo.com)).  
8.I/We hereby consent to receiving only the certificate and schedule of insurance upon the undertaking of the insurer that the complete policy terms and conditions will be made available free of cost upon my/our request in writing".  
9.I/We hereby agree to receive a one pager policy document. I hereby authorize the Company to notify me through email, SMS, or any other electronic mode any information pertaining to my proposal, policy document, claim servicing etc.  
10. **Go Green** - We would like to protect our environment and would like to save paper sending all Policy and service-related communication to the email id as mentioned in this form.  
 By choosing this option, You wish to avail Physical Policy Copy.  
11. I/ We have read and understood the privacy Policy of our Company at [www.universalsompo.com](http://www.universalsompo.com) and I hereby unconditionally agree and bind myself to all terms and conditions of your Privacy Policy, as amended, from time to time  
12.I/We hereby declare that I/We have understood the contents of this form and its particulars which have been explained to me in vernacular language.  
13.  I/We authorize the Company to share / verify the information provided by me/us pertaining to my proposal with rating agencies, third parties or services providers for the purpose of underwriting the proposal, issuance, servicing and claims settlement of the policy, thereafter.  
I hereby consent to and authorize Universal Sompo General Insurance Company Limited ("Company") and its representatives to collect, use, share and disclose information provided by me, as per the Privacy policy of the Company. Company or its representatives are also hereby authorised to contact me (including overriding my registry on NCPDR/NDNC and/or under any extant TRAI regulations) and / or notify about the services being rendered by the Company.

Place:  
Date:

Signature of Proposer

**Disability Declaration**

I/We hereby declare that a duly authorized representative appointed by me has explained details with respect to the proposal form, policy documents, terms and conditions and the EIA

Name of Representative:  
Signature of Representative:

**CKYC Declarations**

1.I hereby give consent to Universal Sompo General Insurance Co Ltd to verify and obtain my information through Central KYC Registry or UIDAI or through any other modes for the purpose of undertaking KYC  
2.I hereby declare that the details furnished above are true and correct to the best of my knowledge/belief and I undertake to inform you in writing with the copy of updated documents in case of any change in my KYC details.

Place:  
Date:

Signature of Proposer

**INSURANCE ACT 1938, SECTION 41 - PROHIBITION OF REBATES**

1. No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind or risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate except such rebate as may be allowed in accordance with the prospectus or tables of the Insurer.
2. Any person making default in complying with the provisions of this section shall be punishable with fine, which may extend to Ten Lakhs rupees.

**Universal Sompo General Insurance Co. Ltd.**

Unit No 601/602, A Wing, 6th Floor, Reliable Tech Park, Thane Belapur Road, Airoli, Navi Mumbai - 400708. Toll Free No : 1800 200 4030 / 1800 22 4030

Insurance is the subject matter of solicitation. For more details on risk factors, terms and conditions please read Policy Documents carefully before concluding a sale. IRDAI or its officials do not involve in activities like sale of any kind of insurance or financial products nor invest premiums. IRDAI does not announce any bonus. Those receiving such phone calls are requested to lodge a police complaint along with details of phone call and number.  
CIN: U66010MH2007PLC166770