

## Management Risks Insurance for Barristers

1a. Name of Chambers:

1b. Name of Service Company (if applicable):

2a. Address of Chambers:

2b. Address of Service Company:

3. How long has the Chambers operated?

4. Briefly explain the capital and management structure of the Chambers along with any material changes that have taken place in the last 3 years (Please also include details of any service companies in 1(b) above and their ownership structure):

5. Please confirm your fee income for last financial year:

£

**6. Please provide a fee breakdown by area of practice :**

Activity	%
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total</b>	<b>100%</b>

**Employee Information**

**7. Number of service company employees:**

Number of Chamber Employees

Salary Range	Last Financial Year		Estimate for Current Financial Year	
	Full Time	Part Time	Full Time	Part Time
£30,000 or equivalent and less	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
£30,001 to £75,000 or equivalent	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
£75,001 to £150,000 or equivalent	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
£150,001 or equivalent and more	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Number of Barristers

	Last Financial Year	Estimate for Current Financial Year
Barristers	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**8. Please confirm (by ticking 'Yes') that in the last 3 years:**

- a. There has been no change to the Chambers or Service Company name:  **Yes**  **No**
- b. There have been no acquisitions or mergers involving the Chambers or Service Company:  **Yes**  **No**
- c. The Chambers or Service Company has not changed its external auditors (if applicable) or legal advisors  **Yes**  **No**

*(if 'No', please give details)*

**9. Please confirm (by ticking 'Yes') that the Chambers or Service Company:**

- a. Is not currently undertaking any acquisition, offer or merger:  Yes  No
  - b. Does not propose any redundancies, lay-offs or operations closure involving greater than 5% of the workforce in the next 12 months:  Yes  No
- (if 'No', please give details)*

**10. Loss history. Please confirm (by ticking 'Yes')**

- a. The Chambers or Service Company has not had any employment related claims, complaints, regulatory investigations, tribunal proceedings or litigation:  Yes  No
  - b. No claim has been made or is pending against an Barrister, Pupil, Director, Officer  Yes  No
  - c. or Employee or Service Company:  Yes  No
  - d. You are not aware of any prosecution (actual or pending) against the Chamber or Service Company or any Barrister, Pupil, Director, Officer or Employee that would adversely affect this application for insurance:  Yes  No
  - e. No Barrister, Pupil, Director, Officer or Employee has ever been subject to any disciplinary action, been fined or penalised or been the subject of any regulatory investigation or enquiry:  Yes  No
- (if 'No', please give details)*

**11. Employment practices. Please confirm (by ticking 'Yes'):**

- a. All employment contracts have been reviewed in the last 3 years:  Yes  No
  - b. Each employee has a handbook:  Yes  No
  - c. The Chambers and Service Company take advice from external employment lawyers or have an in-house HR team:  Yes  No
  - d. The Chambers and Service Company has a formal internal grievance or complaints procedure:  Yes  No
  - e. Any disciplinary matters are reviewed by your HR department or external lawyer:  Yes  No
- (if 'No', please give details)*

**12. Please select the indemnity limit required:** £1,000,000 £2,000,000**13. 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

(if Yes, please give details)

Signature:

Date:

Name of Signatory:

Title of Signatory:

(Please retain a copy of this declaration for your own records)

**PLEASE ENCLOSE WITH THIS DECLARATION:**

A. The last audited Annual Report &amp; Accounts for the Chambers

**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.