



Supplementary Questionnaire Web Questionnaire

Important Notes

“**You / Your**” refers to all firms to be insured under this arrangement including their **Principals**, including any predecessor or previous business for which cover is required.

“**We / Us / Our**” means the Insurer or Insurers subscribing to the insurance to be effected through Pen Underwriting Limited trading as Manchester Underwriting Management (“**MUM**”).

“**Firm**” means any business, whether a sole trader, partnership or company, limited liability or otherwise.

“**Principal/s**” means any director, partner, member or sole trader.

This form should be completed such that the information provided relates to all **Firms** to be insured under this arrangement, including any predecessor or previous business for which cover is required.

This questionnaire forms part of **Your** presentation to **Us**. **We** rely on the information **You** give to **Us** in deciding whether to offer insurance and in setting the terms and premium. **You** must take care when answering any questions **We** ask by ensuring that all information provided is accurate and complete. **You** must disclose every material circumstance **You** know or ought to know, and provide a fair presentation of the information required to enable **Us** to assess **Your** insurance risk. **You** must also disclose any changes to the facts disclosed that occur prior to commencement of insurance.

Failure to disclose all relevant material facts whilst making this application may lead to the invalidation of any insurance effected, and ultimately result in avoidance of the insurance or non-payment of any claim made.

Information is material if it could:

- a. affect **Our** assessment of the risk; or
- b. it could mean that **We** may need to change the terms or premium or both; or
- c. mean that **We** may not be able to cover that aspect of risk; or
- d. mean that **We** may no longer be able to provide **You** with insurance cover.

Full details of coverage provided can be found in MUM’s Policy Wordings and Summaries, which are available on request or at www.manchesterunderwriting.com.

How does MUM maintain Your privacy?

MUM is the data controller of any personal data **You** provide to **MUM**. **MUM** collects and processes personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop its products and services and to comply with its legal and regulatory obligations. This may involve sharing information with and obtaining information from **MUM’s** group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, regulators or fraud prevention agencies.

MUM may record telephone calls to help it to monitor and improve the service provided as well as for regulatory purposes.

Please see **MUM’s** Privacy Notice for further information on how **Your** personal data is used, shared, disclosed and retained, **Your** rights in relation to **Your** personal data and how to contact **MUM’s** Data Protection Officer. **MUM’s** Privacy Notice can be found at <https://www.penunderwriting.co.uk/Privacy-Policy>. **MUM** may make important updates to its Privacy Notice from time to time and these may in turn affect the way **MUM** uses and



handles **You** data. Please ensure **You** review **MUM's** Privacy Notice periodically to ensure **You** are aware of any changes.

If **You** are providing data in the course of **Your** business, or as a charity, for charitable purposes and providing information on other individuals to **MUM**, for example **Your** employees and/or any other party that would be covered under the insurance or services that **MUM** may provide to **You**, **You** shall ensure that individuals whose personal data **You** are providing to **MUM** have been provided with fair processing notices that are sufficient in scope and purpose, and that **You** have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to **MUM** and enable **MUM** to use the personal data and process the personal data for the purposes of this agreement and as set forth in **MUM's** Privacy Notice. **You** must not share personal data with **MUM** that is not necessary for **MUM** to offer, provide or administer its services.

1. Do **You** design websites where financial transactions can be made? Yes No

If **YES** please provide the 5 largest sites (based on the client's annual turnover from the site)

Client	Web Address	Annual Turnover	Your Fee
		£	£
		£	£
		£	£
		£	£
		£	£

2. Do You provide web hosting services? Yes No

If NO please proceed to question 7.

3. Do You host sites on Your own servers or a third party's? Own Third Party

If a third party, please provide full details and confirm whether the contract terms used with clients always mirror those used with the hoster?



If YES please provide details of all sites:

Client	Web Address	Description of Users and Site Content	Your Fee
			£
			£
			£
			£
			£

7. Do You register Domain Names?

 Yes No

If NO please proceed to question 11.

8. How many domain names do You register per annum?

9. Do You register domain names for anyone other than clients for whom You design websites?

 Yes No

If YES please provide full details:

10. Do You retain responsibility for renewing domain names?

 Yes No



If YES please provide full details of Your procedures and diary systems in place to ensure that Domain Names are not allowed to lapse without Your client's knowledge and consent.

11. Do You exclude liability within Your standard terms and conditions for loss of turnover, sales, revenue, profits or indirect, consequential or special loss?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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12. Do You obtain appropriate indemnities from Your clients under Your standard terms and conditions for Any claims made against you arising from the content of Your client's web sites?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If NO to either question 11 or 12 please provide full details:



Declaration

I declare that, after full enquiry, the contents of this application are true and that I have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I have provided or any new material matter arises before the completion of the contract of insurance, I undertake to inform **You**.

Name of Principal signing this form
Signature
Date