



Supplementary Questionnaire

Financial Services

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. Main name of Firm

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2. Do **You** have any offices or assets in territories outside the UK?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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3. Do **You** require cover for Financial Services Business, past or present? (Financial Services Business is all activities regulated under the Financial Services and Markets Act 2000 and any regulations contained therein, but does not include insurance mediation as defined in the glossary to the Financial Conduct Authority Handbook relating only to General Insurance Contracts)

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If YES:

Have **You** ceased to be involved in Financial Services Business?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If YES, please advise:

Date Ceased:	<input style="width: 150px;" type="text"/>
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	Year:	Year:	Year:
Gross commission / fee income from Financial Services Business in each of the last three years of your involvement	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>



Please provide the following:

(a) **Pension Activities**

	Number	Average Value	Largest Value
Pension transfers in the last 10 years from any defined benefit scheme			
Pension switches from any defined contribution scheme of whatsoever nature to another since A-day (6 April 2006)			

(b) **Income Drawdown Activities**

	Last 12 months	Previous 12 months	12 months before previous 12
Number of Income Drawdown cases transacted			
Number of Annuity purchase cases transacted			

	Yes / No
i. Has the Reason Why Letter always explained that such withdrawals will reduce future pension benefits materially and established, in every case, why the client needed the cash and why other methods of raising the cash were less suitable?	
ii. Has any business ever been transacted where the client has given up a Guaranteed Annuity Rate?	

(c) **High Risk Activities**

(i) Have **You** ever advised a client to invest in any of the following, or arranged the purchase of any investment (including collective investments) that have funds invested in any of the following:

	Yes / No
Structured Products	
Hedge Funds	
Unregulated Collective Investments or Partnerships, or Non-Mainstream Pooled Investments	
Split Capital Investment Trusts	
Film Finance or Film Partnerships	
Off-shore Bonds	
Direct Commercial Property Investments	
Traded Life or Endowment Policies / Plans	
Any investment that has had new investment suspended, redemptions suspended, assets re-valued or is insolvent	
Any financial institution that is insolvent or unlikely to meet its obligations	



(ii) Have **You** ever undertaken:

	Yes / No
Discretionary Portfolio Management	
Pension Fund Trustee Services	
Pension Fund Management Services	
The arrangement of Premium Payment Protection Insurance (PPI)	

If YES, please provide full details:

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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