



**PROFESSIONAL**  
INSURANCE AGENTS LTD

**Head Office**  
Lion Works  
Sidley Road, Eastbourne  
East Sussex, BN22 7HB  
**Tel: +44 (0) 1323 648 000**

**London Office**  
Dawson House  
5 Jewry Street  
London, EC3N 2EX  
**Tel: +44 (0) 203 857 5270**

## Demands and Needs Statements

Professional Insurance Agents Limited also t/as BI247 is a specialist Insurance brokers dealing with most general insurances on and offline.

- When assessing a client's requirements and needs, we will need to obtain information from them so we can identify the type of insurance cover most suitable for their business. This information can usually be obtained from a proposal form, together with CV's and a broad description of the business activities.
- When supplying information to us, the client must disclose any material facts (see separate page detailing the definition and a non-exhaustive list of 'material facts') which the insurer's/underwriters will need to be made aware of. If the client is unsure whether something would be deemed a 'material fact' they should disclose it anyway.
- All 'material facts' should be disclosed by the client to us immediately once a change of circumstance occurs, or at the very least promptly after the change.
- Failure to disclose 'material facts' on time could lead to a policy being cancelled or voided.
- We will set out reminders in our correspondence(s) to clients that disclosure on proposal forms and information requested should be accurate and given in good faith. Clients should make us aware of any 'material changes' during the period of insurance(s) that could affect the cover offered based on the original information supplied to the insurers/underwriters. This is a continuous obligation bestowed on the client by law and they should always advise us immediately with all 'material changes' to their business activities.
- Once details of changes have been presented to us we will request underwriters or insurers to consider this to be taken into account. However, written confirmation of their acceptance of a change in circumstance must be received before cover can be assumed.
- The underwriters/insurers of a client's policy may not want to cover you for certain activities you did not declare on your original application. If they do not wish to cover a change of circumstance or activity during the period of insurance, we will try and obtain cover elsewhere.
- Where we have not been able to obtain full details of client's activities we will make it clear to the client(s) that the policy we are recommending or have recommended may not be suitable.
- Because Professional Insurances Agents Limited also t/as BI247 is a specialist broker, dealing in a general field of insurances, we are usually aware of what your policy should be covering you for. If, for example, you have to purchase compulsory Professional Indemnity Insurance we will be familiar with the separate authorising body, Professional Indemnity Insurance requirements and clearly we will make sure any policy we recommend will be compliant.
- Given that the main insurance that we offer is Professional Indemnity Insurance, and that we have to meet with specific requirements of authorising bodies. The policy wordings we offer clients are very similar and therefore a fair analysis of this market would probably be price motivated, although both with renewals and new business we do conduct a comparison on things such as 'Excess', 'Price' and whether the policy offers 'plus costs' or 'including costs' cover.
- Where other general insurance contracts are recommended by us, we would of course forward you full details of cover and excesses in writing, and retain file copies.

Naturally if you have any questions about a policy we recommend, please feel free to give us a call on 01323 648000.



**Broker  
Innovation  
Finalist 2013**



**Website:** [www.professionalinsuranceagents.co.uk](http://www.professionalinsuranceagents.co.uk)  
**Email:** [info@professionalinsuranceagents.co.uk](mailto:info@professionalinsuranceagents.co.uk)





PROFESSIONAL  
INSURANCE AGENTS LTD

**Head Office**  
Lion Works  
Sidley Road, Eastbourne  
East Sussex, BN22 7HB  
**Tel: +44 (0) 1323 648 000**

**London Office**  
Dawson House  
5 Jewry Street  
London, EC3N 2EX  
**Tel: +44 (0) 203 857 5270**

## Material Facts –

Generally defined as any change to your disclosed business activities and/or organisations structure and/or any circumstances, allegations or incidents which may give rise to a claim

### See below a non-exhaustive list of examples of ‘material facts’:

- Any circumstances, allegations or incidents which may give rise to a claim against you/your practice – see separate claims procedure/info sheet for what could constitute a claim/circumstance
- Acquisition of interest in another company or organisation
- Acquisition of new companies and/or mergers
- Additional product lines and/or new services
- Additions of or extensions to plant and machinery
- Alteration, amendment to or disconnection of protective systems or withdrawal or threat of withdrawal of attendance or other services otherwise expected e.g. intruder alarms, sprinkler systems and fire alarms
- Alterations in type, quality, or storage of dangerous goods
- Alterations, vacation, temporary unoccupancy, extension or demolition of existing premises
- Any driver suffering a major health problem or disability which could adversely affect driving ability
- Carriage of dangerous goods in vehicles
- Changes in export markets, especially where this involves North America
- Changes in occupancy or process of manufacture
- Changes to your business description
- Contractual liabilities, granting of indemnities or hold-harmless agreements
- Conviction of a driver for a motoring offence
- Dependence on a new supplier or customer
- Hazardous trade processes, or storage of hazardous matter, including changes or additions to processes or storage already declared
- Incidents not reported to insurers that might otherwise have led to a claim e.g. theft or small fires
- Introduction of new products
- Planning of a major development or expansion
- Products intended for use in aircraft or aerial devices
- Prosecutions or convictions including those pending
- Purchase, construction or occupancy of new premises
- Removal of stock or equipment to new locations
- Sub-letting of premises and/or changes in tenure
- Supplying products not within the description already declared
- Use of private aircraft or water craft
- Use of vehicles airside at airports and airfields

This requirement does not stop once insurance cover is in place as you are under a continuing obligation to notify Insurers of any ‘material facts’ and alterations to risk as described above. On discovery of non-disclosure, you may be penalised in terms of cover being restricted or premium loadings being imposed, if indeed underwriters are prepared to continue cover.



**Broker  
Innovation  
Finalist 2013**



**Website:** [www.professionalinsuranceagents.co.uk](http://www.professionalinsuranceagents.co.uk)  
**Email:** [info@professionalinsuranceagents.co.uk](mailto:info@professionalinsuranceagents.co.uk)

