



**AIG Europe S.A.**

Greece Branch

119 Kifissias Ave, 15124 Maroussi, Tel: +302108127600, Fax: +302108027189

Email: Info.Gr@aig.com, Url: www.aig.com.gr

Thessaloniki: 42 Marinou Antipa str, 57001 Pilaia, Thessaloniki, Greece,

Tel: +302310474999, Fax: +302310474980

**PROFESSIONAL LIABILITY INSURANCE PROPOSAL FORM  
SPECIFIED PROFESSIONS**

	Name	Code No	Vat No	Special Registry No
<b>Insurance Intermediary</b>				
<b>Coordinator *</b>				
<b>Insurance Intermediary**</b>				

\*filled in, if there is a coordinator

\*\*filled in, if the Insurance Intermediary who retains a contract with the Company is other than the one who keeps direct contact with the client.

**Part 1: Proposer Details**

1. NAME OF PROPOSER (Company or Firm):.....

ADDRESS:.....

DATE ESTABLISHED:.....TAX NUMBER / TAX OFFICE:.....\.....

TELEPHONE NO:.....WEB SITE:.....EMAIL.....

2. (A) IS THE PROPOSER A MEMBER OF A PROFESSIONAL ASSOCIATION?  YES  NO WHICH ONE?.....

(B) ARE THERE ANY SUBSIDIARIES OR ASSOCIATED COMPANIES FOR WHICH THE PROPOSER REQUIRES COVER?  YES  NO

(C) DURING THE LAST 3 YEARS HAS THE NAME OF THE PROPOSER CHANGED OR HAS THE PROPOSER BEEN INVOLVED IN ANY ACQUISITION, MERGER OR CONSOLIDATION?  YES  NO

IF YES TO QUESTIONS 2.B, 2.C PLEASE EXPLAIN

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3. PROVIDE THE FOLLOWING DETAILS OF ALL PARTNERS / PRINCIPALS / DIRECTORS OF THE PROPOSER:

Name	Qualifications	Date Qualified	How long a Principal / Director?

**Part 2: Activities and Income Details**

4. PROVIDE A CLEAR DESCRIPTION OF THE PROPOSER'S BUSINESS ACTIVITIES OVER THE LAST TWO YEARS:

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5. INDICATE THE ESTIMATED SPLIT OF THE PROPOSER'S GROSS FEES / REVENUES/ TURNOVER BY THE FOLLOWING GEOGRAPHICAL ZONES:

Work performed in:	Previous Year .....	Current Year .....	Projected Year .....
Greece			
Europe excluding UK			
Europe UK			
USA / Canada			
Latin America			
Japan/Africa/Middle East/South & Central Asia			
China & South East Asia			
Australia/New Zealand			
Other (specify): .....			
<b>Total Gross Fees / Revenues / Turnover</b>			

6. IS 25% OR MORE OF GROSS FEES / REVENUES/ TURNOVER IS GENERATED FROM ONE CLIENT.  YES  NO  
IF YES, PROVIDE DETAILS.

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**Part 3: Internal Risk Management**

7.

	YES	NO
i. Do you have any Quality Assurance systems or Risk Management procedures that you always follow?		
ii. Do you use standard written contracts with your customers or your subcontractors at all times?		
iii. Do all contracts with your clients and subcontractors contain a detailed scope of work and description of services including performance expectations?		
iv. Does legal counsel always review and approve any changes to those contracts?		
v. Do your contracts contain limitation of liabilities clauses?		
vi. Do all contracts contain exclusion for indirect, consequential or economic loss?		
vii. Do you have a system / procedure that can monitor potential conflicts of interest?		





**Part 6: Professional Details**

**14. NUMBER OF EMPLOYEES**

SYSTEMS DESIGNERS..... SYSTEM ANALYSTS..... PROGRAMMERS.....  
 SALES / MARKETING / ACCOUNT MANAGEMENT..... OTHER TECHNICAL STAFF..... ADMINISTRATION.....

**15. PLEASE CATEGORIZE THE ACTIVITIES OF THE COMPANY AND INDICATE THE APPROXIMATE PERCENTAGE OF THE GROSS ANNUAL FEE INCOME /GROSS ANNUAL TURNOVER OF THE FIRM ,EACH ACTIVITY REPRESENTS**

Nature of Work	%

**16. LIST YOUR 5 LARGEST CONTRACTS DURING THE LAST 3 YEARS:**

Client	Country	Provided Services	Contract Duration	Contract Value	Revenue to the Proposer

PLEASE LIST ALL HOLDINGS REPRESENTING 20% OR MORE OF THE SHARE CAPITAL OF THE COMPANY GIVING THE HOLDER AND THE PERCENTAGE HELD BY EACH.

Name	%



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## Signature Section

The undersigned is a duly authorized representative of the **Applicant** and hereby declares that the statements and particulars in this proposal form are true and that he/she has not misstated or suppressed any material data. He/She agrees that this proposal together with any other information supplied by him/her shall form the basis of any contract of insurance effected hereon. He/She undertakes to inform the underwriters of any material alteration to these facts.

The undersigned authorized officer of the **Applicant** hereby acknowledges that he/she is aware that the Limit of Liability contained in this policy shall be reduced, and may be completely exhausted, by the costs of legal defence and, in such event, the **Insurer** shall not be liable for the costs of legal defence or for the amount of any judgment or settlement to the extent that such exceeds the Limit of Liability of this policy.

The undersigned authorized officer of the **Applicant** hereby further acknowledges that he/she is aware that legal defence costs that are incurred shall be applied against the retention amount.

The undersigned authorized officer of the **Applicant** hereby further acknowledges to have read, to understand and agree upon the final notices on the last page of this document.

Duly authorized representative, by and on behalf of the **Applicant**.

Name:	Signature
Title:	:
E-mail address:	
Date:	

Duly authorized representative, by and on behalf of the **Insurance Intermediary**

Name:	Signature
E-mail address:	:
Date:	

Η AIG Europe S.A. είναι ασφαλιστική επιχείρηση με αριθμό μητρώου εταιρείας Β 218806 του Εμπορικού Μητρώου και Μητρώου Εταιρειών (R.C.S.) Λουξεμβούργου. Η AIG Europe S.A. έχει την έδρα της στη διεύθυνση 35D Avenue John F. Kennedy, L-1855, Luxembourg, <http://www.aig.lu/>. Η AIG Europe S.A. είναι εγκεκριμένη από το Υπουργείο Οικονομικών του Λουξεμβούργου και εποπτεύεται από την Επιτροπή Ασφαλίσεων, 11 rue Robert Stumper, L-2557 Luxembourg, GD de Luxembourg, Τηλ.: (+352) 22 69 11 - 1, [caa@caa.lu](mailto:caa@caa.lu), <http://www.caa.lu/>. Η AIG Europe S.A. (Υποκατάστημα Ελλάδα) είναι εγκετεστημένη επί της Λ. Κηφισίας 119, Μαρούσι, Αθήνα και έχει αρ. ΓΕΜΗ 147135660001, ΑΦΜ 996898851, ΚΕ.ΦΟ.ΔΕ Αττικής.



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## **How we use Personal Information**

"AIG Europe S.A. (Greece Branch) is committed to protecting the privacy of customers, claimants and other business contacts.

In connection with the provision of insurance we will collect, use and disclose certain Personal Information about you and any other people to which the insurance relates. "Personal Information" identifies and relates to you or other individuals (e.g. your partner or other members of your family). Personal Information collected may include: contact information, financial information and account details, credit reference and scoring information, and other Personal Information provided by you or that we obtain in connection with our relationship with you as well as Sensitive Personal Information concerning racial or ethnic origin.

Please note that Personal Information about someone else should only be provided with that individual's express permission to share his/her Personal Information with us. Therefore, before providing us with Personal Information about someone else, you must (unless we agree otherwise) tell that individual about the content of this notice and our Privacy Policy and obtain their permission (where possible) to share his/her Personal Information with us.

Where we collect, use or disclose your Sensitive Personal Information, we will do so with your explicit consent where this is necessary for:

- Insurance administration, e.g. communications, claims processing and payment
- Make assessments and decisions about the provision and terms of insurance and settlement of claims
- Assistance and advice on medical and travel matters
- Management of our business operations and IT infrastructure
- Prevention, detection and investigation of crime, e.g. fraud and money laundering
- Establishment and defence of legal rights
- Legal and regulatory compliance (including compliance with laws and regulations outside your country of residence)
- Monitoring and recording of telephone calls for quality, training and security purposes
- Marketing, market research and analysis

and as otherwise permitted by law.

**Sharing of Personal Information** - For the above purposes Personal Information may be shared with our group companies and third parties (such as brokers and other insurance distribution parties, insurers and reinsurers, credit reference agencies, healthcare professionals and other service providers). Personal Information will be shared with other third parties (including government authorities) if required by laws or regulations. Personal Information (including details of injuries) may be recorded on claims registers shared with other insurers. We are required to register all third party claims for compensation relating to bodily injury to workers' compensation boards. We may search these registers to prevent, detect and investigate fraud or to validate your claims history or that of any other person or property likely to be involved in the policy or claim. Personal Information may be shared with prospective purchasers and purchasers, and transferred upon a sale of our company or transfer of business assets.

**International transfer** - Due to the global nature of our business, Personal Information may be transferred to parties located in other countries (including the United States, China, Mexico Malaysia, Philippines, Bermuda and other countries which may have a data protection regime which is different to that in your country of residence). When making these transfers, we will take steps to ensure that your Personal Information is adequately protected and transferred in accordance with the requirements of data protection law. Further information about international transfers is set out in our Privacy Policy (see below).

**Security of Personal Information** - Appropriate technical and physical security measures are used to keep your Personal Information safe and secure. When we provide Personal Information to a third party (including our service providers) or engage a third party to collect Personal Information on our behalf, the third party will be selected carefully and required to use appropriate security measures.

**Your rights** - You have a number of rights under data protection law in connection with our use of Personal Information. These rights may only apply in certain circumstances and are subject to certain exemptions. These rights may include a right to access Personal Information, a right to correct inaccurate data, a right to erase data or suspend our use of data. These rights may also include a right to transfer your data to another organisation, a right to object to our use of your Personal Information, a right to request that certain automated decisions we make have human involvement, a right to withdraw consent and a right to complain to the data protection regulator. Further information about your rights and how you may exercise them is set out in full in our Privacy Policy (see below).

**Privacy Policy** - More details about your rights and how we collect, use and disclose your Personal Information can be found in our full Privacy Policy at: [www.aig.com.gr/privacy-policy](http://www.aig.com.gr/privacy-policy) or by email at: [dataprotectionofficer-el@aig.com](mailto:dataprotectionofficer-el@aig.com)