

PROFESSIONAL INDEMNITY INSURANCE RISK MANAGEMENT QUESTIONNAIRE FOR SOLICITORS

QUESTION ONE

(a) Do all cheques and / or Electronic Fund Transfers for more than £15,000 require two signatures at least one of which will be that of a partner or principal? Yes No

If 'No', please advise maximum sole signing limit and details of signing procedure

(b) When money is transferred electronically does the Practice always receive written confirmation of the transfer? Yes No

(c) How often is the client account taken to trial balance?

QUESTION TWO

Does the Practice always obtain satisfactory written references immediately preceding the engagement of any employee, partner or principal? Yes No

If 'No', please provide details

QUESTION THREE

Does the Practice have written risk management procedures? Yes No
If 'Yes', do these include the following:

(a) Client and new business vetting which prohibits any individual Solicitor from accepting a new client or matter without the approval of the Practice's management structure? Yes No

(b) Engagement letters? Yes No

(c) Non engagement letters? Yes No

(d) Disengagement letters? Yes No

(e) Scope of service letters? Yes No

(f) A written policy specifying the conflicts of interest procedures which include a cross check system and back up? Yes No

(g) A policy which requires prior approval in writing for a solicitor to serve as an Officer and/or a Director of a client or third party? Yes No

(h) Does the Practice carry out regular audits on all active files, including Partner to Partner audit? Yes No

(i) Is all incoming post checked by a Partner? Yes No

QUESTION FOUR

- (a) Does the Practice operate a centralised or departmental diary system? Yes No
- (b) Are periodic checks made to ensure that the diary system is being strictly followed? Yes No
- (c) Does the diary system provide for Solicitors being absent or on holiday ensuring that time deadlines are not missed? Yes No
- (d) Is there a back-up diary system in place in the event that the main one fails? Yes No
- (e) Are the risk management procedures regularly reviewed, circulated and/or discussed within the Practice and have all Solicitors been made aware of them? Yes No

QUESTION FIVE

- (a) Please confirm that only partners are authorised to give solicitor's undertakings? Yes No
- (b) Please confirm that all undertakings are recorded either centrally or noted on the file? Yes No

If 'No', to either (a) or (b) please supply details

QUESTION SIX

How many active files are run per fee earner on average?

QUESTION SEVEN

Has the Practice been the subject of an enquiry and/or investigation as a result of breach of the Solicitors Accounts Rules 1991? Yes No

If 'Yes', please provide details

QUESTION EIGHT

In the last five years have the Practice's accounts been qualified? Yes No

If 'Yes', please provide details of frequency and the nature of qualification

QUESTION NINE

Does the Practice have an e-mail and/or internet user policy or any formal guidelines for the use of e-mail and/or internet? Yes No

QUESTION TEN

Are computer passwords used? Yes No

If 'Yes', how often are passwords changed and is confidentiality observed?

QUESTION ELEVEN

What is the management structure of the Practice?

Managing Partner	<input style="width: 100%;" type="text"/>	Managing Executive	<input style="width: 100%;" type="text"/>	Management Committee	<input style="width: 100%;" type="text"/>
Executive Committee	<input style="width: 100%;" type="text"/>	Other (please specify)	<input style="width: 100%;" type="text"/>		

If there have been any material changes in the management structure within the last three years, please provide details.

QUESTION TWELVE

If the Practice is managed by a committee, does this committee meet on a regular or ad hoc basis? Regular Ad Hoc

QUESTION THIRTEEN

Does the Practice employ a full time non-legal administrator? Yes No

QUESTION FOURTEEN

Does the Practice designate or employ an individual with management responsibility for evaluating or dealing with complaints, actual or potential claims and other such matters? Yes No

QUESTION FIFTEEN

Has the Practice had a risk management seminar or audit conducted within the last 3 years by an external risk management specialist? Yes No

If 'Yes', have all recommendations been implemented by the Practice? Yes No
If 'No', why not?

QUESTION SIXTEEN

Does the Practice offer and promote Solicitors' continuing training? Yes No
If 'Yes', who is responsible for overall supervision and control of the training?

QUESTION SEVENTEEN

Does the Practice use a formal review system to evaluate, at least annually, the performance of all Solicitors and legal staff within the Practice? Yes No

QUESTION EIGHTEEN

Is the Practice now, or has it, or any of its predecessors in business, been authorised to carry out Discrete Investment Business as defined in the Guide to the Professional Conduct of Solicitors? Yes No

If 'Yes', please state your current regulatory body – please tick Law Society FSA

If 'Yes', please complete a Financial Services Questionnaire, available to download at www.sbj-pi.com/solicitors

CONFIRMATION

I declare that the above statements and particulars are true, full enquiry having been made, and I have not omitted, suppressed or mis-stated any material facts and undertake to inform the Insurer of any change to any material fact. I understand that the information I provide will be used in deciding the price charged by the Insurer for the risk and whether the Insurer will accept the application. I further agree that this declaration, together with any other information provided shall be the basis of any contract between me and the Insurer.

A copy of this proposal should be retained by you for your own records

THIS FORM MUST BE SIGNED BY A PRINCIPAL OF THE FIRM

Signature: _____

Date: _____

Print name: _____

Position: _____

Please return this Application Form along with any other supplementary information sheets to the address detailed below:-

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