

## Agency Application Form

Company Details				
1.	Full company name including trading name(s)			
	Company registration number			
	Name of regulator		Reference number	
	Type of legal entity	Private <input type="checkbox"/>	Public limited company <input type="checkbox"/>	Partnership <input type="checkbox"/>
		Sole trader <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	
	Registered Office address			
	Website			

Details of Sole Traders, Principals, Partners or Directors				
	Name	Date of birth	Company shareholding	Professional qualifications
2.				

Trading Office(s)				
3.	Trading office address(es) if different from the Registered Office address			
	Contact Name			
	Telephone		Email address	

Accounts Department Contact Details				
4.	Address			
	Contact Name			
	Telephone		Email address	

### Q Underwriting Services Ltd

aQmen Underwriting Services | TFP Schemes | Thistle Underwriting Services | Q Property Underwriting Services  
 70 Gracechurch Street, London, EC3V 0HR  
[www.Qunderwriting.com](http://www.Qunderwriting.com)

<b>Bank Account Details</b>	
5.	Bank Name
	Account Number
	Sort Code
	Account Name
	Is this a trust or non-statutory trust account containing funds separate from your or your AR's own funds?

<b>Professional Indemnity Insurance Details</b>	
6.	Name of insurer(s)
	Limit of indemnity
	Excess
	Renewal date

<b>General</b>												
7.	<p>Do you have any sub-agents or Appointed Representatives? <span style="float: right;">Yes / No</span>                      If "Yes", please provide details below.</p> <p>Note that we will not accept any business from sub-agents, sub-brokers or Authorised Representatives unless agreed by us in writing.</p>											
	<p>Are you a member of a Network? <span style="float: right;">Yes / No</span>                      If "Yes", please provide details below.</p>											
	<p>Please provide below details of the classes of business you wish to place through Q Underwriting Services Ltd and an estimate of the annual premium.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Class of business</th> <th style="text-align: left;">Estimated annual premium</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>£</td> </tr> <tr> <td>2.</td> <td>£</td> </tr> <tr> <td>3.</td> <td>£</td> </tr> <tr> <td>4.</td> <td>£</td> </tr> <tr> <td>5.</td> <td>£</td> </tr> </tbody> </table>	Class of business	Estimated annual premium	1.	£	2.	£	3.	£	4.	£	5.
Class of business	Estimated annual premium											
1.	£											
2.	£											
3.	£											
4.	£											
5.	£											

<b>Declaration</b>		
<b>8.</b>	<b>Have you or any principal, partner or director:</b>	
	Been convicted of a criminal offence other than a minor motoring offence or is the subject of any current criminal or civil proceedings?	Yes / No
	Been found liable for negligence, fraud, wrongful trading / malpractice?	Yes / No
	Been disqualified under company law?	Yes / No
	Owned or managed a company which has entered into liquidation, administration or any other form or arrangements with its creditors other than in respect of solvent amalgamation?	Yes / No
	Owned or managed a company involved in criminal or civil proceedings?	Yes / No
	Had any licence or authorisation to conduct business refused, suspended, withdrawn or not renewed or are you aware of any circumstances which may result in your licence or authorisation being refused, suspended, withdrawn or not renewed?	Yes / No
	Been censured, fined, disciplined, suspended, expelled or refused membership by any industry regulatory body?	Yes / No
	Had any agency with an insurer refused or cancelled other than due to a lack of support?	Yes / No
	If "Yes" to any of the above, please provide details below.	
	Do you have in place policies for anti-bribery and corruption and comply with all relevant Money Laundering and Financial Sanctions Regulations	Yes / No
	If "no", please provide details below.	
I/We hereby declare and affirm that I/We are duly authorised to submit this application and make this declaration on behalf of the Company shown above.	Yes / No	
I/We apply for agency facilities with Q Underwriting Services Ltd and declare the above particulars are to the best of my/our knowledge and belief true and will I/We notify Q Underwriting Services Ltd of any subsequent material changes to the above particulars.	Yes / No	

Name	
Signature	
Position	
Date	

## Privacy Notice

This Privacy Notice provides details of the personal data we collect, what we do with it, how you might access it and who it might be shared with.

### **Our Contact Information and Data Protection Officer**

The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. The company is a subsidiary of PIB Group Limited.

Our Data Protection Officer can be contacted directly here:

Data Protection Officer, PIB Group Limited, 70 Gracechurch Street, London, EC3V 0HR

Email [dpo@pib-insurance.com](mailto:dpo@pib-insurance.com)

Phone 0330 058 9700

### **What we do with your personal data**

We use the personal data you give to us to process your application. We will be sharing the data you provide with the Financial Conduct Authority.

In order to process this application, your information may be shared with, and used by, a number of third parties in the regulatory, insurance and risk sector; for example, sanction checking sub-contractors, regulators, law enforcement agencies, fraud and crime prevention and detection agencies and compulsory insurance databases. We will only disclose your personal information in connection with the application and to the extent required or permitted by law.

### **What personal data do we collect?**

We collect and use relevant information to process your application and to meet our legal obligations.

This information includes company details but will also include personal data of individuals such as name, address, data of birth and contact details.

Special categories of personal data such as criminal convictions may be collected and processed on a consent or public interest basis if this is necessary for insurance purposes.

If you provide us with personal data about other people, for example; staff and directors, we expect you to ensure that they know you are doing so and they are content with their information being provided to us. Please provide them with a copy of this privacy notice.

### **How do we look after personal data?**

We restrict, secure and control all of our systems. We retain personal data only for as long as is necessary to undertake the contract and to respond to your requests, or longer if required by law.

### **How can you access your personal data?**

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you can request that we change it. If we are not using your information correctly, you can request that we stop using it or that we delete it completely.

If you would like to make a request to see what personal data of yours we hold, you may make a request to our Data Protection Officer using the details above.

Where we have asked for your consent to use your personal data, you have the right to withdraw that consent at any time. If you withdraw your consent, we will stop using your personal data where legally possible. Any processing undertaken before your withdrawal remains valid and lawful.

### **Our Supervisory Authority**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO), contact details below:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Phone 0303 123 1113

Web <https://ico.org.uk/>

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