



**Solicitors' Professional
Indemnity
2026 Proposal Form**

SECTION CONTENTS

1. The Practice	Page 3
2. Mergers & Acquisitions	Page 4
3. Staff Details	Page 4-5
4. Financial Information and Fees	Page 6
5. Practising Certificate and Regulatory Issues	Page 7
6. Areas of Practice	Page 8
7. Conveyancing	Page 9-10
8. Personal Injury	Page 11
9. Corporate / Commercial	Page 12
10. Information Security	Page 13
11. Risk Management	Page 14-16
12. Claims	Page 17
13. Your Cover Requirements	Page 18
14. Additional Information	Page 19-20
15. Declaration	Page 21
16. Work Type Definitions	Page 22-23
17. Privacy Notice	Page 24

Solicitors' Professional Indemnity 2026 Proposal Form

1. The Practice

Practice Name including Trading Names and Trustee and/or Nominee Companies and/or Incorporated Principals for which you are seeking cover:

Practice Status:

Sole Practitioner Partnership Limited LLP ABS*

*Please provide a copy of your license and a copy of the SRA Application.

SRA Number (main entity):

Year Established:

Principal Office Address:

Telephone Number:

Mobile Number:

PII Contact Name:

Email:

Number of Branch Offices:

If more than 1, please provide details below (please use additional sheet if necessary)

Address	Resident Partner?

2. Mergers & Acquisitions

(i) Please provide details of any Prior Practice(s) with which the Practice has merged and/or acquired in the last 10 years

Name of Practice(s)	Year Established	Date of merger / acquisition / succession	Successor Practice?	Was run-off cover purchased?	Approximately how many Solicitor Fee- Earners joined the Practice?

(ii) Is the Practice currently planning any succession, merger or acquisition of or with another Practice Yes No

If Yes, please use additional sheets on Pages 19/20

3. Staff Details

(i) Please provide a breakdown of staff numbers in your Practice, as follows:

Principals (including Salaried Partners held out as Principals)

All other qualified Solicitors

Non-Solicitor fee earning staff (including all Trainees and Legal Executives)

All other staff (including secretarial)

(ii) Do all partners, principals and members devote all their work time and attention to the business of the practice? Yes No

If No, please provide details below

(iii) Does the practice or any partner(s), member(s) or director(s) exercise a controlling/financial interest in any company or organisation for which the practice undertakes work? Yes No

If Yes, please provide details below

4. Financial Information and Fees

(i) Please provide gross fee income for the last three completed accounting periods and an estimate for the current accounting period from your clients based in the following territories:

	Financial Year End Date	United Kingdom	USA/Canada*	Rest of the World*	Total
Estimated Current Year	<input type="text"/>	£	£	£	
Last Completed Financial Year	<input type="text"/>	£	£	£	
Previous Financial Year 1	<input type="text"/>	£	£	£	
Previous Financial Year 2	<input type="text"/>	£	£	£	

*Please provide full details of the work undertaken and confirm if the work undertaken is under England and Wales law only`

PLEASE PROVIDE A COPY OF THE PRACTICE'S AUDITED ANNUAL ACCOUNTS FOR THE LAST TWO FINANCIAL YEARS

(ii) Does any one client, group of clients or referral source generate 20% or more of your fees? Yes No

If Yes, please provide details below

(iii) Please confirm the total fees outstanding to your Practice as at the date of this application

(iv) What is the total unbilled work in progress as at the date of this application?

(v) Does the Practice have an overdraft facility? Yes No

If Yes, please confirm the current balance owing?

(vi) In the last 2 years, has the Practice borrowed money, other than by overdraft, to fund drawing by Principals? Yes No

If Yes, please provide details below

(vii) Have Principals been required to provide personal guarantees in relation to any Practice related loans and/or debts? Yes No

If Yes, please provide details below

5. Practising Certificate & Regulatory Issues

(i) In the last 6 years:

Has any Principal, Solicitor, Employee or Consultant:

- | | | |
|--|------------|-----------|
| (a) been refused a Practising Certificate | Yes | No |
| (b) been granted a Conditional Practising Certificate? | Yes | No |
| (c) engaged with any regulatory body (Law Society/SRA/SDT/FCA/Financial Ombudsman Service/ Legal Ombudsman or other) regarding any potential or actual criticism or complaint in relation to professional conduct | Yes | No |
| (d) Had a civil or criminal judgement against them, excluding minor traffic offences? | Yes | No |

(ii) In the last 3 years:

- | | | |
|--|------------|-----------|
| (a) Has the Practice been the subject of a monitoring visit or enquiry from the Law Society or SRA or has notice been given of a visit? | Yes | No |
| (b) Has the Practice been the subject of a Forensic Investigation or been given notice of a visit? | Yes | No |
| (c) Has the Practice engaged with the SRA at any time regarding the financial stability of the Practice? | Yes | No |
| (d) Has the COLP/COFA reported any material breaches to the SRA? | Yes | No |
| (e) Has the Practice had reason to notify a supervisory authority or regulator in respect of a data breach? | Yes | No |

If Yes to any of the above, please provide details below:

6. Areas of Practice

(i) Please provide a breakdown of the fee income generated by the Practice for the last three financial years.

	Last Completed Financial		Previous Financial Year 1		Previous Financial Year 2	
Agent Advocacy		%		%		%
Arbitrator / Adjudicator or Mediator		%		%		%
Children Work, Mental Health Tribunal and other Welfare		%		%		%
Commercial / Corporate work (for PLC's)		%		%		%
Commercial / Corporate work (all other)		%		%		%
Commercial Litigation		%		%		%
Conveyancing – Commercial		%		%		%
Conveyancing – Residential		%		%		%
Criminal		%		%		%
Debt Collection		%		%		%
Defendant Work for Insurers		%		%		%
Employment (Contentious)		%		%		%
Employment (Non-Contentious)		%		%		%
Estate Agency, Property Valuation and Property Management		%		%		%
Financial Advice and Services Regulated by the FCA		%		%		%
Financial Advice and Services Regulated by the SRA		%		%		%
Immigration		%		%		%
Intellectual Property		%		%		%
Landlord/Tenant (Contentious)		%		%		%
Landlord/Tenant (Non-Contentious)		%		%		%
Marine Litigation		%		%		%
Matrimonial / Family		%		%		%
Offices & Appointments		%		%		%
Personal Injury – Claimant		%		%		%
Personal Injury – Defendant		%		%		%
Probate and Estate Administration		%		%		%
Tax Planning (including Tax Mitigation)		%		%		%
Town & Country Planning		%		%		%
Trusts		%		%		%
Will Drafting		%		%		%
All other Contentious work (please provide details below)		%		%		%
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>						
All other Non-Contentious work (please provide details below)		%		%		%
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>						
TOTAL (please ensure each year totals 100%)		%		%		%

See Page 22 & 23 for definitions of each work type

7. Conveyancing

IF THE PRACTICE HAS NOT UNDERTAKEN ANY CONVEYANCING WORK IN THE LAST 6 YEARS, PLEASE PROCEED TO SECTION 8

(i) Please confirm the number of Fee Earners in your Practice undertaking conveyancing work in the last three years:

	Last Completed Financial Year	Previous Financial Year 1	Previous Financial Year 2
Principals			
Solicitors (exc Principals)			
Other Fee Earners			
Total			

(ii) Please provide details of your Conveyancing Work as follows:

	Residential Conveyancing			Commercial Conveyancing		
	Last Completed Financial Year	Previous Financial Year 1	Previous Financial Year 2	Last Completed Financial Year	Previous Financial Year 1	Previous Financial Year 2
Number of Transactions						
Highest Value Transaction						
Average Value Transaction						

(iii) Over the last three years, approximately what percentage of your Residential property work arises from the following work types

(a) Individual sales or purchases of single properties in the UK Individuals / Entities	
(b) Sale or purchase of a property by an overseas entity?	
(c) Multiple buyers in the same development or same building	
Of which, approximately what % were	
(i) Buyer Funded Developments?	
(ii) For overseas investor clients?	
(d) Single purchaser of multiple properties	
Of which, approximately what % were	
(i) Buyer Funded Developments?	
(ii) For overseas investor clients?	
(e) Home Equity Release?	

(iv) If you have acted in any new build or buyer-funded developments in the last three years, please provide details regarding:

	New Build	Buyer-Funded
Highest Deposit (£)		
Average Deposit (£)		
Highest % deposit		

(i) Do you warn the client in writing of the potential for the loss of deposits if developers enter liquidation? Yes No

- (v) **In the last 12 months, has your practice accepted instructions in relation to the sale, purchase or lease extension of a “Relevant Building” under the Building Safety Act and Building Safety Regulations 2022 (BSA&R) (a BSA&R transaction)?**
- | | | |
|---|------------|-----------|
| | Yes | No |
| If No, will your practice accept potential instructions in a BSA&R Transaction during the next 12 months? | Yes | No |
- If the answer to either question above is Yes, a supplementary questionnaire will be required.

- (vi) **Please provide details of the practice’s client onboarding process, particularly in circumstances where you are unable to meet the client (i.e. where the client is not physically present). Include details of any electronic ID verification/AML/fraud prevention systems that you use, and the circumstances in which they are used.**

(vii) In the last 3 years

- (a) **Has your practice received any request for conveyancing files from a lender?** **Yes** **No**
- If Yes, have any resulted in the notification of a claim or circumstance? **Yes** **No**
- (b) **Has your practice been asked by a lender to agree more onerous terms and conditions than provided for in the UK Finance Mortgage Lenders’ Handbook, or terms with which you cannot reasonably comply?** **Yes** **No**
- (c) **Has the practice been rejected or had a deferred decision in their CQS application?** **Yes** **No**
- (d) **Were controls in place to ensure all new build or refurbished leasehold properties with contractual escalating ground rents are reported to lenders and buyers?** **Yes** **No**
- (e) **Where you have been instructed on any property with multiple dwellings**
- (i) **Has training been provided and controls put in place to ensure that relevant property plans are examined for the existence of separate annexes / living spaces and title numbers and council tax payments checked?** **Yes** **No**
- (ii) **Did you advise on the eligibility of multiple dwelling relief?** **Yes** **No**
- (iii) **Did you recommend that the purchaser seek separate tax advice regarding the availability of multiple-dwelling relief?** **Yes** **No**

If Yes to any of the above, please provide details below

Please use additional sheets on Pages 19/20 if required

8. Personal Injury

IF THE PRACTICE HAS NOT UNDERTAKEN ANY PERSONAL INJURY WORK IN THE LAST 3 YEARS, PLEASE PROCEED TO SECTION 9

(i) Please provide details of the number of Fee Earners in your Practice that have undertaken Personal Injury work:

	Last Completed Financial Year	Previous Financial Year 1	Previous Financial Year 2
Principals			
Solicitors (exc Principals)			
Other Fee Earners			
Total			

(ii) Please advise your current Personal Injury work cases by percentage:

Clinical Negligence:

RTA:

EL/PL:

Other (e.g. NIHL, Occupational Disease):

(iii) How many open Claimant Personal Injury cases does your Practice currently have?

(iv) Please estimate the number of Personal Injury cases your Practice currently has where you expect settlement to exceed £250,000?

(v) What was your average Personal Injury settlement in the last 12 months?

(vi) What was your largest Personal Injury settlement in the last 12 months?

(vii) Please confirm the total number of cases processed in the last 12 months?

(viii) Please estimate the percentage of Personal Injury work (claimant) you currently have in each of the following categories:

Small Claims:

Fast Track:

Multi Track:

(ix) Have you undertaken work or accepted referrals from Claims Management Companies or referral Networks?

Yes

No

If Yes, please provide details below

Name	No. of cases provided/accepted

(x) Have your files been audited or has an audit been proposed by any underwriter or funders?

Yes

No

(xi) Have you received any commission or other financial incentive from any insurer?

Yes

No

(xii) Does the Practice vet Personal Injury cases for another party e.g. Insurers, funders, CMC?

Yes

No

(xiii) What percentage of your current cases have ATE Insurance?

(xiv) Do you use any particular provider for expert or medical reports where a Principal or Employee of the Practice holds a financial interest, or where there is an incentive or commission payment received?

Yes

No

If Yes, how is this managed to avoid a conflict of interest?

9. Corporate / Commercial Work

IF THE PRACTICE HAS NOT UNDERTAKEN ANY CORPORATE / COMMERCIAL WORK IN THE LAST 3 YEARS, PLEASE PROCEED TO SECTION 10.

(i) Please list the five largest matters over the last three years and fees earned in each case.

Transaction Type	Public or Non-Public Company	Transaction Value (£)	Gross Fees earned / estimated (£)

(ii) Please provide approximate percentage of Commercial / Corporate fees in the last completed financial year in these areas:

Debt Issuance/Securitisation

General Commercial

Insolvency

Investment Schemes

Mergers & Acquisitions

Pension Schemes

Project Financing

Regulation/Compliance

Tax

Other

10. Information Security

(i) Does your Practice ensure antivirus protection and firewalls on all of your IT systems and implement software updates when recommended? Yes No

(ii) What controls do you have in place to combat internal and external fraud?

(iii) Are the Practice's mission-critical systems regularly backed up and tested for recovery on a regular basis? Yes No

(iv) Is there a Business Continuity Plan in place that addresses what happens in the event of a cyber-security incident? Yes No

If Yes, please provide details below

If No, please advise how you would deal with this type of incident?

(v) Does your Practice purchase separate Cyber Insurance? Yes No

If Yes, please confirm the limit of liability for this policy

(vi) Is the Practice offering to outsource the role of Data Protection Officer (DPO) to third-party firms? Yes No

(vii) Have you appointed a DPO? Yes No

If Yes, please provide details of the individual and their role within the Practice below

Name	Position

11. Risk Management

(i) Is your Practice currently accredited with:

Lexcel	Date First Granted	<input type="text"/>
ISO 9001	Date First Granted	<input type="text"/>
CQS	Date First Granted	<input type="text"/>
Cyber Essentials	Date First Granted	<input type="text"/>
Cyber Essentials Plus	Date First Granted	<input type="text"/>
SQM	Date First Granted	<input type="text"/>
ISO 27001	Date First Granted	<input type="text"/>

(ii) Have any previously held accreditations or registrations lapsed? Yes No

(iii) Your Compliance and Risk Officers

Role	Name	Position
COLP	<input type="text"/>	<input type="text"/>
COFA	<input type="text"/>	<input type="text"/>
Risk Manager	<input type="text"/>	<input type="text"/>

(iv) Please provide brief details of how you conduct independent file audits including how often, how many and by whom?

(iv) Are staff who take copies of client identification (CDD) documents given at least annual awareness training in the identification of fraudulent documents? Yes No

(v) What steps do you take to verify the identity and credibility of other parties in a transaction?

(vi) What procedures are in place to ensure that key or critical dates and time limits are backed up and met?

(vii) Are all non-routine undertakings given, recorded in a central register? **Yes** **No**

If No, please provide details of how you record undertakings and ensure they have been discharged

(viii) Do you maintain a Risk Register that includes, amongst others, strategic, financial, regulatory, and operational risks as well as the arrangements you have in place to mitigate those risks? **Yes** **No**

(ix) Do you maintain a list of the factors that would lead to a 'high' risk assessment for each area of work undertaken by the Practice, that is reviewed and updated at least annually? **Yes** **No**

(x) Do you have a named supervisor for each area of work undertaken by the Practice and can you provide evidence that each supervisor is competent to hold supervisory responsibility? **Yes** **No**

(xi) Does the Practice provide professional services for any client which any Principal/Director holds a Partnership/Directorship or has any other financial interest? **Yes** **No**

If Yes, please provide details below

(xii) Does your Practice outsource any risk and compliance functions or legal, secretarial or other work? **Yes** **No**

If Yes, please provide details below, including details of any due diligence undertaken and the approximate date of the last due diligence checks

(xiii) Does your Practice provide 'unbundled' legal advice? **Yes** **No**

If Yes, please provide details below of how your engagement procedures manage the additional risk that this may expose the Practice to Please list the types of work where unbundled legal advice is provided

(xiv) How many complaints were received against the Practice in the last year?

(xv) How many of these related to a complaint regarding fees?

(xvi) Do you use software (for example, InfoTrack; Access Legal) as part of your Risk Management controls? Yes No

If Yes, please tell us about the software or systems that you have in place that assist you in your client case management, practice case management, accounting (if separate), Compliance & Regulatory, Onboarding (including NFC facial recognition, PEP sanctions and Open Banking checks)

(xvii) In respect of Remote/Hybrid Working;

a) Does the Practice have adequate processes in place to for any such period, such as on peer review, conflict checking, or to adequately action specific guidance and requests from the regulator? Yes No

b) Does the Practice have adequate systems in place, which are accessible remotely, to make sure no missed deadlines occur, and risks are monitored? Yes No

c) What enhanced supervision is in place to monitor work particularly of new Solicitors joining the Practice?

d) Please provide details of existing or enhanced Cyber Security measures to counter the enhanced risk posed by remote working?

e) If the Practice's caseload decreases, will you be planning on branching out into other areas of Practice? Yes No

If Yes, what areas?

12. Claims

(i) Has your Practice, or any Prior Practice, reported any circumstances, incidents or claims, to any insurer in the following indemnity periods:

2020/21	2023/24
2021/22	2024/25
2022/23	2025/26

- | | | |
|--|-----|----|
| (ii) In the last 6 years, are there any matters notified by your Practice (or any Prior Practice) which have not been accepted as an effective notification? | Yes | No |
| (iii) In the last 6 years, are you aware of any circumstances, incidents or claims reported by the Practice or any Prior Practice as a result of the dishonesty or alleged dishonesty of any Principal or Employee of the Practice or any Prior Practice(s)? | Yes | No |
| (iv) Are you aware, after full enquiry of all Principals and Employees of your Practice, of any claims, circumstances or shortcomings that you have not notified to your previous and/or current insurers? | Yes | No |
| (v) In the last 6 years, has your Practice made any claims to any provider of Cyber Insurance? | Yes | No |

If Yes to any of the above, please provide full details on a separate sheet

(vi) Please provide a synopsis of any notable claims, including details of what happened, and the measures implemented to prevent a re-occurrence - *please use additional sheets on Pages 19/20 if required*

PLEASE NOTE: you are obliged to notify all claims and circumstances which may give rise to a claim to your existing insurer by the end of the current indemnity period. Failure to do so may entitle your insurers to seek reimbursement from you if there is a claim.

13. Your Cover Requirements

- (i) **What is your Professional Indemnity Insurance renewal date?**

- (ii) **Has your Practice or Prior Practice(s) ever been in the Assigned Risks Pool or Extended Policy Period/Cessation Period?** Yes No

- (iii) **Has any Participating Insurer refused to offer your Practice or Prior Practice(s) terms for your Professional Indemnity Insurance?** Yes No

- (iv) **Has your Practice ever been late in paying or failed to pay either a Professional Indemnity premium or policy Excess?** Yes No

If Yes to (ii), (iii) or (iv), please provide details below

(v) **Please state your Limit of Indemnity required*** *Please select up to 3 options*

(vi) **Please state your self-insured Excess required** *Please select up to 3 options*

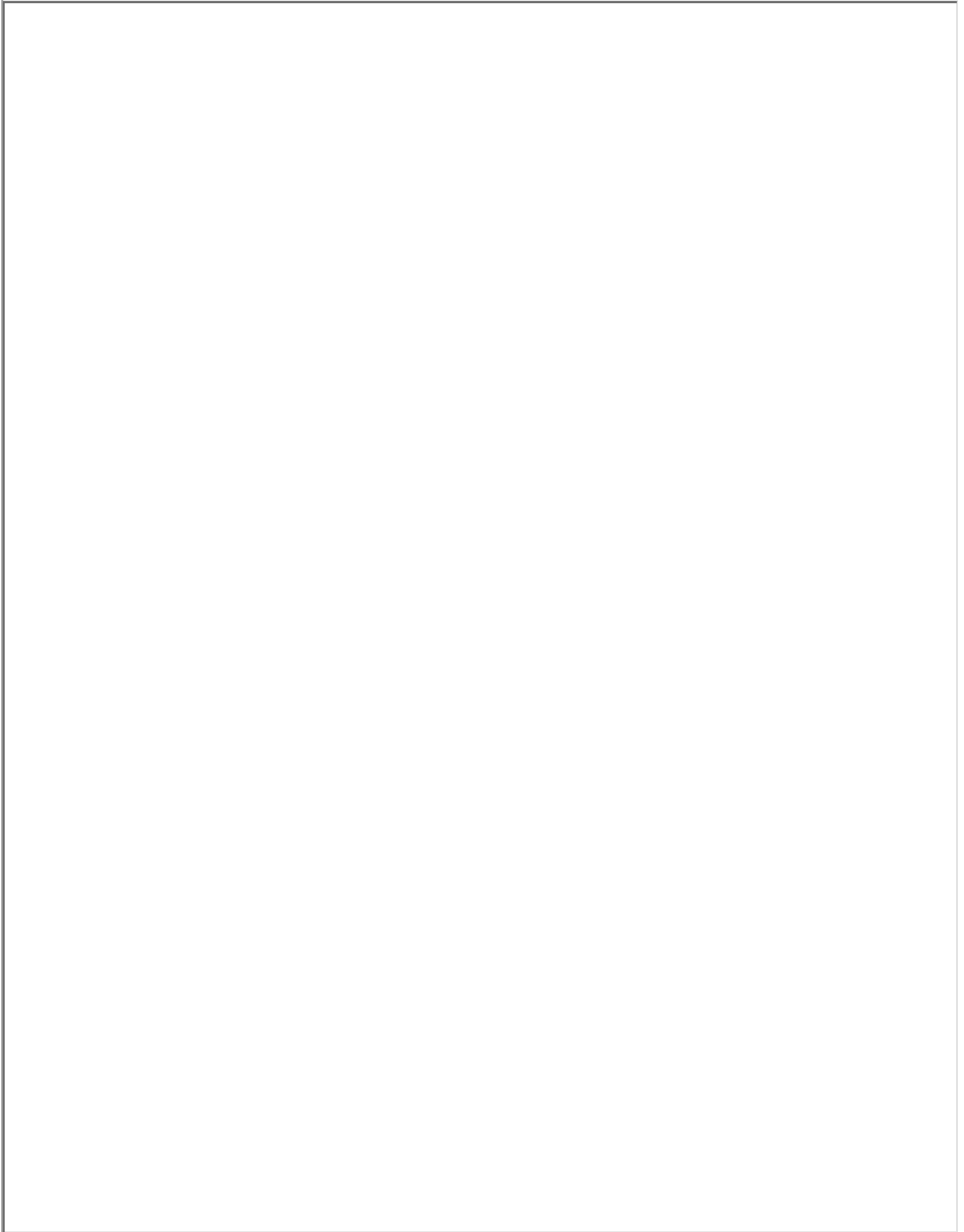
*Minimum cover required is £2m for a Partnership/unincorporated Sole Practitioner and £3m for an LLP and companies registered at Companies House including any 'Relevant Recognised Body'.

(vii) **Please provide details of your current insurance programme.** (If QPI is your current Professional Indemnity Broker, you are not required to answer this question)

	Premium	Limit of Indemnity	Excess	Current Insurer
Primary Insurance				
Excess Layer Insurance (if applicable)				

14. Additional Information

Please use this space to record the answers to any questions for which you require additional space, noting the appropriate question number



15. Declaration

IMPORTANT DISCLOSURE INFORMATION

As a result of the Insurance Act 2015 (the “Act”), significant changes have been made to the law in relation to commercial insurance. The Act has a significant impact on the operation of your insurance policy, including your disclosure obligations towards insurers, warranties and fraud. The Act also impacts upon the remedies insurers may adopt in the event of your obligations not being complied with.

The Act imposes an obligation on all policyholders to “make a fair presentation of the risk” prior to the policy commencing. A fair presentation is one that discloses, in a manner that is reasonably clear and accessible, every material circumstance which is known or ought to be known by the policyholder’s senior management, or those responsible for arranging insurance, following a reasonable search.

This means that you must disclose anything which would influence the judgement of a prudent insurer in determining whether to take the risk and, if so, on what terms. There is no specific limitation on what constitutes a material circumstance, but it would typically include any factors pertaining to the risk to be insured including prior claims, your financial history, convictions of key personnel and your business activities. You are not obliged to disclose something that reduces the risk to be insured. The obligation extends to all material circumstances that you ought to know as well as those that you actually know, meaning that if the information is readily available to you but you fail to disclose, for example owing to a lack of enquiry, you will have breached your duty to fairly present the risk. Equally, any relevant knowledge we have as your broker must also be presented to insurers and we must therefore make you aware that all information you provide to us must form part of the presentation of the risk, if relevant.

Your knowledge, for the purposes of the Act, includes (but is not limited to) that of all senior management. Senior management includes anyone who has a key role in making decisions on behalf of the business, even if they do not sit on the board or if they do not officially have a management role. Note that you are obliged to undertake a reasonable search i.e. you will need to demonstrate that appropriate enquiries were made to establish material circumstances that were known or ought to be known by senior management and others you rely on, such as advisers, consultants and specialists. What is reasonable will depend upon the nature of your business, the policy you are purchasing and who is best placed to provide the relevant information.

Finally, all information must be provided to insurers in a reasonably clear and accessible manner. This means that information must not be provided in an ambiguous way and the new rules also prevent policyholders from concealing key facts amongst large volumes of less relevant or immaterial information.

If you are in any doubt whether a circumstance is material, you should disclose it.

CONFIRMATION

I/We declare that I/We have read and understood the Important Disclosure Information above. I/We declare on behalf of the practice that the particulars and statements in this proposal and any additional information submitted are true and I/we have not mis-stated or withheld any material circumstances.

I/We understand that failure to inform Insurers of all material circumstances may result in an Insurer applying ‘proportionate remedies’ to any claim which could in certain circumstances result in the contract being invalidated, I/We accept that if I/We am/are in doubt whether any fact may influence the Insurer I/We should disclose it. I/We also understand that I/We have a continuing obligation to disclose all material circumstances up to commencement of and throughout the period of the policy.

I/We accept that all data collected by QPI Limited will be held in accordance with the Data Protection Act 1998 and that QPI Limited may disclose this information only in order to obtain quotations for my/our practice’s professional indemnity insurance.

PROPOSAL FORM COMPLETION

QPI Limited may have assisted you with the completion of this proposal form. You should not rely on any information which may have been populated on your behalf. This application will form part of the ‘fair presentation of risk’ for your insurance cover, it is essential that you check to ensure that the information contained in this form is correct and accurate before signing this declaration. Any errors or inaccuracies in your application may result in the contract of insurance being invalidated.

Signing this form does not bind you to accept any quotation provided by QPI Limited.

THIS PROPOSAL FORM MUST BE SIGNED BY A PRINCIPAL / MEMBER / DIRECTOR OF THE PRACTICE

Signature
(Principal / Member / Director)

Date:

Print Name:

CHECKLIST:

1. Has a Principal/Partner/Member/Director signed and dated the form and answered all questions?
2. Please provide a claims print issued by Participating Insurers for the last 6 years for your Practice and any Prior Practice (if you are an existing QPI client, you can disregard this)
3. Please provide copies of all reports and determinations issued by any Disciplinary Tribunal or any regulatory body
4. Please provide copies of your last two years statutory accounts

16. Definitions

AGENCY ADVOCACY

All civil advocacy work (including attendance at a court or tribunal) undertaken on behalf of another Practice but **excluding** any work as an agent or locum in another Practice.

ARBITRATOR, ADJUDICATOR OR MEDIATOR WORK

Adjudicator work: acting as a neutral third party engaged by disputing parties to provide a non-judicial resolution of their dispute (but excluding Arbitrator work) which is binding on them, subject to the terms of any contract between the parties.

Arbitrator work: any work undertaken in the discharge of the functions of an arbitrator, in relation to an arbitration under the relevant arbitration legislation in force at the time.

Mediator work: acting as a neutral third party engaged by disputing parties to assist them resolve a dispute by negotiation, without resort to adjudication or arbitration.

CHILDREN WORK, MENTAL HEALTH TRIBUNAL & OTHER WELFARE

Children work: applications made in relation to family proceedings under the Childrens Act 1989 (such as High Court proceedings relating to children; court orders relating to payments in favour of children etc).

Mental health tribunal: representation at Mental Health Tribunal hearings of patients detained under the Mental Health Act 1983.

Other Welfare: other welfare related work such as representation at benefits tribunals, employment tribunals, but excluding **Immigration Work** and **Criminal Work**.

COMMERCIAL/CORPORATE WORK - OTHER

This covers all commercial work and private company work, including mergers and acquisitions, corporate trusts, corporate insolvency and taxation (but excluding **Financial Advice and Services**).

COMMERCIAL/CORPORATE - PLCs

This covers all work relating to public limited companies only, including mergers and acquisitions, corporate trusts, corporate insolvency and taxation (but excluding **Financial Advice and Services**).

COMMERCIAL LITIGATION

All work relating to business or corporate disputes (as between businesses or a business and one or more individuals or another entity), such as:

- Accounting disputes
- Breach of Contract
- Breach of Fiduciary Duty
- Copyright Infringement
- Fraud
- Trademark Infringement
- Unfair Competition

but excluding **Arbitration or Adjudication, Marine Litigation, Contentious Landlord & Tenant** disputes and **Contentious Employment work**.

CONVEYANCING - COMMERCIAL

Acting on the acquisition, sale or financing of freehold or leasehold property (including the development of multiple residential properties) where the client is acting in the course of a business. This includes the drafting of leases and related documentation but excludes **Landlord & Tenant** work

CONVEYANCING - RESIDENTIAL

Acting on the acquisition, sale or financing of freehold or leasehold property where the client is not acting in the course of a business. This includes sale and purchase of individual buy-to-let properties, or small residential development plots, but excludes **Landlord & Tenant** work, and **Estate Agency, Property Valuation and Property Management** work.

CRIMINAL

Acting on behalf of a client in relation to potential or actual criminal charges or proceedings.

DEBT COLLECTION

Collection of undisputed or undefended debts including rents. Debt recovery work that involves a dispute, including the defence of a debt action, should be classified as **Other Contentious** work.

DEFENDANT WORK FOR INSURERS

All work undertaken on behalf of insurance companies relating to the defence of claims or circumstances.

EMPLOYMENT- CONTENTIOUS

Advising and acting on disputes between employer and employee which arise from statute and/or contracts of employment.

EMPLOYMENT- NON CONTENTIOUS

General employment advice to employers and employees, including corporate support on transfer of businesses, employee benefits and drafting of contracts of employment and staff handbooks.

ESTATE AGENCY, PROPERTY VALUATION & PROPERTY MANAGEMENT

Non-reserved activities relating to the valuation, management and sale of properties. This does not include any work undertaken by a separate business not regulated by the Solicitors Regulation Authority.

FINANCIAL ADVICE AND SERVICES REGULATED BY THE SOLICITORS REGULATION AUTHORITY

Financial advice and services regulated by the Solicitors Regulation Authority as a designated professional body under the Financial Services and Markets Act 2000 (as amended by the Financial Services Act 2012).

FINANCIAL ADVICE AND SERVICES WHERE YOUR FIRM HAS OPTED INTO REGULATION BY THE FINANCIAL CONDUCT AUTHORITY

Financial advice and services directly regulated by the Financial Conduct Authority under the Financial Services and Markets Act 2000 (as amended by the Financial Services Act 2012). If you have indicated a percentage in this area, please provide full details on our separate financial services questionnaire.

IMMIGRATION

Advice and assistance on UK immigration and asylum applications including representing clients at Tribunals or Courts of Justice (**excluding** the Divisional Court and European court of Justice, Commission on Human Rights and European Court of Human Rights).

INTELLECTIJAL PROPERTY

Including patent, trademark and copyright.

LANDLORD AND TENANT CONTENTIOUS

Pursuing or defending tenants/lessees in claims for loss/damage to property, repairs, or for recovery of rent (**excluding Debt Recovery** for uncontended rent arrears). Litigation of rent reviews, rent tribunals, proceedings under the Landlord & Tenant Act 1954 and Leasehold Reform Act. Disputes over the terms of a lease or contract.

LANDLORD & TENANT NON-CONTENTIOUS

Dealing with the exercise of contractual rights under a lease whether acting for a landlord or a tenant, including rights of enfranchisement, Landlord and Tenant Act 1954 claims, rent reviews, rights to manage, possession, and dilapidations. Does not include the creation/drafting of contractual rights.

MARINE LITIGATION

Work undertaken and advice given relating to disputes primarily concerning maritime jurisdiction, maritime law or shipping contracts.

MATRIMONIAL/ FAMILY

Work and advice relating to family law, separation and divorce, and financial settlements, but excluding **Children Work, Financial Advice and Services**, and **Residential Conveyancing work undertaken** subsequent to a matrimonial settlement.

OFFICES AND APPOINTMENTS

Offices and appointments undertaken in the course of private legal Practice. This includes Judicial & quasi-Judicial appointments, acting as a clerk to City Livery Companies, Dean and Chapters, Drainage Boards, Local Councils, Charities or School Governing Bodies, Diocesan Registrars, Archdeacon's Registrars or Provincial Registrars of the Provinces of the Church of England in respect of work covered by an Ecclesiastical Fees Order. It excludes appointment as an Officer or Director of a company.

PERSONAL INJURY CLAIMANT

Acting for claimants in a personal injury claim.

PERSONAL INJURY DEFENDANT

Acting for defendants in a personal injury claim.

PROBATE AND ESTATE ADMINISTRATION

All work relating to the administration of a deceased's estate, including its distribution. Does not include **Will Drafting or Tax Planning**.

TAX PLANNING

Any tax advice given other than in relation to Wills and Trusts.

TOWN & COUNTRY PLANNING

Specialist advice on planning matters (other than incidental advice given as part of a **residential property** or **commercial property** transaction) including advice on planning applications and representation at planning hearings and appeals. Includes compulsory purchase, listed buildings and conservation areas work.

TRUSTS

Advice on trust law, setting up and administration of trusts.

WILL DRAFTING

Will drafting, storage and advice given in relation to the creation and revision of Wills including advice on the tax implications of testamentary provisions.

Privacy Notice – QPI Limited

This Privacy Notice provides details of the personal data we collect from you, 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.

Our Data Protection Officer can be contacted directly here:

QPI Limited
73 Cornhill
London
EC3V 3QQ
info@qualitypi.co.uk

What we do with your personal data

We use the personal data you give to us to provide insurance policies and to process claims.

We may use your personal data for other similar purposes, including marketing and communications, but that will only occur if we have your consent or where, as a current or previous user of our services, we rely on a legitimate interest justification for doing so. You have a right at any time to stop us from contacting you for marketing purposes. Please contact us to do so - see above.

The way insurance works means that your information may be shared with, and used by, a number of third parties in the insurance or risk sector; for example, insurers, agents or brokers, reinsurers, loss adjusters, 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 insurance cover that we provide and to the extent required or permitted by law.

More information on how the Insurance market works is available from the London Insurance Market Core Uses Information Notice available at [https:// www.londonmarketgroup.co.uk/gdpr](https://www.londonmarketgroup.co.uk/gdpr)

What personal data do we collect?

We collect and use relevant information about you to provide you with insurance cover and to meet our legal obligations.

This information includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit.

Special categories of personal data such as data about your health and 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; family members you wish to add to a policy or contract, we expect you to ensure that they know you are doing so and they are content with their information being provided to us.

We may record or monitor calls for training purposes, to improve the quality of our service and to prevent and detect fraud.
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 contracts 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
Tel: 0303 123 1113
Web: <https://ico.org.uk/>

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