



HSBC Translators Scheme Proposal form

You must complete the details section, the claims history section and read and sign the declaration.

Your details

Name	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

What is your estimated annual income for the current financial year?

Your cover

Please tick the relevant cover

Professional Indemnity For HSBC Translators Scheme		
Limit of Indemnity	Premium	Required
£250,000	£144.50	<input type="checkbox"/>
£500,000	£170.75	<input type="checkbox"/>
£1,000,000	£191.75	<input type="checkbox"/>

All of the premiums shown above include a £ 50 policy fee and include Insurance Premium Tax of 5%, which apply only if you can sign the statement of fact below. The premiums stated above represent premiums due for the first 12 months of a continuous policy of insurance.

Policy excesses - Professional Indemnity, £250

This cover will be limited to WW Geographical limits and EU Jurisdictions.

Please note that this insurance policy is a continuous insurance policy and that it will therefore continue in force until either party gives notice of termination in accordance with the procedure set out in the terms or until Hiscox terminates the policy following the non-payment of any premium due from you.

About your business – Statement of Fact

By accepting this insurance you confirm that the facts stated below are true. These statements, and all information you or anyone on your behalf provided before we agreed to insure you, are incorporated into and form the basis of the policy.

If anything in these statements is not correct, or if any material information is not disclosed we will be entitled to treat this insurance as if it had never existed.

You should keep this Statement of Fact for your records.

Business Activity

You confirm that the business activities to be covered by this insurance are to be work undertaken as a translation / interpretation.

With regards translation I confirm that I have

- a formal higher education in translation (recognised degree) or
- a university degree or equivalent plus a minimum of two years of documented experience in translation or
- at least 5 years of documented professional experience in translating

With regards interpretation I confirm that

- I have the competencies listed in point 1 above in the domain under consideration and
- a written and spoken command of both languages, including specialist terminology, current idioms and dialects



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- the ability to interpret and translate accurately, fluently and appropriately between both languages using the correct techniques
- the ability to understand the relevant procedures of the particular context in which they are working
- be familiar with the cultural backgrounds of both parties

You can confirm that

- I confirm that less than 50% of my translation/interpretation work is in the legal / medical / technical field
- Your turnover does not exceed £100,000

Claims and losses

1. In the last three years, you have not had any claim that would have been covered by this proposed insurance, whether successful or not, been made against you.
2. You are not aware of any fact, circumstance, allegation or incident which may give rise to a claim under the proposed policy

Acceptance

I confirm that I have read the Statement of Fact above and I accept and agree the basis on which this cover is granted.

Yes No

I would like cover to start on

I would like to accept the offer of insurance cover based on the above limits I have selected.

Material information

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant, please let us have details.

Data protection

By accepting this proposal form you consent to Hiscox using the information we may hold about you for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities.

Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Hiscox Insurance Company Limited to avoid this insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

A copy of this proposal should be retained for your records.

Please send this complete proposal form to: jurga@todaytranslations.com



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Complaints

We pride ourselves on providing a first class, reliable and efficient service to all of our customers. Complaints are a key to monitoring our service and wherever possible, we seek to take action to prevent recurrence of a problem.

We define a complaint as any expression of dissatisfaction, whether oral or written, and whether justified or not, about a service or activity provided by the insurance company.

If you have a complaint, please contact your insurance broker in the first instance. HSBC, Insurance Brokers Ltd, Bishopscourt, 27-33 Artillery Lane, London, E1 7LP.

If your complaint cannot be resolved satisfactorily by your insurance broker, please contact our customer services team:

Telephone: 0870 084 3777

Email: customer.relations@hiscox.com

Address: Hiscox House, Sheepen Place, Middleborough, Colchester, Essex, CO3 3XL