

Yswiriant Indemniad Proffesiynol
Professional Indemnity Insurance

Ffurflen Gais
Proposal Form



Cymdeithas Cyfieithwyr Cymru

The Association of Welsh Translators and Interpreters

Llenwch y ffurflen a'i dychwelyd at:
Please complete and return the form
to:

MFL Professional Partnerships
2nd Floor
Barlow House
Minshull Street
Manchester
M1 3DZ

MFL McParland Finn Ltd
INSURANCE BROKERS

T: 0870 855 6440
F: 0870 855 6441
E: info@m-f-l.co.uk
W: www.m-f-l.co.uk

Insurance for your reputation

IMPORTANT:- This proposal form has been produced bilingually for information purposes. Whilst it is acceptable to complete both Welsh and English sections of this form, it **MUST** be completed in **ENGLISH** in order for a confirmed quotation to be provided.

PWYSIG:- Mae'r ffurflen gais hon wedi'i chynhyrchu'n ddwyieithog er gwybodaeth. Er ei bod hi'n dderbyniol llenwi adrannau Cymraeg a Saesneg y ffurflen, RHAID ei llenwi yn Saesneg er mwyn i ni ddarparu dyfynbris a fydd wedi'i gadarnhau.

1. Name of Insured:
(It is important to include any business trading names)

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2. Address of Insured:
(Please provide separate details of all other locations)

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3. Contact Details of Insured:

Telephone	
Fax	
Email	
Website	

4. Sole Practitioner Details:

Trading Start Date

Details of Professional Institute Membership and level of membership	Membership Number

Number of years' experience in the business activities (see Q7)

5. Confirmation of Self Employed Status:

Are you a Sole Practitioner with no employees who conduct work detailed under Q8 of the proposal form? YES NO

1. Enw'r Sawl a Yswirir
(Mae'n bwysig cynnwys unrhyw enwau masnachu)

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2. Cyfeiriad y Sawl a Yswirir
(Darparwch fanylion pob lleoliad arall ar wahân)

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3. Manylion Cysylltu'r Sawl a Yswirir

Rhif ffôn	
Ffacs	
E-bost	
Gwefan	

4. Manylion yr Ymarferydd Unigol

Dyddiad Cychwyn Masnachu

Manylion Aelodaeth o Sefydliad Proffesiynol a lefel aelodaeth	Rhif Aelodaeth

Nifer o flynyddoedd o brofiad ym maes gweithgareddau'r busnes (gweler C7)

5. Cadarnhau Statws Hunangyflogedig

Ydych chi'n Ymarferydd Unigol heb rywrai'n gyflogedig gennych ac yn ymgymryd â gwaith yn unol â'r manylion o dan C8 ar y ffurflen gais?
YDWYF NAC YDWYF



6. Details of Gross Earnings:

Please state financial year end (DD/MM)

Please advise the Total Gross earnings for each of the last two financial years (if applicable) and provide an estimate for the forthcoming year.

	20__	20__	20__
UK	£	£	£
OVERSEAS (Excluding USA/CANADA)	£	£	£
USA / CANADA	£	£	£

7. Business Activities:

Please give a description of your Business Activities

8. Discipline Profile:

Please advise the approximate split of work under the following categories for work completed in the last complete financial year (or estimate for the forthcoming year if a new firm)

TRANSLATION / LOCALISATION (including Project Management)	%
INTERPRETING (INCLUDING SIGN)	%
SUBTITLING	%
LANGUAGE TRAINING / TUITION	%
PRINTING	%
PUBLISHING	%
TYPESETTING	%
EDITING	%
OTHER (Please give full details)	%
TOTAL	100%

6. Manylion yr Enillion Gros

Nodwch ddiwedd y flwyddyn ariannol (DD/MM)

Nodwch Gyfanswm yr enillion Crynswth ar gyfer y ddwy flynedd ariannol ddiwethaf (os yw'n gymwys) a rhowch amcan ar gyfer y flwyddyn sydd i ddod.

	20__	20__	20__
Y D.U.	£	£	£
DRAMOR (Ac eithrio U.D.A./CANADA)	£	£	£
U.D.A./CANADA	£	£	£

7. Gweithgareddau Busnes:

Rhowch ddisgrifiad o'ch Gweithgareddau Busnes

8. Proffil y Ddisgyblaeth:

Rhowch fanylion bras o raniad y gwaith a gwblhawyd yn ystod y flwyddyn ariannol lawn ddiwethaf o dan y categorïau a ganlyn (neu rhowch amcan ar gyfer y flwyddyn sydd i ddod os ydych yn gwmni newydd)

CYFIEITHU/LLEOLEIDDIO (gan gynnwys Rheoli Prosiectau)	%
CYFIEITHU AR Y PRYD (GAN GYNNWYS ARWYDDO)	%
ISDEITLO	%
HYFFORDDIANT IEITHYDDOL	%
ARGRAFFU	%
CYHOEDDI	%
CYSODI	%
GOLYGU	%
ARALL (Rhowch y manylion llawn)	%
CYFANSWM	100%



9. Independent Consultants:

Is any work put out to independent or specialist consultants / freelancers? YES NO

If "YES" – Please give full details of work undertaken by such consultants / freelancers

Are such consultants required to maintain insurance to cover their liabilities for such work? YES NO

Do you check work carried out on your behalf by such consultants / freelancers? YES NO

PLEASE NOTE THAT WHENEVER YOU ENGAGE OR EMPLOY CONSULTANTS, YOU SHOULD ASK EACH YEAR FOR EVIDENCE OF THEIR PROFESSIONAL INDEMNITY INSURANCE

10. Contract Conditions:

Do you have standard contract conditions? YES NO

If "YES", please supply a copy with this proposal form

Are all your contracts subject to UK law? YES NO

If "NO", please provide details

9. Ymgynghorwyr Annibynnol

A oes gwaith yn cael ei anfon at ymgynghorwyr annibynnol neu arbenigol / at rai sy'n gweithio ar eu liwt eu hunain? OES NAC OES

Os "OES" - rhowch fanylion llawn y gwaith a wneir gan ymgynghorwyr o'r fath /gweithwyr ar eu liwt eu hunain

A oes gofyn i ymgynghorwyr o'r fath gynnal yswiriant atebolrwydd am waith o'r fath? OES NAC OES

A ydych yn gwirio gwaith a wneir ar eich rhan gan ymgynghorwyr o'r fath / gweithwyr ar eu liwt eu hunain? YDWYF NAC YDWYF

SYLWCH: PRYD BYNNAG Y BYDDWCH YN DEFNYDDIO NEU'N CYFLOGI YMGYNGHORWYR, DYLECH OFYN AM DYSTIOLAETH O'U HYSWIRIANT INDEMNIAID PROFFESIYNOL BOB BLWYDDYN

10. Amodau'r Contract:

A oes gennych amodau contract safonol? OES NAC OES

Os "OES", darparwch gopi gyda'r ffurflen gais hon

A yw eich holl contractau dan reolaeth cyfraith y D.U.? YDYNT NAC YDYNT

Os "NAC YDYNT", rhowch y manylion



IT IS IMPERATIVE THAT QUESTION 11 IS ANSWERED CORRECTLY AS FAILURE TO DO SO COULD PREJUDICE YOUR RIGHTS IN THE EVENT OF A CLAIM ARISING IN THE FUTURE.

11. Claims & or Circumstances:

- (i) Has any claim been made against the business or any principal, of this or any other business? YES NO

If "YES", please provide full details

- (ii) Are you aware, after full enquiry, of any circumstance or incident which has or may result in any claim being made against the business, or any principal, of this or any other business? YES NO

If "YES", please provide full details

12. Current Insurance Arrangements:

Limit of Indemnity	£
Excess	£
Premium	£
Insurer	
Renewal Date	
Period Continuously Insured	__ Years

- Has any similar insurance been declined, cancelled, renewal refused or special terms imposed? YES NO

If "YES", please provide details

13. Quotations Required:

Please select Limits of Indemnity Required

- £50,000 £500,000
 £100,000 £1,000,000
 £250,000 £2,000,000
 Other: (Please specify) £

MAE'N HANFODOL ATEB CWESTIWN 11 YN GWIR GAN Y GALLAI METHU Â GWNEUD HYNNY BERYGLU'CH HAWLIAU PETAI HAWLIAD YN CODI YN Y DYFODOL

11. Hawliadau a/neu Amgylchiadau

- (i) A oes unrhyw hawliad wedi'i wneud yn erbyn y busnes neu unrhyw brif swyddog, yn achos y busnes hwn neu unrhyw fusnes arall? OES NAC OES

Os "OES", rhowch y manylion llawn

(ii)

- (ii) A wyddoch chi, wedi ymholi'n drwyadl, am unrhyw amgylchiad neu ddigwyddiad a arweiniodd neu a allai arwain at unrhyw hawliad yn erbyn y busnes, neu unrhyw brif swyddog, yn achos y busnes hwn neu unrhyw fusnes arall? GWN NA WN

Os "GWN", rhowch y manylion llawn

12. Eich Trefniadau Yswiriant Cyfredol

Terfyn yr Indemniad	£
Taliad dros ben	£
Premiwm	£
Yswiriwr	
Dyddiad Adnewyddu	
Cyfnod Yswiriedig Di-dor	__ o Flynyddoedd

- A gafodd unrhyw yswiriant tebyg ei wrthod, ei ddi-ddymu, a wrthodwyd ei adnewyddu neu a orfodwyd telerau arbennig? DO NADDO

Os "DO" rhowch y manylion

13. Y dyfynbrisiau y gofynnir amdanynt:

Dewiswch y Terfynau Indemniad Angenrheidiol

- £50,000 £500,000
 £100,000 £1,000,000
 £250,000 £2,000,000
 Arall: (Nodwch ef) £



14. Declaration:

I declare that the above statements and particulars are true and I have not suppressed or misstated any material facts.

I agree that this proposal, together with any other information supplied by me shall form the basis of any subsequent contract of insurance.

Signed:

For and on behalf of:

Date:

PLEASE RETAIN A COPY OF THIS PROPOSAL
FOR YOUR RECORDS.

COMPLETION DOES NOT BIND YOU OR INSURERS TO
COMPLETE A CONTRACT OF INSURANCE

14. Datganiad:

Rwy'n datgan bod y datganiadau a'r manylion uchod yn wir ac nad wyf wedi celu na chamgyflwyno unrhyw ffaith o bwys.

Rwy'n cytuno mai'r ffurflen gais hon, ynghyd ag unrhyw wybodaeth arall a ddarparwyd gennyf, fydd sail unrhyw gontract yswiriant dilynol.

Llofnod:

Dros ac ar ran:

Dyddiad:

CADWCH GOPI O'R FFURFLEN GAIS HON
AR GYFER EICH COFNODION

NID YW EI LLENWI YN EICH RHWYMO CHI NA'R YSWIRWYR
I GWBLHAU CONTRACT YSWIRIANT

