

**BINDING AUTHORITY QUESTIONNAIRE**

**TO BE COMPLETED BY ANY PROPOSER GRANTED A BINDING AUTHORITY**

1a) Date authority commenced:

b) Are records maintained, to ensure that renewal of this authority is discussed and provision made for non-renewal, well before the expiry of such agreement? **YES/NO**  
If no, please explain fully.

2 List all Insurers, Reinsurers, Lloyd's Syndicates or Underwriting Agencies subscribing:

3a) When did you last change your capacity providers?

b) Was this of your own volition or was the decision taken by the capacity providers?  
If the latter, please explain fully.

c) If you changed your capacity providers in the last 24 months, please advise how long you represented your previous capacity providers

4 Classes of business underwritten  
(Please state Direct or Reinsurance, as applicable)

5 Maximum underwriting limits permitted, in each class:

6 Origin of business accepted:

UK	%
Europe	%
USA/Canada	%
Elsewhere	%

7 Does the Firm only accept business by way of an "underwriting stamp" being put down on a Broker's placing slip? **YES/NO**

If no, please give brief details of normal methods of accepting business

8 Does the Firm, in their own right, handle the placing of any reinsurance protection on behalf of those insurers for whom they are accepting risks under any authority? **YES/NO**

If yes, please provide full details and state the commission earned in last twelve months.

9 Does the Firm have full power to accept risks and set premiums without prior reference or referral, within a specified period after their acceptance, to those insurers or any of them granting the authority?  
**YES/NO**

If no, please give details of limitations applicable or authority to vary the rates contained in the agreement.

10 Total premium income, from all binding authorities for:

i) Current financial year ending: £

ii) Past financial year: £

iii) Estimate for coming financial year: £

11 Total commissions, fees or earnings, from all binding authorities, for:

i) Current financial year ending: £

ii) Past financial year: £

iii) Estimate for coming financial year: £

12 Please confirm that you have made underwriting profits under any binding authorities that you hold  
**YES/NO**

If you have recorded any underwriting losses, please provide details:

13 Do all or any of the 'binders' restrict authority to:

i) named persons in the Firm, who may accept risks?

**YES/NO**

ii) delegate the Firm's authority to any outside agent, firm or organisation

**YES/NO**

If yes, please give full details, including information relating to controls in place/training and checking of the work:

14 Please complete the following in respect of all persons engaged in the acceptance and binding of risks under any authority:

Name

Position

If less than three years practical experience in this field, give brief details of previous occupation

15a) What training, if any, is given to the staff, in respect of any binding authority you have been granted?

b) Please also confirm that all staff are required to sign documentation confirming that they have fully understood the training given

**YES/NO**

16a) How often is this training up-dated?

b) When was the last formal training session undertaken?

17a) Is there a formal written set of guidelines in place for the operation of the authority? **YES/NO**

b) What measures exist to ensure compliance with the guidelines?

18a) Does every individual, operating under the binding authority, have access to the guidelines and are all updates and amendments communicated effectively to all staff? **YES/NO**

If yes please provide details of when the last update was communicated.

b) How regularly is this done?

19 Do you have any authority to handle or settle claims **YES/NO**  
If yes, please give full details of claims settlement authority

20 If you have had any claims, resulting from any binding authority agreements, please provide the five year record

21a) Are audits undertaken, on a regular basis, of those binding authorities you hold? **YES/NO**

If yes, how often do the insurers perform such an audit and review files?

b) When did the last audit take place?

c) What independent checks are made, by senior staff, of the parameters of all binding authorities you hold?

22 Did anything emerge from this or any previous audit that may give rise to a claim or at which the insurer expressed concern? **YES/NO**

If yes please provide full details and explain the measures taken to address the issues raised.

23 What other safeguards are in place to ensure that the terms of the Binding Authority are complied with?

Signed:

Dated: