

# Professional Indemnity Insurance for Solicitors

## Proposal Form for 2025–2026

v21

### 1. Law Practice Details

**Registered Entity Name**

**Business/Trading Name**

*(optional)*

**ABN**

*Australian Business Number*

**Law Practice Number**

*Assigned to your Law Practice by your Law Society*

**Commencement Date**

*When your Law Practice first started practising*

**Website/Domain Name**

*(optional)*

**Main Office Address**

**Postal Address**

*(optional)*

### 2. Authorised Representative Contacts

ABC Insurance will only disclose or discuss information concerning your Law Practice with the current principals or legal practitioner directors of the Law Practice, or the authorised representative contacts you nominate below.

Please provide contact details for at least one authorised representative as the primary point of contact.

#### Primary Authorised Contact

#### Secondary Authorised Contact

**Name**

**Position**

**Phone Number**

**Email Address**

### 3. Prior Practices

Please list all Prior Practices of your current Law Practice, including all mergers, acquisitions, and reconstitutions, whether historical, recent or currently underway. For each prior practice please include the following details:

#### Prior Practice #1

Registered Entity Name

Business/Trading Name

ABN

Law Practice Number

Commencement Date

Ceased / Succession Date

Comments (optional)

#### Prior Practice #2

Registered Entity Name

Business/Trading Name

ABN

Law Practice Number

Commencement Date

Ceased / Succession Date

Comments (optional)

*Note: If your Law Practice has more prior practices then please **attach** a separate list.*

### 4. Practitioners and Staff

Number of principals and legal practitioner directors

Number of employed solicitors

(excluding principals and legal practitioner directors)

Total number of staff

(including all principals, directors, solicitors and other employees)

## 5. Gross Fee Income

Please provide the Gross Fee Income (GFI) of your Law Practice (in Australian dollars):

GFI for financial year ending 30 June 2024 (actual)

GFI for financial year ending 30 June 2025 (estimate)

GFI for financial year ending 30 June 2026 (estimate)

*Note: For more information on what to include in your GFI please refer to our website FAQs [here](#).*

If your GFI for any year has fluctuated 35% or more when compared to the prior year, please provide an explanation:

## 6. Office Locations

In which Australian states or territories does your Law Practice have offices?

NSW

VIC

QLD

WA

SA

ACT

TAS

NT

Which Australian state or territory is your Law Practice's principal place of practice?

NSW

VIC

QLD

WA

SA

ACT

TAS

NT

Does your Law Practice have any offices overseas (outside Australia)?

Yes

No

If yes, please provide details (including locations):

## 7. Fee Income Sources

Please provide the percentage of your Law Practice's Gross Fee Income sourced from each Australian state and territory, or overseas, based on the location of your Law Practice's offices.

Australia:

NSW	%	VIC	%	QLD	%	WA	%
SA	%	ACT	%	TAS	%	NT	%

Overseas:

Asia	%	North America	%	Oceania (excl. Australia)	%
UK & Europe	%	South America	%	Middle East & Africa	%

*Note: All percentages provided above must sum to 100%. If a location is 0% then it can be left blank.*

## 8. Areas of Law Practised

Please provide the percentage of your Law Practice's Gross Fee Income derived from practising in each of the following areas of law:

Civil Litigation	%	Commercial & Corporate law	%
Consumer law	%	Conveyancing & Property law	%
Criminal law	%	Employment & Industrial law	%
Environmental & Planning law	%	Family law	%
Finance, Banking & Insurance law	%	Immigration law	%
Intellectual Property law	%	Mediation & Dispute Resolution	%
Personal Injury law	%	Wills & Estates	%
Other(s) – please specify:	%		

*Note: All percentages provided above must sum to 100%. If an area is 0% then it can be left blank.*

## 9. Area of Law Specialisation

Does your Law Practice specialise solely (100%) in Criminal Law, and this is expected to continue until 30 June 2026?

Yes

No

Is all conveyancing and real property law practised at your Law Practice performed or supervised by suitably accredited legal specialists, and this is expected to continue until 30 June 2026?

Yes

No

If yes, please provide details (including names and relevant accreditations):

## 10. Risk Management

Are all offices of your Law Practice currently certified to the International Standard ISO 9001 Quality Management Systems, and this certification is expected to be retained until 30 June 2026?

Yes

No

If yes, please **attach** a copy of your Law Practice's current **ISO 9001 certificate** to this application.

During the last twelve months have all legal practitioners and directors of your Law Practice successfully completed training or courses in risk management for legal practice?

Yes

No

*Note: suitable courses or training are offered by law societies such as the Law Society of NSW, including LawInform and RMEP principals workshops, by educational institutions such as the College of Law, or other specialised practices such as FMRC Legal. These include dedicated risk management courses, or similar training embedded in legal practice management courses or other continuing professional development (CPD) training.*

Does your Law Practice use IT software or systems specifically designed for practising law in Australia?

Yes

No

*Note: suitable legal practice management systems typically include features such as: case management, document generation, CRM, client communications, trust accounting, time & expense tracking, calendar, tasks, reminders, process automation and integration. Trust accounting functions must be compliant with Australian law, including the Legal Profession Uniform Law (NSW) and Legal Profession Uniform General Rules (2015).*

## 11. PI Insurance History

Which professional indemnity insurance (PII) provider currently or most recently arranged PII for your Law Practice?

What is the Excess (each claim) amount on your Law Practice's current or most recent primary PII policy? (AUD)

Has your Law Practice, or any of its principals or legal practitioner directors, ever been refused professional indemnity insurance, had such insurance cancelled, had an application for renewal of such insurance declined or had special terms imposed?

Yes No

If yes, please provide details:

## 12. Registered Complaints

Has your Law Practice or any of its principals or solicitors ever been the subject of a formal complaint with an adverse finding that is registered with an Australian law society or regulatory authority, such as the Law Society of NSW or the Office of the NSW Legal Services Commissioner (OLSC)?

Yes No

If yes, please provide details:

## 13. Disciplinary Actions

Has your Law Practice or any of its principals or solicitors ever been the subject of a disciplinary action enforced by an Australian law society or regulatory authority, such as the Office of the NSW Legal Services Commissioner (OLSC) and its NSW Register of Disciplinary Action?

Yes No

If yes, please provide details:

## 14. Claims History

### (a) Reported Claims History Record

Please **obtain a current claims history record** for your Law Practice from its current or prior professional indemnity insurance (PII) providers and **attach** to this application.

**Does your Law Practice's claims history record include ANY reported claim or notification of ANY matter, fact or circumstance that may give rise to a claim?**

Yes

No

### (b) Unreported Claims or Circumstances

**Has your Law Practice, any of its current or former principals or legal practitioner directors, or any of their prior practices, had ANY claim made against it or them that has NOT yet been reported in writing to your Law Practice's professional indemnity insurance provider(s)?**

Yes

No

**Are you, your Law Practice, or any of its principals or legal practitioner directors, aware of ANY matter, fact or circumstance that may give rise to a claim against it or them that has NOT yet been notified in writing to your Law Practice's PII provider(s)?**

Yes

No

If yes to either question in (b) above, please **provide a list of all unreported claims or circumstances**, including the following details for each case:

- Law Practice Name;
- Claimant Name (if applicable);
- Amount Claimed or Estimated (if applicable);
- Date of Claim, Incident or Event;
- Brief Summary of Alleged Act or Omission, or Matter/Fact/Circumstance.

*Note: If your Law Practice has more unreported claims or circumstances then please **attach** a separate list.*

## 15. NSW Stamp Duty Exemption for Small Business

Your Law Practice may be eligible for an exemption from paying stamp duty to Revenue NSW for the portion of your PII premium related to legal practise in NSW. If your Law Practice has an office in NSW, you must complete the small business declaration by selecting one of the options further below.

Note: You are a small business if you are an individual, partnership, company or trust that:

- Is carrying on a business, and
- The business has an aggregated turnover of less than \$2 million, where “aggregated turnover” is the business’ Australia wide annual turnover plus the annual turnovers of any business entities that are the business’ affiliates or are connected with the business.

For further information regarding stamp duty exemption for small businesses visit the NSW Government website:  
<https://www.revenue.nsw.gov.au/taxes/insurance>

### Small Business Declaration

**I acknowledge that:**

- It is the Law Practice’s responsibility to ensure that it is eligible for the Revenue NSW small business exemption; and
- ABC Insurance will recover the amount of any unpaid duty from the Law Practice pursuant to section 259D of the Duties Act 1997 (NSW), in the event that Revenue NSW deems any such stamp duty to be payable.

**I declare that the Law Practice is a Capital Gains Tax small business entity (within the meaning of section 152-10 (1AA) of the *Income Tax Assessment Act 1997* (Cth)) for the income year in which the insurance is effected or renewed and the Law Practice is eligible for the exemption from paying duty under section 259B of the *Duties Act 1997* (NSW).**

Yes

No



## 16. Acknowledgement

I understand that the PII quote is based on the expectation that the Law Practice will use its best endeavours to:

- Always issue written letters of engagement;
- Ensure all legal practitioners regularly attend appropriate risk management training courses;
- Utilise operational processes and IT systems tailored for legal practice in Australia;
- Have in place cyber risk insurance and two-part authentication for payments;
- Confine legal services to areas of law in which the law practice professes relevant expertise / specialisation; and
- Ensure all documentation and correspondence inform clients that the Law Practice's liability is limited in accordance with the Professional Standards Act limitation of liability scheme.

## 17. Declaration

**I declare that:**

- I am authorised to submit this insurance application on behalf of the Law Practice;
- After making all relevant enquiries, I confirm that the information provided is true, accurate and complete;
- ABC Insurance is authorised to send communications by email to the Law Practice and its authorised representatives; and
- I have read and agree to ABC Insurance's [Terms of Use \(www.abcinsurance.net.au/terms-of-use\)](http://www.abcinsurance.net.au/terms-of-use) and [Privacy Policy \(www.abcinsurance.net.au/privacy-policy\)](http://www.abcinsurance.net.au/privacy-policy).

**Name:**

**Position:**

**Date:**

**Signature:**

Please add your digital signature, use E-Sign, or else print and sign.